



AMERICAN SAMOA COMMUNITY COLLEGE

Biweekly Report to the Governor January 2, 2015



ASCC Mission Statement:

The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological and environmental well-being of American Samoa.

To fulfill this mission the College, as a United States accredited, open admissions, Land Grant institution, provides access to bachelor associate degrees and certificate programs of study. These programs prepare all students, including those who are educationally underserved, challenged, or non-traditional for:

1. Transfer to institutions of higher learning;
2. Successful entry into the workforce;
3. Research in human and natural resources, and;
4. Awareness of Samoa and the Pacific.

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Mrs. Keseta Okenaisa Fauolo-Manila

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Dr. Lina Galea'i-Scanlan

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Mrs. Sereima Sitanilei-Asifoa

Director of AELEL:
Mr. Fale Tauvela

Director of Learning Resource Center:
Mr. Elvis Zodiacal

Director of Small Business Development Center:
Dr. Herbert Thweatt

Director of UCEDD:
Ms. Tafaimamao Tupuola

Director of Physical Facilities & Maintenance:
Mr. Loligi Seumanutafa

Director of Student Support Services
Ms. Annie Panama



Academic and Student Affairs

Vice President for Academic and Student Affairs

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- All previous work is on-going

Challenges

- There are several critical deadlines looming in the next three weeks, including completion of the **Title III Annual Performance Report** on January 16 and the new Student Support Services Proposal on February 2.

Recommendations

- Work with Academic and Student Affairs leadership team to meet critical deadlines and assure smooth start to the spring 2015 Semester.

Bi-Weekly Plan for Upcoming Week

- Complete Faculty Professional Development activities the week of January 5.
- Complete Registration.
- Begin instruction.
- Meet all external deadlines for proposals and reports.



Academic Affairs

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Preparation for the Faculty Orientation and Registration.
- Advertisement and schedule for spring 2015 were sent out to the media.
- Funeral Services for one of the faculty members.
- Initiate an ad for the vacant position in the Science department.
- Compiled summary of GEOs that were submitted for the fall 2014; incomplete faculty data.

Challenges

- Passing of a faculty member; recruitment of a replacement on short notice.
- Funding for "Other" items aside from Instructional material.

Bi-Weekly Plan for Upcoming Week

- Faculty Orientation for the week of Jan. 5-9.
 - Agenda and schedule for spring 2015 Faculty Professional Development/Orientation.
- Presentations:
 - CAPP Data summary.
 - Reemphasized Institutional Standards as reported in the Self-Study.
 - Reminders on Academic Advising.
 - Summary of GEO matrices for all Five Domains.
 - Core/Co Foundational Presentation.
- Registration on Jan. 7-9.
- Faculty Professional Development Retreat/Dinner.
 - Attach Program



Adult Education Literacy and Extended Learning (AELEL)

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Work collaboratively with our business office in getting the financial report ready to be submitted through the National Reporting System.
- Prepare and submit the statistical report and the narrative report for the Adult Education Family Literacy grant through the National Reporting System.
- Review the data on students' pre/post test results for any improvements or lack thereof in terms of percentage scores for individuals versus overall.
- Conduct an inventory of instructional materials and place order for the coming spring semester.

Challenges

- Need to work on a database for students' records of test scores for the next semester.

Bi-Weekly Plan for Upcoming Week

- Submit the course schedule for the spring 2014 semester to the instructors so that they can prepare their course outline/syllabus accordingly.
- Appraise and Pre-Test all of the new students enrolled in the Adult Education program for spring 2015 semester.
- Attend the Hawaii International Education Conference from January 5-8 with all of the staff for professional development.
- Follow up with DHSS on the starting date for their workplace literacy program.



Student Support Services

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- All activities planned for SSS are ongoing and in addition we continue to work on other additional activities to be implemented for spring semester 2015.
- Organizing and archiving many files and paper work from past SSS activities to assure we update and continue to move forward in providing needed services to past, present and future SSS applicants.

Challenges

- Working on previous challenges for the SSS program before the end of 2014.
- There is no greater challenge than one's innovation to improve.

Recommendations

- No new recommendations at this time, only hope that the New Year will bring about the fruition of previously stated recommendations.

Bi-Weekly Plan for Upcoming Week

- Lead Tutor is working on scheduling and planning CAPP orientation of SSS services.
- Ongoing cleaning of Lab area to welcome students for spring 2015 semester.
- Plans for other activities to be included in the calendar and implemented by SSS for the upcoming semester continue.
- Updating of student SSS applicants continues.



University Center for Excellence on Developmental Disabilities (UCEDD)

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Disseminate UCEDD planners to agencies and partners.
- Research grant opportunities to support UCEDD activities.
- Submit mini-grant proposal to DD Council to support Leadership activities.

Challenges

Staffing:

- Continue to face challenges in submitting paperwork for Emergency advertisement. It's been two months since a submission for advertisement request to permanently fill the Administrative Assistant position.

Recommendations

Staffing:

- HR needs to communicate with departments on status of paperwork submitted. When departments have to stop their daily duties to follow up on another departments function, it interferes with the operation of programs and services.
- Need to provide a SOP to department, including a timeline for submitting paperwork to process advertisements so departments can plan accordingly.



Learning Resource Center

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- No statistics for the Library in all service areas, but still working on cleaning, dusting shelves and updating collection areas for the Spring Semester 2015 January 12 Start Date.

Bi-Weekly Plan for Upcoming Week

- Continue prep work in all service areas for Spring Semester 2015 Start Date.



Samoan Studies Institute

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Continue working on the final phases of editing and formatting SSI two publications Tala le Taui Volume 2 and My Village of Fagatogo. SSI targets the Spring break to have these two publications launched.
- Videographer and Program Coordinator working on a new recruiting DVD for the Students Association for Faasamoa.
- SSI Director, Administrative Assistant and Cultural Artist taking their excess leave hours.

