

July 14, 2010



Human Resource Bi-Weekly Newsletter

## “ Taulogologo ” Newsletter

### College Life Planning (7/13/10)



HR participated both last semester and this past week in one of Student Services' College Life Planning classes that provided information on the subject of "Resume". Topics discussed included:-

- What constitutes a good Resume
- Types of Resume
- Key Elements to a Resume
- Resume Tips

It was a great opportunity for the HR staff to participate in academic learning.

#### Featured Article:

### Student Support Services (SSS)

As a treat for the Curriculum Committee members tomorrow, 7/15/10, Student Support Services (SSS) will showcase some of their healthy food resources from their College plantation. SSS has been fortunate to have accomplished almost all of their objectives thus far.



Let's all acknowledge SSS Director Dr Repeka Ala'imoana-Nuusa and her hard working staff of Hipa, Lea, Victory, and Hope for all their commitment and effort in serving their students.



One of the highlights of this year is the SSS "mini plantation" located on campus behind their office building. It includes a variety of taro, tomatoes, sweet potatoes, egg plants, papayas and cucumbers. During the project, students have participated in outside preparation of basic favorite dishes like "faalifu" and luau ulo'.

#### Plantation Crops



Kukama ma Isalaelu. Toaga Pakeka Laau Tamato  
"Ia manuteleina tiute feagai ai ma lo outou ofisa"

### Administrative Announcement:

#### Security

#### Working After Hours

When you are working late trying to finish up all those projects or coming in to put in the final touches or that catchy presentation, **please ensure that you sign in with our Security Office**. If they are not there to log your name down, please leave a note to inform them that you are on campus .

#### Having Difficulties Getting Connected?

#### Directory Phone Lines

Working Hours: 699-9155, 699-9156  
699-9157, 699-9158  
After Hours: 699-6299  
Available from 4:01pm – 7:29am

#### Manua Flag Day Holiday

When? Friday, July 16, 2010  
Wishing everyone a safe and happy Manua Flag Day.

#### Pay Date for Pay Period Ending 7/10/10

When? Monday, July 19, 2010

*We offer our best wishes to our employees who have or will be moving on from us for professional development and taking up new posts on island:-*

- Hillary Fraser, Financial Aid Office
- Vaiee Aliilua, Financial Aid Office
- Enele Seumanutafa, Procurement Office

*All the best with your future endeavors.*

*We extend our deepest sympathy and condolences to our fellow employee, Tugaga Fenumiai, for the passing of his beloved mother. May God be with you in these difficult times. Donations will be collected by the Vice President's Office through Thursday, 7/15/10.*

*Thank you everyone.*

#### DID YOU KNOW!!!

**Smiling and Laughing makes you Happy?**  
**Enjoy the week ASCC.** ☺ ☺ ☺

*" Power is perfected in weakness "*