

**AMERICAN SAMOA COMMUNITY COLLEGE
FIVE YEAR MAINTENANCE PLAN**

*Will be
revised!*

2005 –2009

The American Samoa Community College proposed to use the five-percent (5%) set aside funds to establish a maintenance program to maintain and protect its investment on its facilities and equipments. ASCC was awarded CIP Funds to fund projects for Fiscal Years 2002, 2003, and 2004. The CIP Funds help ASCC build a new Library, repair and renovate all classrooms and purchased new equipment. These CIP funded projects has made a great impact on facility development on the ASCC Campus. To prolong the life and the efficiency of these facilities and equipments, ASCC must establish a maintenance program to ensure continuity in servicing of equipment and maintenance of facilities. ASCC submit its Five Year Maintenance Plan for Fiscal Year 2005 – 2009.

ASCC has a total of 200 Air-conditioning Units on-campus. Majority of these units are brand new Split Type Air-Condition ASCC purchased for its energy efficiency. The units need servicing every three months to insure they are in top condition. Services include cleaning filters, checking electrical power supply, breakers and safety switches, checking gas pressure, recharge if required. Any parts repair or replacement after the warranty will be paid by ASCC.

Costs:

200 units x \$32.00/units x 4 times a year x 5years = \$128,000 for 5 years.

ROOFING MAINTENANCE

In Fiscal 2003, the CIP program funded four re-roofing projects for ASCC. These projects are a great investment for the college. Due to the hot and humid climate, it is essential to do regular maintenance to the re-roofed buildings. To accomplish this task, it is imperative to establish a maintenance schedule which will include cleaning the gutters, power washing the main roof and resurfacing and painting the roof every 3 years.

Costs:

Total Roof Coverage.....60, 000 square feet x \$.95 per square ft = \$57,000.

PLUMBING AND DRAINAGE

The buildings housing all ASCC classrooms and offices were built in 1952. The building is over fifty (50) years old. The plumbing although well built is beginning to deteriorate due the aging, and our Facility Personnel are working in tracking down old service line galvanized pipes and replace them with PVC lines. This is done to eliminate leakage problems and blockage of sewage lines which is constant problem on campus. In Fiscal Year 2003, ASCC received CIP allotment to renovate all its restrooms around the campus, to repair leakage in both service and sewage lines, installed new fixtures, repair the facilities to bring it into compliance with ADA requirements. Although the Plumbing Repair Project is still on-going, ASCC plans to provide a preventative maintenance program for the newly renovated facilities.

Costs: \$1,500 per 3 months x \$6,000 a year x 5years = \$30,000

Required Equipments:

Portable Chain Saw	\$ 500
Concrete Cutter	500
Electric Jack Hammer	500
Power Snake	500
Concrete Mixer	3,000
Blockage Detector	1,500

	\$ 6,500
	30,000

Total Costs:	\$36,500

ASCC 's Facility Management yearly budget is \$10,000 for maintenance. It does not cover the costs of preventative maintenance for the college facilities. It is important to ASCC that its facilities be maintained to protect its investment. Without the CIP set aside funds for maintenance, ASCC will not be able to provide a maintenance program for its facilities.

American Samoa Community College 10 Year Facility Plan

No	Projects	FY	Estimated Cost
1	Multi Purpose Building	2007-08	\$2,500,000.00
2	New Classroom Building (8 classroom)	2009-15	\$1,800,000.00
3	Administration to house all College office	2010-12	\$1,500,000.00
4	New Faculty Housing	2011-12	\$1,000,000.00
5	Access Road from East to Upper campus	2010-13	\$1,500,000.00
6	Single Main Entrance to ASCC	2009-15	\$500,000.00
7	Increase Parking Lot Capacity	2009-14	\$300,000.00
8	Security Fence Around Campus	2013-17	\$500,000.00
9	Drainage & sewage improvement	2009-17	\$300,000.00
10	Bathroom Facility for the Upper Campus	2009-12	\$100,000.00
			\$10,000,000.00

Adele
COM

AMERICAN SAMOA
COMMUNITY COLLEGE

2002-2003 ASCC Strategic Plan

Community Advisory Group →

Dr. Adele Satele-Galea'i
President

Introduction

Strategic Planning is most often defined as a systematic effort to establish basic organizational purposes, objectives, policies, and to develop strategies which will be used to achieve organization purposes.

The 2002-2003 ASCC Strategic Plan is basically a short-term plan structured according to five priority goals guided by policy statements on which are based institutional objectives and key division actions.

This is not intended to be a "catch-all" master plan that compiles all goals and objectives for solving all the college's problems. Much of that is left to the Quarterly Reports. It is, instead, intended to provide a compass for focusing and guiding the college's actions in the next year.

In August 2001, the Board of Higher Education and the newly-appointed President conducted a planning retreat involving the College's many stakeholders. The result of that retreat was an identification of 11 major issues and some departmental issues. The Board Policy for Presidential Performance was noted as the basis for presenting the data and information at the retreat. Executive performance is made synonymous with organizational performance. Thus, the evaluation of how well the goals and objectives stated in this plan are achieved is, by policy, related to the President's evaluation.

The 11 major and departmental issues are now being addressed in different ways, that is, at different units of analysis. Five of the major issues have become the five Priority Goals. Other major issues are now Institutional Objectives and others are Division Actions. Special Committees have been formed to address both major issues and sub-topics. The priority item to establish a four-year college is being addressed by a Task Force. Still others will be evaluated by the Accreditation Self-Study Committees.

You will notice there are policy statements for each priority. The understanding of policy statements came from ASCCC staff participation in the Territorial General Plan. The policy statements are both quotations or paraphrases of the Accreditation Standards which themselves are based on an intensive and extensive study of "best practices" in institutions of higher education.

It is also important to note an awareness of the systems approach to planning, goals and objectives were established not only at the input (resources & facilities) and process stage (technology) but also at the outcomes stage (program effectiveness) of efforts to accomplish the College's mission (core indicators of institutional effectiveness.)

Planning should be informed by research. A listing of supporting documentation and research is included in this proposal. In addition external and internal factors were considered.

Next Steps:

Next steps include assigning responsibility, estimating costs and budgeting, developing timelines and performance measures whether quantitative, qualitative, and exploring the use of an instrument for the Board's use as stated in the Board Policy Manual.