Bi-Weekly Plan for Upcoming Week

- SSI faculty returns to work.
- SSI office to hold meeting 01/06/15.



Student Services

Counseling

Report Date: January 2, 2015

Bi-Weekly Plan for Upcoming Week

- Continue to work on finalizing our CLP spring syllabus with evaluation rubric
- Will work on end of semester report.
- Will work on first quarterly report. (October – December 2014)
- Work on Activity Calendar for 2015.
- Continue assisting students, answering email correspondences, etc.
- Prep CLP course syllabi & rubrics for Spring 2015.
- Planning activities and outreach for Spring 2015 esp. for Transferability
- Work on the Student Satisfaction Survey, Graduate Exit Survey for fall 2014, compiling it and having a final analysis with graph illustrations.
- Work on ideas to continue serving the whole college. What does this mean?
- Work together in planning, prepping activities planned for Counseling Office for spring 2015.

SLA Center

Tutoring

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

12/22/2014 - 1/2/2015

- Office clean-ups.
- Conduct office inventories for SLA Center & Annex
- Post flyers to hire Peer Tutors for spring 2015 semester.
- No tutorials as school is not in session, 12/8/14 - 1/12/2015
- Participate in New Student Orientation and Faculty Orientation, 1/2/15 and 1/5-6/15, respectively.

Bi-Weekly Plan for Upcoming Week

1/5/2015-1/16/2015

- 1/12/2015 thru 1/21/2015 - Post flyers to hire new peer tutors and current tutors.
- Assign note-taker for student with disability requesting accommodation and substitute.
- Requesting UCEDD person to conduct training for our Staff Tutors.
- Follow up with Admissions with our "Success Rate" for peer tutees for 2014 fall semester
- Assign an Advisor for Comprehensive Tutoring Club under Student Services.
- New office schedule for Lead Tutor/Acting VA Services Counselor approved and will be effective 1/12/2015;
 - Monday thru Friday:



- 8:00am - 11:00am - All VA enrollment certifications and any matters pertaining to VA inquiries.
- 1:00pm - 4:00pm - Tutorial Services.



Teacher Education/ American Samoa Bachelors in Education Program

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

Department Activities

- Department syllabi turned in for review with TED Assessment Coordinator for program and course alignment using revised curriculum matrices. All completed and turned in to TED Assessment Coordinator and preparation for spring 2015 has begun. Will review data in May 2015. All CAF's revised in alignment with AA new CAF document. Syllabi all updated for 100-400 level courses.
- Contact Faculty for Faculty Orientation on January 5, 2015.
- Continue to review the Year 3 & 4 courses with ASBEP faculty; meetings to begin are on Tuesdays and Thursday of the week at 9am. On-going meetings with TED Department continue for spring semester 2015.
- Follow up with ST Faculty on update of ST's for spring semester; 7 students will be in their ST experience for the spring semester 2015.
- Prepare to present to Curriculum on January 29 meeting presentation for AA degree with an emphasis in Early Childhood Education. ECE teachers will get the AA ECE then move into the B.Ed. Program. Ongoing work; needs follow up.
- Need to work on SpEd. Component; Academic Chairperson is working on this component. Will follow up with him. On going work; needs follow up.
- Continue to monitor all MOODLE courses for updating of information and assessment. Access to all courses has been set up for Chairperson, TED Assessment Coordinator and Dean of Teacher Education. Administrative Tasks work delegated among Dean, Chairperson and TED Assessment Coordinator
- Continue to work with Chairperson and Assessment Faculty on reviewing all courses and getting faculty together for feedback on courses and overall analysis of courses and their matrices. Emphasis on aligning all CLOS to matrices and SLO's as well asked of faculties.
- Need to begin dialogue on Student Achievement for TED students; namely looking at B.Ed. and AA Ed students in program courses. Pending for next department meeting. (Ongoing); January Department meeting.
- Review all faculty job descriptions for matching expertise and revisiting job description for TED Assessment Coordinator. (Ongoing)
- Hold department meeting to welcome back faculty from Christmas break.
- Begin to archive all 2014 files; set new files for 2015. Follow up with Administrative Assistant on all office files for updating and organizing.
- Begin to work on summer session schedule for ASDOE and fall semester 2015 and ASDOE fall semester 2015.
- Begin to review new budget and textbooks needs for new academic year 2015.
- Prepare for 1st Curriculum Meeting later in January. ECE presentation.
 - Priority tasks for review and discussion. (Ongoing)



- Need to review different services for B.Ed. students and other needs for the B.Ed. population in relation to the institution.
- Need to discuss with TED department completion rates, student achievement data that department would report as data.
- Need review and meet with TED Academic Chairperson for ECE review and CAF's. Near Completion; 4 courses left to complete. This includes Two Year program courses as well. (Ongoing)
- Tasks to be completed by Dean of Teacher Education.

Program Activities

- Follow up with Lumanai Educators Association for high school visits in the new academic year.
- Tasks to be completed by Dean of Teacher Education and designated faculty.

Divisional Activities

- Continue to review SOP's and add SOP's for TED department.
Need to review any policies relevant to the B.Ed. Program. Revisit and or create internal policies. Tasks to be completed by the Dean of Teacher Education.

Department Activities

- Continue to monitor MAC labs for technological services offered to education majors. (Ongoing)
- Continue to monitor ERC lab for technological services offered to education majors. (Ongoing)
- Continue to monitor ERC for services and needed assistance. Work with faculty to include the use of ERC for research work and other needed resources.
- Create data information on the use of ERC and for what purposes it is being used for. Tasks to be completed by the Dean of Teacher Education.

Program Activities

- Continue to work with faculty and follow up on their MOODLE courses. Need to stress the MOODLE part that is tied into the faculty performance evaluation. (Ongoing) Tasks to be completed by the Dean of Teacher Education.

