

**Executive Board of Higher Education
American Samoa Community College
P.O. Box 2609, Pago Pago, American Samoa 96799
Telephone (684) 699-1848 Fax (684) 699-5924**

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

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

Date: Wednesday August 26, 2015

Time: 9:00am

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 of 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 Jessebeth during breakfast

Chairman Seva'aetasi mentions news of having been aware of a new member who was appointed by the Governor. There has been no official notice given to the Board of Higher Education; however Chairman Seva'aetasi wanted to address this issue with the members of the Board.

Discussion continues regarding the new member of the Board of Higher Education appointed by the Governor and members of the Board have agreed that the issue at hand is that this matter should be discussed regarding the Governor's selection process.

Monsignor Viane Etuale suggests that during the Governor's selection the Board should advise the Governor prior to his selection. There has also been mention that this process has begun and a member has been announced to the public.

Dr. Fuavai has suggested that the Board await the official appointment as this person may still have yet to be confirmed by legislation.

Chairman Seva'aetasi has asked that this matter be tabled for further discussion as time permits on Friday August 28, 2015 under any new business for the Board.

Chairman Seva'aetasi refers to the request of Dr. Pato and Dr. Hunkin to hear members of the ASCC subcommittees regarding their recommendations and work completed to be presented before the Board. Chairman Seva'aetasi turns the time over to Dr. Pato for her report and presentations by subcommittee members.

Acting President's report

Presentation by subcommittees in addressing the recommendations by the ACCJC in response to the Show Cause sanction

- Academic subcommittee: recommendations 2 and 4
- Staffing subcommittee: recommendations 5 and 6
- Total cost of ownership: recommendation 7
- Leadership team (Acting President/VP Academic Services, Dr. Pato & VP Administrative Services/Finances, Dr. Mikaele Etuale): recommendations 1, 3 and 8
- Board of Higher Education: recommendations 9 and 10

Each subcommittee will present on the outcomes of each recommendation and provide for the Board any recommendations for policy changes to assure that the recommendations have been fully met.

There are 4 priority subcommittees aside from the Board of Higher Education who have been tasked with addressing the ACCJC recommendations to the Show Cause sanction:

1. Academic Excellence
2. Staffing/Personnel
3. Total Cost of Ownership
4. Physical Facility/Technology

Recommendations 1 through 8 will be presented to the Board.

Mr. Leomiti has requested from the Board that the subcommittee members be allowed to join the meeting.

Members of the subcommittees have joined the meeting

Ms. Grace Tulafono

Ms. Tafaimamao Tupuola

Mr. Micheal Leau

Mr. Fred Suisala

Mr. Leomiti addresses the Board and explains that along with the assistant ALO he will be presenting the findings of the committees. Mr. Leomiti notes that the process which the subcommittees have undertaken in addressing the recommendation is the same process the Board had gone through in completing recommendations 9 and 10. Dialogue between the committee members have allowed for outcomes to be determined and policies which will be presented to the Board

Mr. Leomiti notes the difficulty in having taken over as ALO since March and also the appointment of an assistant ALO, Mrs. Letupu Moananu. There have been continuous discussions amongst the subcommittees and the results of these discussions will be brought before the Board for review and approval.

Mr. Leomiti turns the time over to Mrs. Moananu to present

Recommendation 3: Review of Academic Excellence Subcommittee Recommendations (power point presentation has been provided along with individual handouts of the presentation to each Board members).

Mrs. Moananu explains that now that there are set standards, the committees have identified timelines, analysis and using the data for improvement, this should also align to the degree program and certificates

Mrs. Moananu continues with the presentation of recommendation 3.

Dr. Pato addresses the Board and explains that recommendation 3 was a serious recommendation as this came up as a previous recommendation. This recommendation has to link the academics to the achievement. There needed to be a transfer process, this presentation shows that there is a link and a process in place. The committee has done a great job in showing a comprehensive report of a milestone. This was lacking. If it was not written, then it was presumed not to be done.

Chairman Seva'aetasi notes that the committee has provided in this presentation an action plan with outcomes aligned to the recommendations, and would like to request before moving on to

the recommendations of the committees on this particular presentation, that the subcommittee and members of the Board break for lunch and reconvene to address the remaining parts of the presentation

15 min break

Chairman Seva'aetasi reconvenes the meeting after a short break and addresses all members present and asks that Mr. Leomiti and Mrs. Moananu continue in their presentation.

Mr. Leomiti thanks the Chairman for the floor.

Mr. Leomiti explains that the policies which are to be presented to the Board will be reviewed and linked to the Commission's recommendations.