Acronyms

ACCJC	Accrediting Commission for Community and Junior Colleges
ASCC	American Samoa Community College
BEd	Bachelor of Education
BHE	Board of Higher Education
CDBG	Community Development Block Grant
CIP	Capital Improvement Program
DOI	Department of Interior
DOC	Department of Commerce
DOE	Department of Education
ELI	English Language Institute
NUS	National University of Samoa
OIA	Office of Insular Affairs
ROTC	Reserve Officers Training Course
TGP	Territorial General Plan
T&I	Trades & Industry
UH	University of Hawaii
USC	United States Citizen
USN	United States National
WASC	Western Association of Schools and Colleges
WIA	Work Investment Act

How the Strategic Priorities were Developed

With respect to planning, a number of events and actions impacted on the development of the 2002-2003 ASCC Strategic Priorities Plan. The proposed plan is based on the events described below and is consistent with the ASCC mission and BHE vision statement.

August 2001: Board of Higher Education Planning Retreat *add presentation in head book + Deans + Directors reports.*

Newly-appointed President, Dr. Adele Satele-Galea'i, met with the Board of Higher Education at a three-day Planning Retreat in August 2001. Eleven major issues were identified and approved by the Board. 5 of these major issues (with sub-topics in parentheses) were:

- 1) Additional Financial Resources
- 2) New and Improved Facilities: (Facilities Audit & Student Center)
- 3) Technology (& other Learning Support Services)
- 4) Standards (Program Review & Community Needs)
- 5) 4 Year College.

1995-2000

2001
2002

3

4

5

Other major issues were:

- 6) Accessibility: (tuition costs, disabled population, non-USC & non-USN students, low enrollments)
- 7) Interdepartmental & Interstate Relations (DOE, articulation, NUS, University of Hawaii, feeder schools)
- 8) Staff Needs & Recognition: (incentives, on-line professional development, salary & other benefits, Day Care)
- 9) Student Needs: (sports, music, connectivity, ROTC, scholarships)
- 10) Public Law 22-30 (BHE compensation)
- 11) Community Needs (Samoan language, farming methods, Farm or College Fair, night-time and evening classes, Nursing, WIA)

Self-Study

2

3

4

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6

7

At the department level, communications, registration, book orders, campus cleanliness, accountability, first-aid kits, yearbook, and student activities were identified as important. The BHE identified guiding principles such as access and opportunity, quality, honesty and integrity, faith in students' ability to learn; accreditation principles such as quality, effectiveness, integrity; spiritual, social, economic, and political values; and Samoan [ness].

September 2001: The American Samoa Territorial General Plan (TGP)

Governor Tauese Sunia assigned responsibility to the Department of Commerce (DOC) for developing a Territorial General Plan. This Plan included all ASG agencies, departments, and semi-autonomous organizations, and private sector input. Stated in economic terms, the investment in human capital is essential to economic growth. The ASCC President identified 4 priorities in the context to be incorporated into the TGP. This Plan is still in-progress.

(6)

- 1) Academic Standards
- 2) Additional Resources
- 3) Technology
- 4) Economic Development

September 11, 2002

November 2001: Accreditation Self-Study & Evaluation Visit

Dr. Darlene Pacheco, Associate Director of the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) conducted an Accreditation Self-Study Workshop in preparation for the College's self-study and comprehensive visit scheduled for November 5-7, 2002.

January 2002: Organizational Chart & Committees Established

In January 2002, the ASCC President identified 5 planning priorities areas and requested input from the Deans & Directors based on the newly-established ASCC organizational chart. They are:

- o Program Quality & Effectiveness
- o Resources
- o Facilities
- o Technology
- o Four-Year College

In conjunction with the organizational chart, a number of special committees were established. These committees are:

President's Advisory Council
Accreditation Self-Study
Student Recruitment & Retention
Technology
Samoan Language & Culture Task Force
Saili le Atamai

February 2002: "Transforming the Economy of American Samoa"

The latest significant event impacting on the ASCC Strategic Plan is this draft report by the American Samoa Economic Advisory Commission. The report states that "by using the campus telecommunications infrastructure, the College can develop an education and training center that would provide educational services and employment for students... [and] offer distance learning courses." The Commission toured the ASCC campus and met with ASCC staff

February 2002: Campus Tour by Office of Insular Affairs Officials

OIA officials toured the ASCC campus and encouraged ASCC administration and staff to work closely with the local field officer seeking specialized federal funding.

All of these events, accreditation standards, a review of College documents, and a consideration of relevant external and internal factors impacted significantly into developing the priorities, policy statements, institutional objectives, and division actions of the Strategic Plan.

OTHER FACTORS

External Factors:

- Demographic: Population growth; increases in feeder school populations
Increasing racial & social diversity (and immigration)
Expected need for continuing education by working adults with families.
English & Math skills of entering students not expected to change significantly in the near future.
- Economic: US Governmental subsidies unchanged
Canneries may move or be significantly scaled down
Health industry will grow in importance
Efforts at economic diversity will continue in:
e-commerce, communications, agriculture,
tourism, service industries
- Technological: Rapid changes in job-related skills
Delivery of information to distance sites will become increasingly common
- Funding: Unpredictable ASG cash-flow

Internal Factors:

- (in no particular order)
- 1) critical facilities problems
 - 2) demands of Accreditation Self-Study
 - 3) instructional shift: from teaching to learning
 - 4) organizational shift: from silos & stovepipes to integration
 - 5) cost & requirements of BHE vision statement
 - 6) need & strategies for responding to external factors
 - 7) raised expectations in performance monitoring, using research, linking planning to budgeting
 - 8) need for capacity building & professional development

Priority Goal One:

Increase & Improve Management of Financial Resources

Policy Statements:

The College should have adequate financial resources to achieve, maintain, and enhance its programs & services.

The College should manage its financial affairs with integrity and consistent with its educational objectives.

Institutional Objectives

- Objective 1: To strengthen efforts at acquiring funding from these and other ASG sources:
- Community Development Block Grant (CDBG)
 - Capital Improvement Program (CIP)
 - Federal Emergency Management Agency (FEMA)
- Objective 2: To develop and seek specialized federal funding via the local Office of Insular Affairs (OIA)
- Objective 3: To address the problem of the unpredictable ASG cash flow.
- Objective 4: To develop guidelines for linking planning and budgeting.
- Objective 5: Conduct cost-estimate of the 2002-2003 Strategic Plan.
- Objective 6: Assess Endowment Fund.