Department Activities:

- Continue to meet with ECE for preparation for January presentation for CC for AA with an emphasis in ECE. Need to work with SpEd component with SpEd Director.
- TED Administration will conduct site visits with CT's and Student Teachers for monitoring purposes and for visibility for B.Ed. Program. (Ongoing)
- Do more active recruiting in the community and at the high schools. Becoming more visible to the public. High school career days, Market place. Tasks to be completed by the Dean of Teacher Education.

Divisional Activities



*Accomplishments based on bi-weekly work plan from Director of TED/ASBEP.

Expected Outcome #4: TED Administration, faculty, staff and students will continue to work towards meeting the criterion and standards of WASC Junior and Senior Commission. All items below are on going:

- TED Department meets every Tuesday and Thursday for Assessment. Assessment templates have been created for all TED courses to include the 3rd and 4th Year. Data analysis from summer and fall 2014 will be completed at the end of spring 2015 for program and or course improvement.
- TED Department will be revisiting national standards of INTASC, NCATE now known as CAEP, and ASTESS for review of program/course alignment to the national standards. This was shared with faculty; will commence after spring assessment analysis of collected data via MOODLE.
- Continual administration monitoring and review of program to WASC standards is ongoing. Emailed ALO for update; midterm report due in spring 2015, Will use most of what was reported for ACCJC for midterm report but will continue to keep updated with Senior Commission standards for next visit in 2 years time.
- Working with Faculties on WASC Senior Commission Standards. First department meeting set for January 9, 2015 with Academic Chairperson.
- Review TTT information for May 2015 report.

Bi-Weekly Plan for Upcoming Week

January 5-16, 2015

Department Activities

- Continue to review the Year 3 & 4 courses with ASBEP faculty; meetings to begin are on Tuesdays and Thursday of the week at 9am. On-going meetings with TED Department continue for spring semester 2015.
- Prepare to present to Curriculum on January 29 meeting presentation for AA degree with an emphasis in Early Childhood Education. ECE teachers will get the AA ECE then move into the B.Ed. Program. Ongoing work; needs follow up.
- Need to work on SpEd. Component; Academic Chairperson is working on this component. Will follow up with him. On going work; needs follow up.
- Continue to monitor all MOODLE courses for updating of information and assessment. Access to all courses has been set up for Chairperson, TED Assessment Coordinator and Dean of Teacher Education. Administrative Tasks work delegated among Dean, Chairperson and TED.

Assessment Coordinator

- Continue to work with Chairperson and Assessment Faculty on reviewing all courses and getting faculty together for feedback on courses and overall analysis of courses and their matrices. Emphasis on aligning all CLOS to matrices and SLO's as well asked of faculties.



- Review all faculty job descriptions/position review forms for matching expertise and revisiting job description for TED Assessment Coordinator. (Ongoing)
- Begin to work on summer session schedule for ASDOE and fall semester 2015 and ASDOE fall semester 2015.
- Begin to review new budget and textbooks needs for new academic year 2015.
- Meet with individual faculty regarding revised Faculty Performance Evaluation; added on Assessment component.
- Begin instruction for Regular ASCC spring semester 2015.
- Assist with registration for Regular ASCC spring semester 2015. Tasks to be completed by Dean of Teacher Education.

Program Activities:

- Follow up with Lumana'i Educators Association for high school visits in the new academic year. Tasks to be completed by Dean of Teacher Education and designated faculty.

Divisional Activities:

- Continue to review SOP's and add SOP's for TED department.
- Need to review any policies relevant to the B.Ed. Program. Revisit and or create internal policies. Tasks to be completed by the Dean of Teacher Education.

Department Activities:

- Continue to monitor MAC labs for technological services offered to education majors. (Ongoing)
- Continue to monitor ERC lab for technological services offered to education majors. (Ongoing)
- Continue to monitor ERC for services and needed assistance. Work with faculty to include the use of ERC for research work and other needed resources.
- Create data information on the use of ERC and for what purposes it is being used. Does the use of the ERC impact student achievement and or course effectiveness? SLO's? CLO's? PLO's? Tasks to be completed by the Dean of Teacher Education

Program Activities:

- Continue to work with faculty and follow up on their MOODLE courses. Need to stress the MOODLE part that is tied into the faculty performance evaluation. (Ongoing) Tasks to be completed by the Dean of Teacher Education.

Divisional Activities: Accomplishments based on bi-weekly work plan from Director of TED/ASBEP.

- TED Department meets every Tuesday and Thursday for Assessment. Assessment templates have been created for all TED courses to include the 3rd and 4th Year. Data analysis from summer and fall 2014 will be completed at the end of spring 2015 for program and or course improvement.



- TED Department will be revisiting national standards of INTASC, NCATE now known as CAEP, and ASTESS for review of program/course alignment to the national standards. This was shared with faculty; will commence after spring assessment analysis of collected data via MOODLE.
- Continual administration monitoring and review of program to WASC standards is ongoing. Emailed ALO for update; midterm report due in spring 2015, Will use most of what was reported for ACCJC for midterm report but will continue to keep updated with Senior Commission standards for next visit in 2 years time.
- Working with Faculties on WASC Senior Commission Standards.
- Continue to work on and review TTT information for May 2015 report.



Trades and Technology

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Follow-Up on courses and TTD student's needs for classes prior to start of new semester.
- Continue Research DOL- Workforce3One site for resources and info for Apprenticeship and Pathways/ AAI initiative is the grant that we are concentrating on. Spoke with a representative to see how we can approach this grant.
- Shared proposal with acting President for IT professional development through New Horizons.
- Worked on finding those items that were reported missing from the 2014 ASCC Assets inventory. Of the 109 items that were reported missing, we found the majority of the equipment was in the labs but was not recorded by those who came to do the inventory. Several tables have never been received by TTD and yet are listed as TTD equipment.
- Planning for orientations and student registration.
- Attended a funeral for an ASCC Science Instructor.
- Follow up with radio ads for marketing.