Dr. Fuavai offers words of appreciation to the subcommittees for their work which has been completed. Dr. Fuavai adds to the discussion on this particular recommendation and would like to suggest that the committee keep in mind the nursing students that can connect with the Hospital directly after graduation.

Chairman Seva'aetasi addresses members of the subcommittee, and explains that it was a purpose of the Board to include all subcommittees and to have representatives a part of the dialogue during these presentations.

Dr. Pato responds to the Chairman explaining that the work which has been done in the last few months; it has required so much time and effort. Much focus was on areas of process that may have been lacking. Dr. Pato thanks the Board for their understanding and patience as this presentation is a summary of the actual work completed by each subcommittee.

Chairman Seva'aetasi acknowledges the hard work of the subcommittees, and reassures the members of the ASCC staff and Board that when it comes time to prepare for accreditation the administration and Board should come together to see all of the work

Mr. Leomiti continues by presenting

Recommendation 6: Staffing Subcommittee Recommendations (power point presentation has been provided along with individual handouts of the presentation to each Board members).

Recommendations from the subcommittees on the following policies for review/revision and/or approval by the Board of Higher Education

- ✚ Policy 4200 Employment of Immigrants
- ✚ Policy 4208 Equal Employment Opportunity & Affirmative Action
- ✚ Policy 4208.1 American Samoa Employment Preference

Chairman Seva'aetasi acknowledges that the subcommittee has presented before the Board the above mentioned policies; however it is the Board decision that these policies be reviewed for

proper legal interpretation by legal counsel before the Board is to make a final decision on approving the policies.

The Board notes that the recommendation requires that policy 4200, 4208 and 4208.1 be reviewed to assure fairness and equality within the employment opportunities of ASCC; therefore it is the decision of the Board to have these policies reviewed by legal counsel and brought forth again before the Board for a final decision.

Chairman Seva'aetasi also notes that there are many of the policies that are contradictory. Chairman Seva'aetasi returns the floor to Mr. Leomiti to continue with the presentations.

Mr. Leomiti presents policy 4006.1 as recommended by the subcommittee. Revisions have been made to show that a degree requirement must be either a U.S. regionally accredited institution or a non-U.S. institution equivalent to U.S. qualifications. Applicants with degrees from a non-U.S. institution must be recognized and verified by a third party evaluator that ensures the equivalent qualifications.

✚ Policy 4006.1 Degree Requirements

Before moving into policy 5108, Chairman Seva'aetasi has addressed the Board, Dr. Pato and staff that there be a break for lunch, the meeting will resume at 1pm

Chairman Seva'aetasi reconvenes the meeting at 1pm and turns the time back over to Mrs. Moananu.

Mrs. Emey Silafau has joined the subcommittee members for further presentations to the Board.

✚ Policy 5108 Faculty Teaching Load Presented before the Board

Note a revision to the contact hours as there had appeared to be an error in the Governance manual showing 22.5 (twenty two point five) rather than 225 (two hundred and twenty five) contact hours. Correction made to the proposed revisions.

Note: Any course with lab credits will be computed using contact hours to calculate faculty teaching load.

- ❖ Dr. Pato notes that once this policy is adopted and approved this policy will need to begin in the new semester

Mr. Leomiti continues in his presentation of recommendation 6 outcomes

Dr. Pato reminds the Board that these are summaries which are being presented to the Board and the subcommittees will provide for the Board proposed revisions of policies or proposed policies as they are aligned to the recommendations

Mr. Leomiti continues by moving on to

Recommendation 7 Review of Total Cost of Ownership Subcommittee Recommendations (power point presentation has been provided along with individual handouts of the presentation to each Board members).

Mr. Leomiti has presented the outcomes and the recommendations of the Total Cost of Ownership Subcommittee.

Recommendations to the Board regarding Total Cost of Ownership

1. Clarify Institutional and Divisional standard operating procedures and the roles of the contributing departments
2. Approval of the revised 5% cash reserve
3. Revision of the following policies in the Governance manual
 - a. Policy 3007-Request to change language of the “Board priorities” to “institution priorities”
 - b. Policy 7001-Recommendation to add in the Vice Presidents to component F, to reflect the updated process of the budget review and approval
4. Establish committees (ad hoc or standing) charged to review and propose policies, implement policies and monitor policies that pertain to the financial sustainability of the College.

Chairman Seva'aetasi addresses Mr. Leomiti to clarify the request by the subcommittee in changing the language from Board priorities to show institution priorities.

Mrs. Emey Silafau further elaborates, as the board did approve a 5% reserve the committee was then tasked with elaborating more on the 5% reserve policy. The research used in the process of creating this policy recommendation was from other institutions.

