

**Executive Board of Higher Education  
American Samoa Community College  
P.O. Box 2609, Pago Pago, American Samoa 96799  
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Members:

*Rev. Dr. Leanavaotaua Sekuini Seva'aetasi, Chairman*

*Monsignor Viane Etuale*

*Rev. Elder Dr. Si'ulagi Solomona Jr.*

*Ms. Jessebeth Ropeti, Student Representative*

*HC Tauiliili Lauifi*

*Dr. Vaitinasa Salu Hunkin-Finau*

*Dr. Annie Fuavai*

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2015 Board of Higher Education Retreat  
August 24 – 28, 2015  
Wellness Center, Community Natural Resource

Date: Thursday August 27, 2015

Time: 9:30am

**Roll Call:**

Rev. Dr. Leanavaotaua S. Seva'aetasi, Chairman

Monsignor Viane Etuale

HC Tauiliili Lauifi

Dr. Annie Fuavai

Dr. Vaitinasa Salu Hunkin-Finau

Ms. Jessebeth Ropeti

Dr. Rosevonne Pato, ASCC Acting President

**Excused absent:**

Rev. Elder Dr. Si'ulagi Solomona Jr.

**Attendees:**

Dr. Mikaele Etuale, Vice President Administrative Services

Mr. Sonny Leomiti, Accreditation Liaison Officer/IE Director

Mrs. Letupu Moananu, Assistant Accreditation Liaison Officer/Dean of Academic Affairs

**Call to Order**

Meeting called to order by Chairman Seva'aetasi addressing all members and thanking them for their continued patience throughout this week.

Opening prayer offered by HC Tauiliili during breakfast

Chairman Seva'aetasi has opened the floor to members of the Board for any comments

Members thank the Chairman and respond that they do not have any comments at this time

Chairman Seva'aetasi turns the time over to Dr. Pato for the continuation of presentations

### **ASCC President's report**

Dr. Pato has requested to the Chairman and members of the Board that she be allowed to present recommendation 8 and present the policies for Friday August 28, 2015

Chairman Seva'aetasi acknowledges this request and members of the Board have agreed to this request

Dr. Fuavai has requested that the Board work on the goals and objectives today and that the remaining policies be presented tomorrow

Dr. Pato advises that it will take some time on recommendation 8 as this recommendation will address the organizational structure and governance process

Dr. Pato notes that the presentation for recommendation 8 was discussed when President Seth P. Galea'i was here regarding what the leadership needed to do in order to address recommendation 8.

Recommendation 8 text reviewed along with standards IV. A. 1, IV. A. 2, IV. A. 3 and IV. B.2

Dr. Pato provides a summary of each standard

IV. A. 1 summary: To encourage the improvement and participation of the institution. Detailed information will continue to be provided as the organizational structure is presented to the Board.

IV. A.2 summary: To establish and implement policies

IV. A. 3 summary: Clearly defined roles in institutional governance

IV. B. 2 summary: The CEO administer duties

*Note: Current organizational chart (approved March 3, 2015) handed out to members of the Board for their review*

Dr. Pato explains that the current organizational chart has been provided to the members of the Board to provide the following point

1. Purpose of the organizational structure: The purpose of the organizational structure should support the mission, the purpose and the protocols used in the decision making process

Recommendation 8 requires the evaluation of the institution's organizational structure and to determine whether or not it is effective in carry out the decisions and the implementation of the Institution's programs and services.

The following are areas which have been reviewed during the evaluation process of the organizational chart which the Board should be made aware of

1. The President under him has 4 divisions that answer directly to the President and are not required to go through a Vice President. In the process of this evaluation of the current structure, this has caused some issues because the Vice Presidents do not deal with the decisions that are made by Finance, Foundation and CNR which are very key components of the Institution's organization and yet the Vice Presidents are not in any of the decision making of these three mentioned Divisions. This has been one point brought up in the evaluation of the organizational structure. All other divisions as they are assigned go through the Vice Presidents.

**Note:** The Director of Institutional Effectiveness use to be under the Vice President of Administrative Services; however as the Acting President makes note of a previous presentation to the Board of Higher Education in March 2015, it was necessary to move this division out from under a Vice President because Institutional Effectiveness has to do with Institutional planning, reporting, data and accreditation which all fall under Institutional Effectiveness. It is the opinion of the Acting President, Dr. Pato that this division was misplaced when it was placed below the Vice President of Administrative Services. The move to put Institutional Effectiveness under the VP of Administrative Services was done back in 2008. In the Institution's previous sanction of probation, this same issue was brought about as to why Institutional Effectiveness is under a particular Vice President. When the sanction was given for show cause that was the first step taken to move the Director of Institutional Effectiveness directly under the President remaining neutral and is not under the Vice President. The other divisions have also presented problems as well.