Division Actions

- Action: To develop & achieve the funding objectives for the College Research Foundation.
- Action: To address the Material Weaknesses, Reportable Conditions and Observations of the Deloitte & Touch Financial Audit
- Action: To hire a full-time expert grant proposal writer.
- Action: To develop CDBG proposal for ASCC information systems.

Priority Goal Two: Improve Facilities

Policy Statement:

The College Should Have Sufficient and Appropriate Physical Resources (including Facilities) to Support its Purposes & Goals.

Institutional Objectives

- Objective 1: To complete the design and construction of the new ASCC library in compliance with the Board-approved contract with Fletcher Construction.
- Objective 2: To seek funding sources necessary for an ASCC Facilities Audit.
- Objective 3: To develop technical and funding plans for repairing the Science building, the Art building, the Cafeteria, and Gymnasium.
- Objective 4: To develop plans for a Student Center.
- Objective 5: Develop a Facilities Master Plan.
- Objective 6: Resolve land disputes.

Division Actions

- Action: To implement an aggressive program of maintenance and repair that will ensure cleanliness and continued quality in the College's campus and classrooms.
- Action: To develop Emergency Standard Operation Procedures
- Action: Conduct classroom use assessment.

Priority Goal Three

Upgrade & Improve Use of Technology

Policy Statement

ASCC's information and learning resources should be sufficient in quality and depth, diversity and currentness to support the institution's intellectual and cultural activities and programs in whatever format and wherever they are offered. ASCC should provide training so the information and learning resources may be used effectively and efficiently.

Institutional Objectives

- Objective 1: To develop & improve ASCC financial information system.
- Objective 2: To develop & improve ASCC's student information system.
- Objective 3: To develop and deliver distance learning education at ASCC.

Division Actions

- Action: To implement Project 2000.
- Action: To utilize latest FM digital technology should application for American Samoa Public Radio get funded.
- Action: To broaden fiberoptic connectivity on campus.
- Action: To hire additional MIS personnel.
- Action: To hire additional Computer Science instructors.
- Action: To acquire technological resources for financial and student information systems.

Priority Goal Four:

Strive for Quality & Effectiveness in Programs & Services

Policy Statements:

The College provides sufficient human, financial, and physical (including technological) resources to supports it educational programs.

The College identifies and makes public expected learning outcomes f or its degree and certificate programs.

The College has clearly defined processes for establishing and evaluating all of its educational programs.

The College identifies and serves the diverse needs of its students with a concern for student access, progress, and success.

Institutional Objectives

- Objective 1: Assess sufficiency of resources allocation to programs and services.
- Objective 2: Develop methods for evaluating how well ASCC students achieve the stated learning outcomes.
- Objective 3: Establish policies and procedures for Program Review and implement Program Review.
- Objective 4: Evaluate how well ASCC meets the needs of the community, including economic development needs, health, and non-traditional students.
- Objective 5: Conduct Program Review for English Language Institute (ELI) and Trades & Industry (T&I) programs.

Objective : *Using Qualified / Certified*

Division Actions

- Action: Review for implementation Faculty Evaluation submitted by Mr. Roy Fu'a
- Action: Review for implementation recommendations from 1998 Faculty Evaluation Report.
- Action: Review for implementation proposed Student Satisfaction Survey submitted by Dr. Vena Sele.
- Action: Review progress of Program Assessment described in 1999-2000 Annual Report.

Action: Evaluate efficient and/or effective use of classroom space.

Action: Evaluate ASCC Placement Tests. Consider Samoan translation.

Priority Goal Five:

Establishing a Four-Year Institution

Policy Statement

*The College should serve the current and future educational needs
of the people of American Samoa (PL 22-30)*

Institutional Objectives

Objective 1: Seek funding for establishing four year college.

Objective 2: Develop a plan for meeting accreditation requirements for establishing a four-year college.

Objective 3: Implement ASCC Contract with DOE to provide lower level coursework that has been articulated with the UH BEd program.

Division Actions

Actions: Review proposals from Roy Fu'a, Dr. Bob Lesa, and Dr. Galea'i.

Action: Review Kosaki Report.

Other

Priority: Conduct Accreditation Self-Study and prepare for Comprehensive Site Visit

Action: Develop Core Indicators of Institutional Effectiveness.

Other

Priority: Conduct Accreditation Self-Study and prepare for Comprehensive Site Visit

Action: Develop Core Indicators of Institutional Effectiveness.

Supporting & Reference Documentation

Accreditation Standards

ASCC Policy Manuals

ASCC 2000-2002 General Catalog
Board of Higher Education By-Laws
ASCC Personnel Manual
ASCC Financial Management Manual
ASCC Faculty Manual (DRAFT)
ASCC Student Handbook
ASCC Student Financial Aid Manual

Laws & Statutes

Public Law 22-30
Title 11 Chapter 06 § 10.0509 Quarterly Performance reports required
American Samoa Code Annotated 1978

Letters

January 14, 2002 letter from Barbara A. Beno of ACCJC WASC office
Undated handout from DOC explaining policy statements for TGP

Internal Memos

November 5, 2001 memo from Fainuulelei L. F. Alailima-Utu on format of Quarterly Reports
November 6, 2001 memo to Deans & Directors proposing new format of Quarterly Reports
January 2002 memo from President establishing Special Committees
January 3, 2002 memo to President re: Draft Items for ASCC Master Plan
January 11, 2002 memo via President identifying President's priorities and requesting input from Deans & Directors in Planning Priorities

Research

August 2001 SWOT Survey
Data & Information Reference for BHE Planning Retreat
ASCC Statistical Profile (DRAFT)
Employee Satisfaction Survey
Faculty Evaluation
Student Government Association Survey of Student Activities Fall 2001

Planning Documents

American Samoa FY 2000-2004 Plan of Work, AHNR Division, ASCC
Kapiolani Community College 2000 Planning Documents
American Samoa Community College 1995-2000 Academic Master Plan
Territorial General Plan notes

Reports

BHE minutes from September 2001 to present
President's Quarterly Reports
ASCC Quarterly Reports
ASCC Annual Reports

OK here

Add

Community Advisory

- eg. Adult Ed ✓
- Law Grant ✓
- SBDC ✓

** hearings - Radio/TV ask for Feedback;*

Attendance: President Adele Satele-Galea'i, Dr. Daniel Aga, Dr. Vena Sele, Dr. Irene Helsham, CFO Arlene Satele, Mrs. Peta Fa'alafi, Mr. Nathan Pedro, Mr. Fale Tauvela, Dr. Steven Lin, Mr. Don Vargo, Dr. Mata'u Taele.