HC Tauiiili questions whether or not the College has a credit card

Chairman Seva'aetasi opens the floor for any further comments by the Board

Dr. Fuavai mentioned that the policy was approved; therefore this would suggest a supplemental income

Mrs. Silafau explains that this was done after months of research and consultation

Chairman expresses his concern that there must be continuity in the dealings with the cash reserves of the Institution

HC Tauiiili recommends that the Foundation be brought before the Board

Chairman also expresses his concern with the Foundation and explains that it is very unfortunate that the Foundation is not assisting the Institution

Dr. Pato shares with the members of the Board, that this was an issue when reviewing the structure of the Institution and also leads to the presentation of recommendation 8

Review of Recommendation 8

Chairman Seva'aetasi expresses his concern that this discussion has taken the Board back to having to reference the Governance manual which should be followed clearly. The board has looked at all issues as board priorities. The documents must be clear and the roles of the board and the institutions are clearer

Monsignor Viane Etuale makes reference to the leadership triangle which is referenced in recommendation 8 presentation, Monsignor has asked for clarification as to why the CFO is not included in the consultations amongst the three administrators identified

ASCC President
Vice President of Academic Affairs
Vice President of Administrative Services

Mr. Leomiti replies that planning drives budget but to make sure that the institution does not go back to the budget being the basis of planning. There should be a plan in place to assure that there is funding to appropriate the means.

Dr. Pato notes the comments made by Monsignor Viane Etuale and responds that it is key to have members of the leadership triangle consult with CFO

Chairman Seva'aetasi clarifies that it has been brought before the Board to review "Board priorities" and recommendations have been made to change to "Institutional priorities in policy 3007

Chairman Seva'aetasi and members of the Board have shown their support in making the necessary changes; however a final draft of the policy will be brought before the Board for approval

Mrs. Silafau continues with her presentation and proposes before the Board a new policy statement which the Board may assign a policy number

The proposed policy has been titled "Financial Emergency Policy Statement"

The Board has accepted the proposed policy name and has assigned policy number 7000.5E to be included in the ASCC Governance manual.

Chairman Seva'aetasi has advised Mr. Leomiti to please prepare the final drafts of said policies for the approval of the Board.

Mrs. Silafau thanks the Board for their time and has concluded her portion of the presentation

Mr. Leomiti requests from the Board that the members of the committee be excused from the remainder of the meeting as they have completed their presentations of recommendations 3 through 7.

Chairman Seva'aetasi responds that it is customary to properly thank the members for their hard work and attention in the matters discussed.

HC Tauiliili offers words of appreciation in Samoan to thank all of the committee members for their hard work and diligence in addressing the recommendations as they have presented them to the Board

Chairman Seva'aetasi continues to thank the members of the committees and have excused them. Chairman Seva'aetasi turns the time back over to Mr. Leomiti for further presentations

Mr. Leomiti has noted that copies of the Board's completed self evaluations have been submitted to the secretary to the Board by the ALO

Dr. Pato addresses the Chairman and members of the Board and has asked that recommendation 1 and 2 be completed tomorrow, Thursday August 27 as recommendation 8 may take longer to review completely. The Board has reviewed recommendation 8 however presentation of the committee's findings will be presented before the Board for further discussion

Chairman Seva'aetasi addresses the Board and provides his feed back to the members, that it may be best to hear recommendations 1 and 2 today and continue tomorrow with recommendation 8

All Board members are in agreement

Dr. Pato proceeds to present recommendation 1

Dr. Pato notes that this recommendation has been brought up in all subcommittees and has presented program review and processes. Dr. Pato emphasizes that there must be a practice by way of policy to follow recommendation 1

Chairman Seva'aetasi requests that the policy be brought before the Board tomorrow, Thursday August 27, 2015

Dr. Pato notes that it is required of ASCC to set a process that will allow for assessment and the usage of assessment for improvement. Subcommittees have identified standards that are to be assessed and continually used for improvement

Recommendation 2

Dr. Pato explains that recommendation 1, which was identified, has allowed committees to meet and begin a collegial dialogue on the standards needed to be set for systematic data which will be

used for improvements throughout the Institution. Processes being used will be evaluated and a standard process will be set

Dr. Pato assures the Board that a policy will be presented to the Board from this discussion of recommendation 1 and 2 tomorrow

Chairman Seva'aetasi addresses the Board and agrees that the presentations today have been very much appreciated and thanks all members for their patience and participation. This collegial dialogue will continued tomorrow Thursday August 27, 2015

Meeting closed with a prayer by Monsignor Viane Etuale

Meeting adjourned at 4:00pm

Minutes respectfully submitted by

Tiare Tupua, secretary to the Board of Higher Education