Administrative Services

Vice President for Administrative Services

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Continue to work in collaboration with all divisions for improvement and continuous quality services.
- Worked with PFM on outstanding service for classroom repairs and preparation for the new semester.
- Discussed with the Chief Security regarding the new hires for processing through HRO.
- Continue to meet with MPC Core Team, A & E, and Core Team for ongoing progress for the MPC Project.
- Met with Core Team and held one OAC meeting for updates and progress on the MPC. There has been an issue with the Structural Engineer payment. This has to go through the A & E for payment since no current contract is with the Structural Engineer.
- Sent in extension request for FY 2010 CIP funds and awaiting the response.
- Approved of A & E and contractor submittals.
- Continue to work with and in committees to address of the Institutional Strategic Plan and institutional goals and SOPs.
- Discussed institutional processes on hiring, routing of personnel actions, assessment, decision making. This still is not in the process.
- Continue to work with the administration (leadership team) on institutional issues.
- Met with Deans and Directors to discuss funeral responsibilities and faalavelave policy.
- Acting President until January 23, 2015.
- Hosted the Cabinet Meeting on December 31, 2015.

Challenges

- AC challenges have been a big issue during this biweekly period. There is a need for full time personnel to be hired to carry out a very costly assessment made by the AC servicing company.
- OT requests have been an issue with a number of divisions requesting for approval of after hours work with compensation.
- Ongoing request for vehicle use through after hour permits have been a real challenge during this time period.

Recommendations

- There is a need to work out and plan out the use of vehicles after hours, the after hours work schedule, and the coverage of all program responsibilities.

Biweekly for Upcoming Week

- Continue to work in collaboration with all divisions for improvement and continuous quality services.



- Continue to meet with MPC Core Team, A & E, and Core Team for ongoing progress for the MPC Project.
- Continue to work with and in committees for addressment of the Institutional Strategic Plan and institutional goals and SOPs.
- Continue to work with the administration (leadership team) on institutional issues.
- Acting President until January 23, 2015.



Admissions, Records, Financial Aid Office (ARFAO)

Admissions

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Continue to provide timely and quality services to all patrons.

One-Stop Customer Service Window:

- The purpose of the One-Stop Customer Service window is to streamline all processes for admission, records, and financial aid. One of the goals of the One-Stop is to continue to deliver superior customer services to the best of our abilities to ASCC students.
- During this reporting period, assistance was provided to approximately 53 students in the following areas (*Note: these numbers are not of unique count*):
 - **32**- Students requested academic transcript.
 - **12**- Students picked up transcript. (All Completed)
 - **0**- Students checking on transcript status.
 - **1**- Students requested data change. (All Completed)
 - **1**- Students requested enrollment verification. (All Completed)
 - **0**- Students requested assistance with withdrawing from classes
 - **50**- New admission applications released; received **32**.
 - **0**- Students picked up attendance form for financial aid.
 - **0**- Students turned in attendance form for financial aid.
 - **0**- Students inquired on batch numbers for financial aid.
 - **8**- Students picked up their degree for fall 2014 term.
 - **3**- Students signed up for appointments to see their assigned financial aid counselor.
 - **1**- Student adjusted schedule at the 2015 spring priority registration.
 - **1**- Student issued financial aid clearance for 2015 spring priority registration.
 - **1**- Students inquired on the Federal Work Study program.
 - Correspondence with off-island inquiries for admissions.
 - One-on-one meetings with walk-in inquiries for admissions. (i.e. advising/graduation evaluations/course substitution requests)



- **76** students sat the Placement test on 12/29 and 12/30. Arrangements were made with the Dean of Academic Affairs to move the Late Placement date to 1/6/15 in the afternoon. Placement test results were forwarded to the Office of Institutional Effectiveness on 1/6/15.

Bi-Weekly Plan for Upcoming Week

- Accept new applications for admissions in preparation for the upcoming spring term registration.
- Administer the Late Placement test on 1/6/15.
- Plan the spring outreach with high school seniors – collaborating efforts with the Financial Aid side at the Reach Higher Program.
- Continue with the scheduled academic calendar for the beginning of the spring term.
- Continue with pending work from this week.

Financial Aid

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Based on the requests for financial aid assistance as reported by the One Stop service window, services were provided accordingly by the financial aid staff.
- Batch- 5 Closed and Disbursed on 12/30/14.
- Reconciled Title IV programs for fall 2014. (Pell, FSEOG, and FWS)

Daily office operations:

Counselors:

- Daily update of ISIR listings, input student aid awards.
- Daily transmittal of ISIRs and ISIR corrections.
- Daily review of incoming verification forms.
- Daily intake and logging of student documents.
- Daily intake and logging of student attendance verification forms.
- Continued counseling of students on SAP warning, FA suspension, students who have just regained eligibility, and students who have reached their attempted credit limits, etc.
- Maintain 2014-15 counselor spreadsheet for financial aid processing.

Administrative:

- Daily check of SAIG mailbox for files to be transmitted.
- Daily transmission of ISIR files and other COD files via DOEI and EDConnect.
- Daily monitoring of G5 account and COD activities, including reports from COD of POP students, students conflict resolution, etc.
- Maintain communication with Business and Admissions Office for student records monitoring.

Challenges:

- The Reach Higher Program outreach is slated to start next week - scheduling visitation dates with the high schools is a challenge. However, the temporary hire through the



CAGC grant is tasked with this initiative in order for ASCC to meet this new Financial Aid requirement.

Bi-Weekly Plan for Upcoming Week

- Process Emergency Hire- 6 month contract for Reach Higher Program and other reporting requirements for the different Title IV programs for the 2014—2015 Award Year.
- Hold monthly staff meeting.
- Gainful Employment Reporting Data. (Start Compilation)
- Process letter for President to sign to delete TG Account with USDOE.
- Set Batch Schedule for spring 2015.
- Follow up with Region IX on Auditor's Request from December.