Those with an excused absence were Dr. Seth Galea'i, Dr. Carol Whitaker, Dr. Bruce Whitaker, Mrs Fa Achica, Mr. Ioapo Taua'i, Rev, Atina'e Sheck, Ms Rosie Toelupe, Mrs. Darlene Moss, Mrs. Tia Seloti.

Others in attendance: Mele Hunter

President Adele Satele-Galea'i called the meeting to order at 12:15pm.

President Satele-Galea'i stressed the importance of the President's Advisory Council, and the need to have a representative from the different departments/programs present at these meetings. She also welcomed the presence of anyone who wanted to voice their opinions or concerns about the college, to attend these meetings.

MASTER PLAN 2000-2005

Daniel Aga, Director of Institutional Advancement, Effectiveness and Development, presented handouts of the 2002-2003 ASCC Strategic Plan. He briefly explained the handout, and the Priority Goals One to Five.

Feedback: Mrs. Elisapeta Fa'alafi, acting Dean of Instruction, suggested to include hiring qualified math and science instructors, as one of the priority goals. She explained that if we were aiming to become a 4- year college, we need more instructors with the proper degrees to teach at this level.

Dr. Aga voiced his concerns, that the instructors might take offense to such a statement.

President Satele-Galea'i stated that becoming a 4-year college is still in the planning stage, and shouldn't be mixed up with the plan in front of them. She also included that Mrs. Fa'alafi's suggestions could be included as an Objective in Priority Goal Four found on page 6. Note: Needs to be worded as the need for more qualified instructors. Everyone agreed to it.

The President also indicated the need for another grant writer, to assist the present grant writer. To be noted in Priority Goal One, Objective 1(page 3). Furthermore, she asked Dr. Aga if he could include a paragraph of the planning meeting held in the Land Grant Conference Room along with reports from Deans and Directors.

FOUNDATION

Dr. Mata'u Ta'ele, director of the ASCC Research Foundation, gave a brief summary of the Foundations historical background. He mentioned that the foundation was reestablished on December 6 2001, making it 3 months old. There are eleven members,

9 Voting members:

- 1 Paramount Chief
- 1 Board of Higher Education member
- 1 Administration
- 2 College Faculty
- 3 General Public
- 1 Student

2 Non-Voting Members:

- ASCC President
- Chairman of the Board of Higher Education

Dr. Taelle continued, that the purpose of the Foundation, is to secure monies for the College. This is through:

- 1) Fundraising (raise money)
- 2) Find individuals that are willing to donate
- 3) Secure grants
- 4) Solicit private funds
- 5) Solicit from Religious Institutions, individuals, local businesses, the general public, Alumni, ASCC Faculty and Staff, as well as Board members.

He also mentioned that Lipena, the Alumni Coordinator, was trying to develop a database that will track down all the Alumni and hopefully get more donations from them.

Fundraising Ideas:

- 1) Get choir to make and sell CD's
- 2) Sell T-shirts or anything with ASCC logo on it
- 3) Work with SGA on a student fundraiser, get the students involved.
- 4) Hold a telethon/radiothon and give prizes for donations, or put their names on a wall of donation plus their picture to recognize them.
- 5) Host a golf tournament.

FINANCIAL STATUS

CFO Arlene Satele, covered 3 important areas:

- 1) 8% cut- totaled up to 160,000 and it could actually go up in the next quarter.
- 2) Property Insurance-\$133,000
- 3) Workmens Compensation- 1.05 of Gross Payroll

Cost Saving Measures:

- 1) Turn off lights, air condition, computers and any office equipment run by power. (approximate savings \$50,000)
- 2) Limit the use of the telephone and fax machine. Ie: Every payroll the college pays almost \$200.00 for 411 calls. (approximate savings \$10,000)

- 3) Materials and Supplies. Recycle, reuse backside of paper. (approximate savings \$50,000)
- 4) Find out what materials and supplies can be handed down by divisions with grant funding.
- 5) Hiring Freeze (approximate savings \$100,000)
- 6) Limit the use of the telephone and fax machine

ANNOUNCEMENTS

The President encouraged everyone to participate in the Easter Choir. Led by Music Department Chairman Namulauulu Dr. Paul Pouesi and SAMPAC Director Pulefa'asisina Tuiasosopo. Practices will be held daily at 12 noon in the Music Room.

The President expressed her gratitude to members who were present and emphasized the importance of having representatives from each department/program at these meetings.

Benediction was given by Peta Fa'alafi.

Meeting was adjourned at 2:45 pm.

Submitted by Mele E. S. Hunter

**President of the College
Advisory Council Meeting**

Date: February 5, 2008
Time – Started: 9:00 a.m.
 Ended: 10:20 a.m.
Location: Lecture Hall

A special meeting was called by the President of the College, Dr. Seth P. Galeai. No formal agenda was presented. The President provided a verbal account of issues requiring the Advisory Council immediate attention and input.

Members in Attendance:

Dr. Seth Gale'ai, President of the College
Ms. Okenaisa Fauolo, Director SAMPAC
John Ah Sue, Director Admin Services
Bill Emmsley, Dean ITT
Dr. Irene Helsham, Dean Academic Affairs
Falema'o "Phil" Pili, Chief Financial Officer
Dr. Daniel Aga, Director CNR
Dr. Emelia Lei, Dean of Student Services
Komiti Panama-Emmsley, Director Human Resources

Staff

Grace Mareko, CIO
Jim Knuebuhl, Press Officer
Misi Taua'I, Chief Security
Michael Maung

Issues Discussed

1. Board Retreat – The Board Retreat will be held in Honolulu, Hawaii on February 18 - 20th. The President and the Director of Human Resources will be attending. During the absence of the President of the College commencing February 14 until 21st of February, Dr. Irene Helsham will be Acting President.