**Other areas of concern:**

When it comes to finance and forms for approval, which also includes the Foundation and CNR, or any other concern, these matters do not require any review by the Vice Presidents. It is strictly from these three divisions to the President. There have been issues, many with finance and procurement. The evaluation of this particular area will be presented for proposed organizational changes.

Continued dialogue amongst members of the Board and ASCC administrators continue with regards to the organizational chart

Dr. Hunkin-Finau recommends that there be a policy which should reflect that before the President brings the organizational chart before the Board, there should be a process completed including all areas of the institution

Chairman Seva'aetasi agrees with Dr. Hunkin-Finau and notices that it appears to be the consensus of the majority of the Board that there must be a reviewing process completed before suggested changes are brought before the Board for review and/or approval

Dr. Pato notes that in the policy the Governance states it in its broadest sense, and because ASCC is under Show Cause sanction, the org chart must be restructured.

Chairman Seva'aetasi and members of the Board have been presented a restructured organizational chart along and have completed an extensive dialogue with the Acting President

HC Tauiliili shares that it appears that there was not much dialogue being used before with the Board in presenting the organizational chart and thanks the Acting President and members of the committees for a job well done in identifying areas which need to be addressed in the organizational chart

Chairman Seva'aetasi reassures the Acting President, members of the committees and the Board that this does not reflect on only one individual. When the Board receives the organizational chart with the appropriate changes, it will be understood the Board has worked with members of the Institution to set the proper changes in place for the benefit of the Institution and the students we serve

Dr. Pato continues to explain that in the proposed changes that will be made, are the results of the assessment and the issues that have occurred based on the current structure

Ms. Jesseth Ropeti points out that as she views the organizational chart, there seems to be a lack of communication between the students and the administration.

Dr. Pato also clarifies that there is a clear confusion of the Deans and structures as seen on the org chart. The proposed changes will be brought forward to the Board. A recommended process has been discussed with members of the Board showing the structures which include department, program, divisional planning in the base, while there is also committee planning where the student voices are heard and represented

Dr. Hunkin advises Dr. Pato and staff to use the policies to guide in the decision making of such changes, there should be constant communication

Dr. Pato points out that the organizational structure and purpose must also be in following protocol.

Chairman Seva'aetasi asks to clarify the distinction as to why the CFO is not under the President.

Dr. Pato replies that decision making has to be clear

- Broad based participation

- Structure and function must support the organizational structure

#### Standing Committees

- Institutional Planning Committee
- Curriculum Committee
- Assessment Planning Committee-Currently under Academics
- Data Committee

Discussion regarding the departments under the Vice President of Student Affairs

- ❖ Proposed by members of the Board to move the Director of Admissions, Records and Financial Aid under the VP of Academic and Student Affairs

Dr. Hunkin suggests that the Associate Dean be identified in a different manner specific to their duties

Dr. Pato replies that currently their titles are Dean and they are specific to a program

Chairman Seva'aetasi comments that this type of dialogue is what the Board had hoped to gain from this retreat. Being able to work together, unfortunately this was not a process which was done.

Dr. Pato assures the Board that the committees have thoroughly reviewed each recommendation as it pertains to their committee and have provided much feedback which has been presented to the Board.

Chairman Seva'aetasi explains that the important matter of this org chart is that this chart serves the accreditation, when it comes to the internal process this will only work if the staff will be able to work well with each other.

Mr. Leomiti notes that this is his first view of the organizational chart as it has been proposed by the leadership triangle. Mr. Leomiti also notes that he sees the following in the proposed organizational chart

1. Degrees and certificates
2. Student support
3. Administrative
4. Grant programs

There is added substance to the structure based on the proposed changes.

Dr. Pato shares with the members of the Board that this has been a difficult task, and talking about people's positions, it is a sensitive issue. Titles and who they report to, is a definite part to the work that they do. It is not a personal restructuring to answer to the show cause sanction.

Thank you to the board for your input. Next week the Deans and Directors will walk through this.

Mr. Leomiti emphasizes that policies must be assessed, and contribute to the mission. If this is a collaborative effort that the Board is concerned with than the Board is right to assure there is cohesive collaboration.

Chairman Seva'aetasi would like to clarify that whatever comes through the Board goes back to the staff

Dr. Pato suggests that there be an annual orientation and should be a divisional process

Chairman responds that this is more of an institutional process not the Board's process

Discussion and replies have continued on the proposed organizational chart

Chairman Seva'aetasi notes that there appears to be a motion after this discussion and explanation of changes made through committee collaborations, that the organizational chart presented before the Board be approved

- ❖ Motion put forth by the Chairman of the Board to approve the changes as discussed before the Board of Higher Education, August 27, 2015

Note: Final copy for signature to be provided to the Chairman of the Board for his signature Friday August 28, 2015.