Registrar

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

Processed received student requests:

- Continued entries of fall grades upon receipt. **(Completed)** All term grades were entered and verified on 12/29/14.
- Completed evaluations of Certificate of Completions finalized and certified **15** students for the Nurse Aide program and submitted to the Dean of Academic Affairs for issuance of COCs.
- Ongoing schedule adjustments. (Manual schedule adjustments for 2015 spring term)
- Processed received Data Change requests for major change.
- Assisted with printing and receipting of attendance forms for financial aid.
- Processed all incoming transcript requests for both local and off-island: (ongoing)
 - **56-** Received Requests
 - **49-** Completed Requests – **59** were for official transcripts; **9** were student copies or unofficial transcripts.
 - **7-** Pending requests – **3** awaiting payments; **2** awaiting official request; **1** on financial hold; and **1** needs verifications.
 - Sent out notifications to requesting institutions and individuals on transcript status of “On Hold for Payment” and “Outstanding Balances Owed to ASCC.”
- Continued with transcript verifications including cross checking of Blackbaud and Colleague systems; pulling old hard copy of transcripts and cross-checking of grade books for the listed course(s): **2-** Transcript Verifications for this reporting period.

Data Entry Project:

Ongoing updates are performed on identified data entry projects in both the Blackbaud and Colleague systems:

- Data entered all graduates' degree(s) awarded in Colleague. (Completed)
- Data entered all new applications for admissions received including entering of placement scores in the Colleague system. (Ongoing)



Continued daily operation of office e.g. releasing of necessary form that correlates with academic calendar activities. (Ongoing)

Continued with Filing Project

- Implemented plan of assigning tasks to staff in organizing and verifying “Active” student files accordingly and in a timely manner. (In Progress)

Purchase Orders – 2 Completed

Administrative:

- Attended the Dean and Directors Meeting – 12/26/14.
- Continued building the degree audit for the 2014-16 catalog – task assigned to Assistant Registrar. (In Progress)
- Provided requested data for SLAC reporting.

Bi-Weekly Plan for Upcoming Week

- Spring 2015 registration – 1/7-1/9/15.
- Continue with the scheduled academic calendar for the beginning of the term.
- Review and research the IPEDS reporting for enrollment.
- ARFAO Manager’s meeting scheduled for 1/29/15.
- Continue with pending work from this week.



Human Resources Office

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week Recruitment and Employment

- Complete classification for Employment Specialist.
- Complete all new pay adjustments for Library, IE, VP, Faculty as per Governor's recommended salary adjustment for Bachelors & Master's level.
- Met with CNR Acting Dean/Director, Acting Extension Coordinator and Health Fitness Specialist on position review of new Health & Fitness Specialist.
- Finalized new contract and offer for 1/20/2014 start as CHL Co-PI and Exercise Physiologist for CNR (formerly the Exercise Physiologist position contract).
- Receive and direct prospective and interested applicants with the employment application process.
- Completed the end of month routing report for September, October, and November 2014.
- Current announced positions in local media: Network Multimedia Specialist.
- Entomologist Research Assistant position applicants being screened for interview process.

Benefits Administration

- Collect, compile payroll spreadsheet, reconcile payroll for pay period ending 12/20/2014,
- No. of Employees paid for pay period ending 12/20/14: **289.**
- Entered approved completed employment confirmations (303), renewed contracts in Datatel system.
- Updated eligible employee leave statements on individual spreadsheet logs.
- Transferred all remaining balances on leave template for CY 2015 record keeping.
- Created new payroll spreadsheet for CY 2015 payroll processing and accounting.
- Sent out reminder notice for pay period ending 1/3/2015.
- Prepare, compile and distributed divisional summary leave statements for all Deans and Directors.
- File active and inactive files as used and transferred.

Classification and Salary Administration

- Classified HR Employment Specialist new hire for HR Office.
- Reviewed Position Review forms for Academic Affairs; Criminal Justice Instructor, Business Instructor, Language & Literature Instructor, Health and Human Services Instructor, Music Instructor, Physical Education Instructor, ELI (CAPP) Instructor, Social Science Instructor, Development Math Instructor.
- Initiate review process on Position Review Form and Personnel Request Form for new full time career service Science Instructor. (vacant position)
- Prepare position review for Part II of Classification for Math Instructor.
- Evaluations due and upcoming performance evaluation notices sent out for Dean & Directors planning information.



Staff Development and Training

- Informal meeting with Generalist and Chief Security officer on contract hire start date process.
- Payroll Assessment Template for Employment Specialist for record keeping and assessing effectiveness of process.
- Plan, coordinate, and organize Orientation Week Faculty Professional Development.

Employee Relations

- Deans & Directors Meeting 12/26/2014: Discussion on the passing of a Science Instructor 12/22/2014.
- Meeting with Dean of Academic Affairs on Orientation Week Professional Development for all Faculty: 1/9/2015.
- Meeting with Cafeteria Manager on coordinating Professional Development for Faculty at off-campus venue.
- Briefed Acting President on schedule of Professional Development.
- Director HR became Acting Director for Philanthropic Foundation from 12/22/2014-12/2/2015.
- Donated to and attended funeral of former employee, Science Instructor, held 12/29/2014.
- Director held meeting with PE Adjunct Contractor on Social Security data reporting on benefits.
- Director held several meeting with Director of AELEL on faculty issues regarding leave.
- Director held meeting with VP of Academic & Student Services Administrative Assistant on benefit inquiries.
- Director held a meeting with Health & Fitness Specialist on status of newly created position and benefits thereof.
- Director met informally with TTD faculty on definition clarification of a full time faculty.