2. WASC Retreat – Members of WASC will be on island February 24, 2008 for a retreat.

This is not an official visit, but the college will be involved with the following:

- Feb 25, Monday – A panel discussion on culture and education, personnel designated are Director SAMPAC and CFO.
- Feb 26, Tuesday – Campus Tour, Dr. Emelia is designated to coordinate this effort.
- Feb 27, Wednesday – Dinner at Moanasina B&B, Fogagogo. SAMPAC students and faculty will be performing the "Ava Taumavae and cultural entertainment involving 35 students. The Administration is invited to participate in this event.

3. Grant Reports

Business Office needs to distribute the monthly grant reports to various departments. CFO will ensure grants report are forwarded to appropriate departments.

4. Congressional Hearing – Congressman Eni and delegates from U.S. Congress has schedule a hearing to be held at the ASCC Lecture Hall. Penni Morris will provide a report on this matter to all department heads.

5. Building Dedication

- *Dedication Program* - John Ah Sue briefed on the dedication program for the Administration and Education Facility. A draft was provided to all present for their review and suggestions. The Director of Human Resources was tasked to ensure changes were incorporated and provide the President with another draft before the program is finalized for printing.
- *Seating Arrangements* and Name tags, the committee was tasked to check and ensure guests were confirmed and seating arranged according to protocol.
- *Facility Issues to Check* – John Ah Sue was tasked to ensure “Exit” and room signs were posted, lights, step railings, and room capacity plaque were completed before the dedication.
- *Parking & Secirotu* – Misi provided a report on the security functions and designated parking for the guests. There will be 8 security personnel working during the event to secure the parking area and control the student and personnel traffic for the day.
- *Menu* – John provided a sample menu with additional items to be added.

Minutes prepared by: Office of the President



OFFICE OF THE PRESIDENT
INTEROFFICE MEMORANDUM

March 4, 2002

To: President's Advisory Council
From: President
Subject: Quarterly Meeting

We will have a meeting on Thursday, March 7, 2002, at the Land Grant Conference Room at 12:30pm. Please be prompt.

Sincerely,

Dr. Adele Satele-Galeai

Xc: Senior Advisor to the President, Mr. Pulefa'asisina Tuiasosopo
Chairman of the Samoan Culture and Language Task Force, Mrs. Tialuga Seloti
Deans and Directors
Faculty Senate President, Dr. Darlene Moss
SGA President, Miss Rosie Toelupe
Support Staff President, Mr. Ioapo Taua'i
Alumni President, Reverend Atina'e Scheck

FILE COPY



OFFICE OF THE PRESIDENT
INTEROFFICE MEMORANDUM

PACIFIC ADVISORY COUNCIL MEETING
03/07/02 – 12:30pm
Land Grant Conference Room

AGENDA:

1. Master Plan 2002-2005
2. Foundation
3. Financial Status
4. Announcements
(Easter Choir etc.)



***OFFICE OF THE PRESIDENT
INTEROFFICE MEMORANDUM***

**Minutes of the
PACIFIC ADVISORY COUNCIL MEETING
March 7, 2002-12:30pm
Land Grant Conference Room**

Attendance: President Adele Satele-Galea'i, Dr. Daniel Aga, Dr. Vena Sele, Dr. Irene Helsham, CFO Arlene Satele, Mrs. Elisapeta Fa'alafi, Mr. Nathan Pedro, Mr. Fale Tauvela, Dr. Steven Lin, Dr. Don Vargo, Dr. Mata'u Taele.

Those with excused absences were Dr. Seth Galea'i, Dr. Carol Whitaker, Dr. Bruce Whitaker, Mrs. Fa'auuga Achica, Mr. Ioapo Taua'i, Rev. Atina'e Sheck, Ms. Rosie Toelupe, Dr. Darlene Moss, Mrs. Tialuga Seloti.

Others in attendance: Mele Hunter

President Adele Satele-Galea'i called the meeting to order at 12:15pm.

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3 General Public

1 Student

2 Non-Voting Members:

ASCC President

Chairman of the Board of Higher Education

Dr. Ta'ele continued, that the purpose of the Foundation, is to secure monies for the College. This is through:

- 1) Fundraising (raise money)
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- 4) Solicit private funds
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He also mentioned that Lipena, the Alumni Coordinator, was trying to develop a database that will track down all the Alumni and hopefully get more donations from them.

Fundraising Ideas:

- 1) Get choir to make and sell CD's
- 2) Sell T-shirts or anything with ASCC logo on it
- 3) Work with SGA on a student fundraiser, get the students involved.
- 4) Hold a telethon/radiothon and give prizes for donations, or put their names on a wall of donation plus their picture to recognize them.
- 5) Host a golf tournament.

FINANCIAL STATUS

CFO Arlene Satele, covered 3 important areas:

- 1) 8% cut- totaled up to 160,000 and it could actually go up in the next quarter.
- 2) Property Insurance-\$133,000
- 3) Workmens Compensation- 1.05 of Gross Payroll

Cost Saving Measures:

- 1) Turn off lights, air condition, computers and any office equipment run by power. (approximate savings \$50,000)
- 2) Limit the use of the telephone and fax machine. Ie: Every payroll the college pays almost \$200.00 for 411 calls. (approximate savings \$10,000)
- 3) Materials and Supplies. Recycle, reuse backside of paper. (approximate savings \$50,000)
- 4) Find out what materials and supplies can be handed down by divisions with grant funding.
- 5) Hiring Freeze(approximate savings \$100,000)

- 6) Limit the use of the telephone and fax machine

ANNOUNCEMENTS

The President encouraged everyone to participate in the Easter Choir, led by Music Department Chairman Namulauulu Dr. Paul Pouesi and SAMPAC Director Pulefa'asisina Tuiasosopo. Practices will be held daily at 12 noon in the Music Room.

The President expressed her gratitude to members who were present and emphasized the importance of having representatives from each department/program at these meetings.

Benediction by Elisapeta Fa'alafi.

Meeting was adjourned at 2:45 pm.

Submitted by Mele E. S. Hunter

Pres. Adele Satele-Cole's



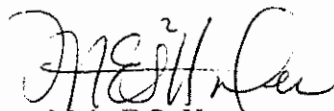
**OFFICE OF THE PRESIDENT
INTEROFFICE MEMORANDUM**

March 19, 2002

To: President's Advisory Council
From: Mele E.S. Hunter
Re: 3/7/02 Meeting Minutes-DRAFT

Please review the following attachment, and advise on any changes or important issues not mentioned in the draft.

