

November 17, 2010



Human Resource Bi-Weekly Newsletter

“ Taulogologo ” Newsletter

Featured Division

“Physical Facilities Maintenance”

This month we recognize the hard work and efforts of our Physical Facilities Crew in providing maintenance and custodial services to the whole College.

Some start very early in the morning or stay late until the dark hours of the night in performing their duties to ensure that we maintain our green, clean, safe environment. From the front parking lot of the campus to the inner classrooms and offices and the surrounding landscape, we see their hard work in service of not only the employees but the students especially. ‘

Let’s all recognize them individually:

Kenape Aumavae, Director

Misi Tauai, Grounds Supervisor & Chief Security

Solomona Simanu, Custodial Supervisor

Carpenters:-

Kapeneta Tei

Tiitii Tupua

Pelesi Mulipola

Mapu Leota

Isaako Lauolefiso

Visesio Kona

Moeao Poloa, Plumber

Manuelé Salaivao, Electrician

Toma Solia, Welder

Landscaping Crew

Tiamu Uli

Su’a Seti

Iuta Letua

Kamilo Soi

Saofaasisina Loa

Fagatele Fuimaono

Custodial Services Crew

Gasologa Latu

Fuamatala Faapito

Alae Aimalefoa

Sinoti Latu

Apolonia Aiolupotea

Kapeneta Kerisiano

Tuapa Tafili

28 ARRA Projects 2010-2011

The American Recovery and Re-investment Act Projects are progressing well in terms of Personnel. Contracts are being routed for projects that have put forth their complete file for recruitment. For any enquiries, please contact us.

Adjunct Faculty

ASTEP Contract Completed. Faculty who taught ASTEP classes are reminded to submit their clearances as soon as possible before compensation can be paid. Failure to submit a clearance will result in non-payment of your contract.

Orientation for Adjuncts

A tentative orientation for all adjunct faculty is scheduled for Dec 9th & 10th.

All Adjunct Faculty interested in teaching for our Spring Semester Classes are advised to submit the required documents as requested. Applications are now being reviewed and considered. Confirmation of your attendance at the scheduled orientation will be made next week.

Please check with HR to ensure all your files are in place.

Administrative Notices

Annual Excess Leave

Remember to plan ahead for your vacation leave. If you are unsure about your leave balance, please contact our office.

Thanksgiving

HR hopes you all had a Happy Thanksgiving.

“It’s not the words we know that show wisdom, but how and when we use them”