Summary Statistics

Personnel Actions

- Contract renewal: **1**
- Position review processed: **15**

Notification & Advices

- Performance Evaluation Received & Processed: **4**
- Pending Performance Evaluations: **2**
- Employment Clearances (Medical/Public Safety/Immigration): **1 / 1 / 0**
- 303 Copies: **1**
- Individual Leave Balance Advices: **2**

Challenges



- Two full time employees on Leave for Holiday Season. One being on vacation and one being on sick leave.

Recommendations

- Cross train all staff for continued timely service.
- Transfer all employment hires to new recruited Employment Specialist. Continue working HR Manager to delegate technical work to Generalist and Tech I and offer training for consistency.

Bi-Weekly Plan for Upcoming Week

- Faculty Orientation Presentation for Director on Overview of Policies.
- Faculty Orientation Professional Development 1/9/2015.
- Send out advice and notices for performance evaluations due, pending performance evaluations and upcoming performance evaluations.
- Finalize short list for Entomologist Research Assistant I or II and conduct interviews.
- Collect, process and reconcile payroll for pay period ending 1/3/2015.
- Prepare for upcoming HR training.
- Start preparing data compilation for IPEDs due in April 2015. Train Human Resources Manager on data compilation.
- Attend Resource Management Committee meeting for review of respective priority areas.
- Complete revision of SOP and submit with HR Director Performance Evaluation.



Institutional Effectiveness

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

Institutional Report(s):

Update:

- Bi-Weekly Report: IE continues to monitor, compile, and disseminate bi-weekly reports to be reviewed and approved by the President and submissions to the ASG office. Next bi-weekly report is due on the 16th of January and an email reminder will be sent to the Deans and Directors on the 12th of January. (Ongoing)
- IE is now in the process of finalizing its divisional outcomes. Implementation of the refined outcomes will be implemented in the 2nd quarter of FY 2015.

Compliance Assist:

Update:

- IE Director continues to monitor the submission of ASCC Biweekly, Quarterly, and End of the Year Outcome Summary Reports. Upon completion, IE will compile and disseminate these reports to the ASCC Administration and appropriate institutional committees for their review not limited to external stakeholders upon approval by the President:
 - End of the Year Summary Outcome Report Due: There are still divisions that did not submit their reports. IE will continue to follow up with these divisions.
 - IE will continue to compile these reports and forward the following reports (FY 2014 4th Quarter & FY 2015 1st Quarter, FY 2014 End of the Year Outcome Summary Report) to the IPECC for the drafting of the ASCC Semi-annual Report.

Internal & External Data Request:

Update:

- Internal Requests: 1
- External Requests: 0

ASCC Press Releases:

Update:

- Press Officer continues to work closely with the IE Director to review bi-weekly reports and quarterly report. For these two weeks, the Press Officer has submitted the following Press Release:
 - Press Release: SBDC Announces 2014 Grant Recipients- December 26, 2014.

ASCC Meetings:



Update:

- IE Director participated in the Deans and Directors meeting on the 26th of December to discuss matters pertaining to the passing of one ASCC instructor.
- IE Director and Press Officer participated in the funeral service of an ASCC instructor on the 29th of December.
- IE Director met with the Dean and Associated Dean of Academic Affairs on the 2nd of January 2015 to plan and discuss the Assessment presentation for faculty during the faculty orientation. Focus centered on the Core Foundational and Co Foundational Qualities and Competencies.

Divisional Operations:

Update:

- Continue to monitor incoming data request from internal and external stakeholders and community members.
- Continue to monitor divisional operations that include press releases, public announcements, job advertisements, data archiving (electronically).

Challenges

- Internet speed continues to be an issue in accessing online resources and archiving.

Recommendations

Bi-Weekly Plan for Upcoming Week

- Continue to review all articles submitted by the IE Press Officer.
- Continue to monitor IE operations.
- Monitor Bi-Weekly Report Due Dates.
- Send out Biweekly Reminders to all Deans and Directors.
- Participate in IPECC and Resources Management Meetings.
- Prepare for the closing of the FY 2015 1st quarter.
- Co-Present with the Dean and Associate Dean of Academic Affairs on ASCC Academic Outcome Qualities and Competencies to all Faculty during the Faculty Orientation.
- Compile reports and submit to the IPECC for the drafting of the ASCC Semi-Annual Report.
- IE Divisional Meeting: Finalize Divisional Outcomes.



Management Information Systems (MIS)

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week Chief Information Officer

- Complete Colleague work orders. (Completed 3 work orders)
- Follow up with CFO on form for online payment plans. (Postponed to next week when CFO returns)
- Meet with Computerworld for IP Camera assessment. (Visit was postponed because Computer World technician was not available)
- Complete end of year summary for FY2014. (Postponed)
- Create work orders for antivirus issues. (Completed)
- Check on backup schedule for all servers. (Completed)

Network Specialist

- Position not filled.

Helpdesk Supervisor

- Supervise and complete computer support work orders. (Completed 4 work orders)
- Complete reload for Emelia and Rennelle's PCs. (Completed)
- Fix computers as parts are received. (Received parts for PCs, currently working to install parts and repair systems).
- Assign work orders to technicians. (Completed)

System Administrator

- Complete Server support work orders. (Completed 1 work order)
- Perform daily cleanup of IPs on DHCP servers. (Completed)
- Edit Shadow Protect software to match planned times. (Currently testing changes)

Network/Multi Technician (1)

- Completed minimum of 10 network/multimedia work orders. (Completed 1 work order)
- Assist with network projects.

Network/Multi Technician (2)

- Complete minimum of 10 network/multimedia work orders. (Completed 4 work orders)
- Assist with network projects.