Best Regards,



Mele E.S. Hunter



Adele
com

OFFICE OF THE PRESIDENT
INTEROFFICE MEMORANDUM

Attendance: President Adele Satele-Galea'i, Dr. Daniel Aga, Dr. Vena Sele, Dr. Irene Helsham, CFO Arlene Satele, Mrs. Peta Fa'alafi, Mr. Nathan Pedro, Mr. Fale Tauvela, Dr. Steven Lin, Mr. Don Vargo, Dr. Mata'u Taelle.

Those with an excused absence were Dr. Seth Galea'i, Dr. Carol Whitaker, Dr. Bruce Whitaker, Mrs. Fa Achica, Mr. Ioapo Taua'i, Rev. Atina'e Sheck, Ms Rosie Toelupe, Mrs. Darlene Moss, Mrs. Tia Seloti.

Others in attendance: Mele Hunter

President Adele Satele-Galea'i called the meeting to order at 12:15pm.

President Satele-Galea'i stressed the importance of the President's Advisory Council, and the need to have a representative from the different departments/programs present at these meetings. She also welcomed the presence of anyone who wanted to voice their opinions or concerns about the college, to attend these meetings.

MASTER PLAN 2000-2005

Daniel Aga, Director of Institutional Advancement, Effectiveness and Development, presented handouts of the 2002-2003 ASCC Strategic Plan. He briefly explained the handout, and the Priority Goals One to Five.

Adele

Feedback: Mrs. Elisapeta Fa'alafi, acting Dean of Instruction, suggested to include hiring qualified math and science instructors, as one of the priority goals. She explained that if we were aiming to become a 4-year college, we need more instructors with the proper degrees to teach at this level.

Dr. Aga voiced his concerns, that the instructors might take offense to such a statement.

President Satele-Galea'i stated that becoming a 4-year college is still in the planning stage, and shouldn't be mixed up with the plan in front of them. She also included that Mrs. Fa'alafi's suggestions could be included as an Objective in Priority Goal Four found on page 6. Note: Needs to be worded as the need for more qualified instructors. Everyone agreed to it.

The President also indicated the need for another grant writer, to assist the present grant writer. To be noted in Priority Goal One, Objective 1 (page 3). Furthermore, she asked Dr. Aga if he could include a paragraph of the planning meeting held in the Land Grant Conference Room along with reports from Deans and Directors.

FOUNDATION

Dr. Mata'u Ta'ele, director of the ASCC Research Foundation, gave a brief summary of the Foundations historical background. He mentioned that the foundation was reestablished on December 6 2001, making it 3 months old. There are eleven members.

- 9 Voting members:
- 1 Paramount Chief
 - 1 Board of Higher Education member
 - 1 Administration
 - 2 College Faculty

3 General Public
1 Student
2 Non-Voting Members:
ASCC President
Chairman of the Board of Higher Education

Dr. Ta'ele continued, that the purpose of the Foundation, is to secure monies for the College. This is through:

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He also mentioned that Lipena, the Alumni Coordinator, was trying to develop a database that will track down all the Alumni and hopefully get more donations from them.

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The President expressed her gratitude to members who were present and emphasized the importance of having representatives from each department/program at these meetings.

Benediction was given by Peta Fa'alafi.

Meeting was adjourned at 2:45 pm.

Submitted by Mele E. S. Hunter



OFFICE OF THE PRESIDENT
INTEROFFICE MEMORANDUM

April 5, 2002

To: Deans and Directors

From: President

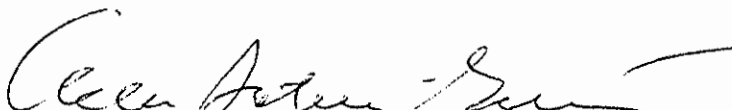
Subject: Professional Development: Non-grant funded Personnel Requests for Travel

As you know, we are executing cost saving measures in order to assure that we meet our bi-weekly payroll without delay or interruption. In addition to the Board-approved cost saving measures, CFO Arlene Satele is scrutinizing all college expenditures. This process requires extra time, and because my final approval is based on their assessment and recommendation, our offices must be given advance notice.

Effective immediately, all requests to travel on local funds must be submitted at least two weeks in advance. In addition, consideration will only be given to those requests that are of special circumstances justifying the need to travel at this time. This justification should be provided by the initiator of the request together with justification for the approval given by the Professional Development Committee. Finally, plans for instructional coverage approved by the appropriate supervisor/dean/director must be attached to the request.

Please feel free to meet with me if you have any questions.

Thank you for your understanding.


Dr. Adele Satele-Galea

CC: PAC members

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that will track down all the Alumni and hopefully more funds will we'll be able to get more donations from them.

The council discussed

FINANCIAL STATUS

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ie: 411 calls cost \$.25¢, almost every pay period \$ 200 goes to 411 calls.
- 3) Materials /Supplies (\$50,000)
ie: reuse backside of paper; recycle, scratch paper
- 4) ~~Review supplier from not needed~~ Find out what materials & supplies are not needed by grants

President Adele Satele-Galea'i called the meeting to order at 12:15pm.

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ASCC President

Chairman of the Board of Higher Education



AMERICAN SAMOA
COMMUNITY COLLEGE

05/05/98

TO: ASCC President's Advisory Council Members
Faculty Senate President
Alumni President
Student Government Association President
Support Staff President
Deans/Directors
Institutional Researcher and Planner
Chief Financial Officer
Master Plan Subcommittee Chairs/Members

FROM: Dr. Salu Hunkin
President

Thank-you for serving on the President's Advisory Council. I truly feel that this forum will provide a unique opportunity for shared governance, as well as common ground for advancing educational programs that will benefit the Territory.

The original meeting scheduled for this Thursday (May 7th) will take place as planned, with a slight time change. Instead of beginning at 12 noon, it will commence from 3 p.m. to 5 p.m., at the AHNH (Land Grant) conference room. This change in time was necessitated, because of the Su'ifefiloi Program which will take place in the auditorium earlier that same day.

The May 7th meeting will feature presentations from each of the subcommittees tasked with identifying budget priorities for the next fiscal year. This will probably be the final opportunity to discuss these important financial issues so I urge your attendance.