Chairman Seva'aetasi has called a break for lunch at 1pm

Chairman Seva'aetasi has resumed the meeting at 1pm and has also turned the time over to Dr. Pato, Dr. Etuale and Mr. Leomiti.

Mr. Leomiti addresses the Board and would like to announce that Dr. Annie Fuavai has completed her accreditation basics

Dr. Fuavai shares with members of the Board the information she has gained from this course and encourages her fellow Board members to complete this recommendation

Mr. Leomiti explains that although the Board has fully covered the recommendations 9 and 10 there should also be goals and objectives set for the Board.

Mr. Leomiti provides a recap and review of recommendation 9 and 10 as addressed by the Board

- Taking of the self evaluation
  - Mandatory for all board Trustees
  - Taken during Annual retreat (proposal: Week after the ASCC Graduation)

- Compilation of results (Who is responsible?)
  - Institutional Effectiveness
- Setting of Annual Goals
  - Cycle
    - During the annual retreat:
      - Self Evaluation is taken
      - IE compiles and presents results to the Board
      - Board sets in annual goals
      - Goals/policies are made available to the community
- Monitoring Annual Goals:
  - Mechanisms (Cycle)
    - Calendar of Board Activities

The Board has taken the 2015 self evaluation

Set Goals and Objectives

Based on the results

- Board-ASCC President Relation
- Board Education
- Board meetings
- Community Relations and Advocacy

The Board must focus on what is attainable within the next year.

Chairman Seva'aetasi notes that the results of the Board's self evaluation show that the above mentioned categories were ranked low by the Board and therefore the Board will use this data to prepare their annual goals for 2016

Below is a list of Goals and Objectives as proposed and set by the Board of Higher Education

**Goal1: Board will develop better working relationships with the President (Category III)**

The Board maintains a positive working relationship with the President

- The Board clearly delegates the administration of ASCC to the President
- The Board sets and communicates clear expectations for the President's performance
- The Board annually evaluates the President's performance
- The Board reviews the President's contract as warranted to assure appropriate conditions are met

**Objective 1: The Board will review the effectiveness of institutional decision making through the implementation of ASCC policies**

- Referencing Policies: 3002, 3002.1, 3002.2, 3003, 3004, 3005

**Objective 2: The Board will enhance teamwork, collaboration, transparency, and accountability**

- Referencing Policy: 2013, 3010

## **Board Education (Category X)**

### **Goal 2: The Board will receive training in areas required for trusteeship**

Objective 1: All new members will be required to attend orientation **on:**

- History, Culture and Values of the Institution
- Mission and Vision Effectiveness
- Board roles and responsibilities
- Accreditation Basics "online course"
- Referencing Policies: 2010, 2010.1

Objective 2: Ongoing training is provided to the Board Trustees

- Attend ongoing training/workshops concerning governance, institutional leadership and accreditation
- Referencing Policy 2010

## **Board meetings (Category IX)**

### **Goal 3: The Board will follow parliamentary procedures**

Objective 1: To set agenda by the Chairman and the Board in consultation with the President

- Referencing Policies: Board Policy Manual 1.F, 2001,2007, 2008, 2009

Objective 2: To assure Board meetings be open to the public

- Referencing Policies: 2008.2, 2009.4, 2009.5

### **Goal 4: The Board will review and monitor Institutional Strategic Plan implementation annually**

Objective 1: To invite committees to provide updates on Strategic Planning Implementation

- Referencing Policies: 2009.3, proposed policies

## **Community Relations and Advocacy (Category IV)**

### **Goal 1: The Board will seek community input to determine its needs**

Objective 1: To survey the community through an annual college and community educational summit

- Referencing policies: 2009.4, 2009.5, 2009.6, 8200

### **Goal 2: The Board will work with ASG ensure PL 32-40 is fully enforced**

Objective 1: To acquire through a petition the subsidy as determined through the head count.

- Referencing Policies: PL 22-30

Objective 2: To develop academic programs through partnerships with private sectors

- Referencing Governance Policy Manual: 8000, 8100, 8200



Chairman Seva'aetasi offers words of appreciation again to the members of the Board for their attention to working with the administration and staff in assuring that the ACCJC recommendation have been addressed and fully discussed.

Dr. Fuavai offers closing prayer

Meeting adjourned at 4:00pm

Minutes respectfully submitted by

Tiare Tupua, secretary to the Board of Higher Education