Technician II

- On leave



Technician I

- Complete minimum of 10 computer work orders. (Completed 2 work orders)

Web and Communications Coordinator

- Complete work orders for phone and wireless support. (Completed 1 work order)
- Provide support for Student Login. (Completed)
- Register Student Laptop onto WL Network. (Completed)
- Follow up on wireless access for CNR- Associate Dean/Director (Currently working on repairing one unit to provide solution)

Lab Assistant (1)

- Perform maintenance on computers and clean lab in preparation for new semester. (Complete)

Lab Assistant (2)

- Perform maintenance on computers and clean lab in preparation for new semester. (Complete)

Webmaster

- Continue working on downsizing the code on pages. (Complete)
- Continue work towards certifications. (Complete)
- Add new press releases and job postings as they become available. (Complete)

Administrative Assistant

- Send daily clock in report. (Complete)
- Input work orders for MIS offices. (Complete)
- Update 2015 expenditures spreadsheet. (Complete)
- Process PRs from quotes acquired this week. (Complete)
- Edit and print timesheets/time and effort.
- Follow up on orders for parts:
 - Power supply for Financial Aid PC. (Received power supply for financial aid)
 - Motherboard for MIS PC.
 - Keyboard for Finance and Math PC Laptop. (Received keyboard for finance)
 - SATA hard drive for MIS PC Laptop.
 - MAC Tools.
 - Printer repair for ABE, IE, and Language and Literature.

Challenges



- Six members of the MIS staff fell ill throughout the 2-week period which put a strain on MIS duties.
- MIS is still short 1 Network Specialist, so this has added more duties for the CIO in the meantime, making it difficult to get some projects completed on time.
- Some rodents died in the walls of the MIS offices, and the smell made it impossible for CIO and Admin. Assistant to work out of these offices for most of the 2 week period. One was found, shortly after, a new smell emerged. A work order is currently in place for checking the other wall. This made it very difficult to complete projects these past 2 weeks.

Recommendations

MIS recommends the hiring of an exterminator for the rodent problem on campus.

Bi-Weekly Plan for Upcoming Week Chief Information Officer

- Complete Colleague work orders.
- Follow up with CFO on form for online payment plans.
- Reschedule IP Camera assessment.
- Complete end of year summary for FY2014.
- ED Express Installation for Financial Aid.
- Follow up on Network Specialist Hiring.

Network Specialist

- Position not filled.

Helpdesk Supervisor

- Supervise and complete Computer support work orders:
 - Nursing Chairperson: WO #9712 (Install power supply)
 - Finance Accountant: WO #9838 (Install laptop keyboard)
 - HRO Manager: WO #10279 (Install power supply)
 - Financial Aid Manager: WO #10432 (Install power supply)
 - Property Management Technician: WO #10732 (Setup 6 IMACs for AELEL Department)
 - CIO: WO #10744 (Check infected computers on campus)
- Assign work orders to technicians.

System Administrator

- Complete Server support work orders.
- Perform daily cleanup of IPs on DHCP servers.
- Complete testing Shadow Protect software to match planned times.



Network/Multi Technician (1)

- Completed minimum of 10 network/multimedia work orders.
- Assist with network projects.

Network/Multi Technician (2)

- Complete minimum of 10 network/multimedia work orders.
- Assist with network projects.

Technician II

- Complete minimum of 10 computer work orders.

Technician I

- Complete minimum of 10 computer work orders.

Web and Communications Coordinator

- Complete work orders for phone and wireless support.
- Provide support for Student Login.
- Register Student Laptop onto WL Network.
- Follow up with Eric on equipment for CNR.

Lab Assistant (1)

- Assist with online registration.

Lab Assistant (2)

- Assist with online registration.

Webmaster

- Continue working on downsizing the code on pages.
- Continue work towards certifications.
- Add new press releases and job postings as they become available.

Administrative Assistant

- Send daily clock in report.
- Input work orders for MIS offices.
- Update 2015 expenditures spreadsheet.
- Process PRs from quotes acquired this week.
- Edit and print timesheets/time and effort.



- Follow up on orders for parts:
 - Motherboard for MIS PC.
 - Keyboard for Math PC Laptop.
 - SATA hard drive for MIS PC Laptop.
 - MAC Tools.
 - Printer repair for ABE, IE, and Language and Literature.



Physical Facilities Maintenance *Administrative Office*

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Daily Morning briefing:
 - Attendance Issues.
 - Safety Issues.
 - Job Order process review.

Challenges

Scheduling when an employee(s) are on leave.

Bi-Weekly Plan for Upcoming Week

- Prepare for orientation for teachers and students in TED-1 and TED-2 and Lecture Hall meetings.
- Job orders - Need to get details and also make sure that staff submit job-orders.

Job Orders:

Date: 12/11/14

Job/order: #M-246

Requestor: VP of Academic and Student Affairs

Descriptions: Fix the chairs and tables

Status: Completed

Dated: 12/11/14

Job-order: # M-247

Description: Repair CAPP computer lab doors, windows, and locks for the office

Status: Completed

Dated: 12/12/14

Job order: # M-248

Requestor: Teacher Education

Descriptions: Check Office (M-7) Flooding

Status: Completed

Dated: 12/18/14

Job/order: #M-249

Requestor: President's Office

Descriptions: Floor Fix

Status: Completed

Date: 12/29/14

Job/order: # M-250



Requestor: Management Information System
Descriptions: Dead Rodent in Wall
Status: Completed

Dated: 12/30/14
Job/orders: # M-251
Requestor: President's Office
Descriptions: Check TED-1 and TED-2 lighting
Status: Completed

Custodial

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Meeting with the crew every Monday at 8:00am.
- Discuss working progress by staff stationed in different areas and request they report the status.
- Discuss with staff the importance of being on time to work and being properly dressed. Review materials and supplies thing that staff use for their work.
- Review Schedule: College meetings- Jan 27th and 28th in the Lecture Hall (SOP Training and Public Hearing
- UCEDD Meeting – Clean-up assistance requested.
- Job-Orders: waiting for job-orders from Departments/Divisions.
- Continue with our regular working areas and schedules and make sure we complete our assignments..

Bi-Weekly Plan for Upcoming Week

- Preparation for 2015 spring Registration.
 - Supervise all staff during registration.