I also hope you will look in on the Su'ifefiloi event. It marks the culmination of our Samoan/Pacific studies instruction and activities for the Spring semester. The flyer posted throughout the campus outline the scheduled activities for the day. It is anticipated that the performing arts portion, that includes oratory and singing, at 12:30 p.m. will be especially enjoyable.

Again, thank-you for serving as a member of the President's Advisory Council. I look forward to meeting you Thursday.

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-2062 (fax)

5-5-98 delivered to boxes. F/U phone call. SA

*DIVISION DEANS AND OFFICE DIRECTORS RETREAT
MARCH 28, 2002
LAND GRANT CONFERENCE ROOM*

AGENDA

- I. REPORTS
 - a. BHE RETREAT REPORT
 - b. ANNUAL REPORT
 - c. STATISTICAL PROFILE
 - d. ACCREDITATION SELF-STUDY UPDATE
 - e. (3/02) STUDENT SERVICES SURVEY FINDINGS
- II. DIVISION ORGANIZATIONAL CHARTS AND JOB DESCRIPTIONS
- III. DEANS/DIRECTOR'S QUARTERLY REPORT
- IV. MASTER PLAN



OFFICE OF THE PRESIDENT
INTEROFFICE MEMORANDUM

Deans & Directors' Meeting
July 2, 2007

AGENDA

1. FY 2007-2008 Budget
 1. Senate hearings: cost to educate, grant money, PL 22-30, special needs, outcomes
2. CIP projects and reprogramming:
 - a. Construction and renovation projects
 - b. Priorities:
 1. Science labs
 2. Samoan Studies Institute
 3. Mapusaga Clinic
 4. Admissions Office (formerly Samoan language)
 5. Relocation of John Ah Sue and Sunui
 6. Marine Science Dept?
 7. Trades and Industry classroom
 - c. Facilities Master Plan
3. Galu Jr. Satele, Special Project— to develop ASG Workforce Training Project for Governor and to develop plan for ASCC Professional Development and Continuing Education programs. Will also assist Jim Kneubuhl with public relations in Samoan language, e.g. Television specials (Saili le Ata Mai) and radio ads.
4. BHE planning mtg. 3rd week of Oct.—preliminary deadline—last week of August or earlier
 - a. Power points presentations:
 - i. Budget analysis,
 - ii. Trades and Tech. 2 + 2
 - iii. 4 year College
 - iv. Gear Up
 - v. Program Review Summary
 - vi. Samoan Studies Institute
 - vii. Continuing Education and Professional Development
 - viii. Nursing
 - ix. Land Grant
 - x. Other grants
5. Weekly reports due every Friday. Submit to Peni Morris for posting on electronic bulletin Board.
6. New Policies: expenditures over \$1500, all contracts, and constructions/renovation projects (including auditorium office plan) must have President's prior approval.
7. Flex time defined, comp time versus overtime.
8. Retirees, turnover and the Contingency Fund.

Deans and Director's Mtg. (August 8, 2006)

AGENDA

- A. In-house Procedural Requirements for all personnel in management/administration
 - B. BHE mtg. Sept. 15-16: Master Plan Status; Program Review Final Report; Facilities Master Plan
 - C. ASCC Fact Book
 - D. Professional Development: Samoan Language
 - E. ASCC Financial Planning
 - F. Monday Faculty Orientation—Honorable Governor Togiola Tulafono guest speaker
-

A. In-house Procedural Requirements required of all personnel in management/administration.
--

1. Authority and Protocol—President is responsible and personally held accountable for all ASCC business!
 - a. Only the President (or designee) is authorized to commit ASCC funds and other resources
 - b. Contracts between ASCC and all external agencies, both public and private, must be approved in advance by the President
 - c. President must be informed in advance (preferable during the planning stages) of any activity that would include by an invitation from ASCC the presence of the Governor and any other Community leader—i.e., graduation, nursing pinning ceremonies, social gatherings honoring staff or consultants, etc.
 - d. All public announcements regarding ASCC programs must be cleared by the President(eg. Press release form)
 - e. Any exceptions to established or promulgated ASCC policies and procedures must be submitted to the President for consideration
2. Administrator Responsibilities
 - a. Policies and Procedures
 - i. Personnel
 - ii. Procurement

- iii. Business and Finance
- iv. American Samoa Code Annotated—the ASG Law
- v. Governor’s Executive Orders and directives (eg. Govt. automobiles; Fono testimony, etc.)
- vi. Federal Regs (Grants—including Pell)

- b. Communication between Administration, Staff, and the President includes Routine matters as well as any and all information about matters that place ASCC property or personnel at risk, eg. Security reports of burglary, vandalism, stealing, etc.; damaged facilities; suspicious behaviors; etc.
 - i. Weekly reports—deans and directors
 - ii. Regular meetings—deans and directors
 - iii. Staff mtgs—copies of minutes
 - iv. Staff announcements copied to President
 - v. Routing of official external communication through the President’s Office (eg. Grant reports, grant applications, accreditation etc.)
 - vi. Individual meetings with President
- c. Supervision and Chain of Command: Staff—Supervisor—Dean/Director/VP of Academic Affairs/CFO—President—BHE/Governor
 - i. Acting appointments must be confirmed and issued by President only
- d. Alignment with ASCC Vision, Mission, Priorities
- e. Advancement—departmental or division improvements
- f. Quality
- g. Accountability
 - i. Attendance—for all leave, (e.g. annual) the President’s must approve in advance of taking leave. For the deans under the VP, permission must first be granted by the VP, then notification sent to the President.
 - ii. Each dean/director/vp is personally responsible for notifying President’s secretary or Special Assistant at the start or the day of sick leave taken
 - iii. Overtime must be approved by President in advance

3. ETHICS

AMERICAN SAMOA COMMUNITY COLLEGE CAPITAL IMPROVEMENT PROJECT STATUS

PROJECTS	FY\$	PROJ BEGIN DATE	PROJECT COMPLETED %	ESTIMATED DATE OF COMPLETION	PROJECT COMPLETION DATE	PROJECT STATUS
	2003					
GYM roof renovation	\$200,000.00	Sep-02	100%		Jan-03	
Art Building Roof Renovation	\$150,000.00	Aug-07	100%		Dec-07	
Science Building Roof Renovation	\$200,000.00	May-07	100%			
Plumbing & Drainage Renovation	\$250,000.00		96%			still on going
Electrical/Mechanical Renovation	\$440,550.00		48%			still on going
College Library Sitework	\$250,000.00					
TOTAL	\$1,490,550.00					

(M1)
12,000

	2004					
Quad, Annex & Science Building	\$143,675.00	Jul-07	100%		Jun-07	
Quad Building Re-roofing (V Shaped)	\$70,000.00	Jul-07	100%		Jun-07	
Adult Education Building Renovation	\$30,000.00	Jul-07	100%		Jun-07	
TOTAL	\$243,675.00					

	2005					
Computer Lab Renovation	\$32,000.00	Apr-07	100%		Jun-07	
Cafeteria Renovation	\$178,000.00	Jun-07	65%		Dec-07	Continu after Aud renov *
Auditorium A&E Design	\$30,000.00	Nov-07	100%	Mar-07	Mar-07	
TOTAL	\$240,000.00					

	2006					
Auditorium renovation & New Classrooms	\$451,250	May-07		Dec-07		Ready to proceed
TOTAL	\$451,250					

	2007					
Multi Purpose/New Classroom Building	\$475,000					needs reprogramming
TOTAL	\$475,000					

* MOVE Bookstore Front + 2 story?

C.I.P PROJECTS

PROJECT	ACCT. #	AWARD	YTD Expenditures	Drawdown Rec'd	Award Balance	Drawdown to be made	Excess Cash
Electrical/Merchanical Renovation	342	\$ 440,550.00	\$ 199,529.01	\$ 201,688.17	\$ 238,861.83		\$ (2,159.16)
Plumbing/Drainage Renovation	343	\$ 250,000.00	\$ 232,470.31	\$ 229,698.57	\$ 20,301.43	\$ 2,771.74	
CIP 2004 - College Renovation	389	\$ 256,500.00	\$ 229,943.52	\$ 243,675.00	\$ 12,825.00	\$ -	\$ (13,731.48)
CIP 2005							
Computer Labs (2)	385	\$ 32,000.00		\$ 25,573.46	\$ 6,426.54		\$ (25,573.46)
Auditorium Interior Ren./A&E Design & Plan	385	\$ 30,000.00	\$ 18,245.00	\$ 18,245.00	\$ 11,755.00	\$ -	
Cafeteria Interior Ren.	385	\$ 178,000.00		\$ 11,133.55	\$ 166,866.45		\$ (11,133.55)
CIP - 2006	384	\$ 451,250.00		\$ -	\$ 451,250.00	\$ -	
TOTAL:		\$ 1,638,300.00	\$ 680,187.84	\$ 730,013.75	\$ 908,286.25	\$ 2,771.74	\$ (52,597.65)

OTHER C.I.P PROJECTS

PROJECT	ACCT. #	AWARD	YTD Expenditures	Drawdown Rec'd	Award Balance	Drawdown to be made	Excess Cash
Gymnasium Roofing Renovation	386	\$ 200,000.00	\$ 192,737.70	\$ 200,000.00	\$ -	-	\$ (7,262.30)
Fine Arts Roofing Renovation	387	\$ 150,000.00	\$ 140,484.48	\$ 150,000.00	\$ -	-	\$ (9,515.52)
Science Building Roofing Renovation	388	\$ 200,000.00	\$ 197,238.33	\$ 200,000.00	\$ -	-	\$ (2,761.67)
TOTAL:		\$ 550,000.00	\$ 530,460.51	\$ 550,000.00	\$ -	-	\$ (19,539.49)

Registration:

Budget and Financial Management Committee: This committee will provide all of the committees with a financial record of income and expenses. Estimation of the total conference will be projected by this committee. Approval for any of the expenses will be made by the BFM committee. All of the expenses such as food, t-shirts, bags, tents, social activities, printed materials etc... must be approved by the BFM/ A Pre-conference record and post-conference records of transactions will be kept and reported by this committee.

Social and Cultural Activities: This committee will be responsible to plan daily social activities for the conference participants. A proposed plan will be formulated and submitted to the steering committee. A projected cost of each function will also be submitted with each plan.

Food Committee: This committee will be responsible to plan and provide food and drinks throughout the conference. A detailed plan of food items that will be provided throughout each day will be submitted from this committee. A budgetary breakdown should also be included with the plans submitted. This committee will also be responsible to select members to host each of the meals that are provided for the participants.

Conference Program Committee: The conference program will be planned by this committee. The Moderators for each day of the conference will be selected by this committee. The preparation of the conference hall including chairs, banners, seating arrangements, P.A system will be handled by this committee:

Greeting Committee: This committee will plan to meet the participants at the airport, hotel, conference hall and other social events. The committee will plan how they will share our Samoan hospitality throughout the conference. This committee may also wish to consider setting up hospitality rooms at the hotels and at the conference site.

Clean Up Committee: At each event of the conference this committee will be responsible to clean up the area. We would like to provide a clean, healthy and wholesome environment throughout the conference.

Sub-committees: Each subcommittee will be chaired by a committee chairperson. The subcommittees will meet often and submit a written plan of the planning activities that are being addressed by their committee.

Transportation: The transportation committee will consist of the bus drivers and assistants. The ground transportation will provide services for the members of the conference such as: transportation from the airport to the hotels, transportation from the hotels to the conference area, transportation from the hotel to the social activities, conference tours of the island throughout the conference. Additional services may be provided for conference attendees to go on a shopping spree.

Accommodation: The accommodation committee will be responsible to schedule off-island participants to the various lodgings that will be available on island. They should have a listing of the hotels/motels and the prices, rooms available and other pertinent information that should be provided to the participants. They will work closely with the local managers of each hotel to ensure that the number of rooms are available when the participants begin to arrive on island.

Workshops: This committee that is responsible for the workshops will be working closely with Harvey Lee from the PREL. As the workshops are being approved and scheduled, this committee will be responsible for the written schedule of workshops. They will assign rooms, provide the audio/visual equipment and designate classroom monitors for each workshop.

Conference Registration: Registration Committee will be responsible to receive the preregistration forms, prepare for onsite registration, name tags, conference bags and other materials that will be provided to the participants. At the Registration Booth, there will also be a table set up for conference information.