Maintenance

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Trades and Technology Department- Repair leaking roof.
- Gym- Weight Room- Repair sliding window.
- Teacher Education Department: Repair sewage lines and drainage.
- Upper Campus: Clear and mow lawn.
- Legal Counsel Office: Repair floor and loose boards.

Recommendations

- Maintenance crew needs training opportunities. Suggest professional development using TTD as trainers for PFM crew.



Security

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Chief Security met with staff on office duties and responsibilities in preparation for the week of Registration.
- Assign campus security to all areas of the campus.
- Maintain the safety of all ASCC vehicles and ASCC property by reporting incidents and after hour issues.
- Prepare time sheets for Security and Grounds crew.
- Maintain safety of employees, students, and visitors on campus.
- Maintain security carts for office and campus use,
- Work closely with PFM Director on all security requests.

Recommendations

- Hire two more Security Officers to fill vacancies.
- Create a new alarm system for campus offices and classrooms for disaster warnings.
- Create sprinkler water or re-mount fire extinguishers in classrooms for emergencies.
- Re-model and re-build water fountains for students around campus.
- Build a storage room to keep all security equipment, supplies, and office materials.

Bi-Weekly Plan for Upcoming Week

- Spring 2015 Registration preparation.
- Continue to implement security duties and responsibilities.
- Follow up on PRs and Job Requests.



Small Business Development Center (SBDC)

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- This previous week was an admin-week due to New Year break and end of the year SBA Reporting requirements.

Challenges

- There were no out of the normal challenges.

Recommendations

- There are no recommendations.

Bi-Weekly Plan for Upcoming Week

- Over the next two weeks the SBDC will conduct Business Start-up and Grant Writing Training.
- January 6 to 9, 2015 - Business Start-up.
- January 13 to 14, 2015 Grant Writing.



American Samoa College Research Foundation (ASCRF)

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Follow up on PR for 501 c 3-application fee- Have not yet received a confirmation from the finance department for the application fee, but will continue to follow up with them, given the Christmas and New Year holiday as most of the directors are off island.
- Board meeting preparation - Will await the return of the board members as they depart on the 12th of January and will return on the 19th. Director of ASCRF will confirm with President on a scheduled time for the board meeting.
- ASCRF Scholarship application/ criteria
- Scholarship application template is completed. Based on the criteria as advised by the ASCRF Director for the ASCRF selection of scholarship, the following is included in final draft for approval:
 - Parents employment information.
 - SAT scores based on Reading, Writing, and Math.
 - Cumulative GPA at time of Graduation.
 - Essay
- Update of new graduates for fall 2015.
- Unable to obtain a program for the fall 2014 graduates. Will continue to follow up with Student Services.
- Standard Operating Procedures and filing documentation of Past Fundraising Event.
- A proposed template of SOP for fundraiser is completed and will be submitted to the ASCRF Director for any changes and revisions.
- Calendar of Events for ASCRF for 2015. (Preparing)
- Proposed Calendar of Events is completed. This will also be handed over to ASCRF Director for review, changes and/or revisions.
- Connect with the Alumni Association on their calendar of events for fall 2015.
- Email was sent out to the Alumni requesting their calendar of events for 2015. Will continue to follow up with them on a copy for ASCRF.

Challenges

- Limited Budget
- Limited office supplies
- Outdated computer programs
- Reproduction
- Marketing Costs

Recommendations

- Continue working on gaining potential donors. Establish a network of communication through connections.

Bi-Weekly Plan for Upcoming Week

- Follow up with 501c 3 application fee.



- Follow up with Student Services on fall 2015 graduates.
- Continue with SOP for scholarship awards.
- Approval for scholarship/criteria documents.
- Approval for SOP on fundraising. (Accounting, cash management)
- Approval for proposed calendar events of 2015.
- Follow up with Alumni calendar event for 2015.



Community and Natural Resources

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

INSTRUCTIONAL PROGRAMS

- Instruction – Agriculture, Community & Natural Resources (ACNR) Department:
 - Preparing course syllabi & course materials for upcoming spring 2015 semester.
- USDA NIFA Grants (RIIA& DEG):
 - Management and administration of Resident Instruction and Distance Education grants.
- Fruits for Life Greenhouse:
 - Maintenance & General Nursery- Fruits for Life Greenhouse staff have assisted with the ‘Taro Breeding’ program.
 - Community & client visits.

RESEARCH PROGRAMS

Plant Pathology:

- Conducted microscopic examination of cultures prepared from diseased samples of jade vine (*Strongylodon macrobotrys*) and taro (*Colocasia esculenta*) previously collected from the village of Auma and the island of Aunu’u, respectively, in order to identify the cause of the diseases reported by growers on these two plants.
- Continued preparations (refinement of protocols and ordering of supplies) for the extraction of high molecular weight genomic DNA and total RNA for the Taro Whole Genome Sequencing project.
- Prepared fresh media and continued regular transfer of tissue culture plantlets.
- Monitored taro plants in the growth chamber.

Children Healthy Living:

- Review “Trouble to Peace Program” A Method to re-establish the “Va-tapuia” between the Youth and Aiga Relationship, submitted for review by our partner, Sulita Smith of Catholic Social Service.
- Begin Awareness Campaign In relation to the CHL initiatives, the fear of dogs has been “cited” as one reason for reduced physical activity among children and specifically adolescents in American Samoa. Additionally, dogs barking and disrupt the night-time sleep cycle, which prevents children and adults from getting a restorative sleep. Insufficient sleep has been shown to increase obesity in children and adults. Obesity is a major health problem in American Samoa. Incidence of Dog Bite Injuries in American Samoa and Their Impact on Society. Hawaii J. Medicine and Public Health. Jan 2012; 71(1): 6-12)
- Media Specialist followed up with Samoa News on photo and caption from the CHL Community Meeting held at the Aua LDS Stake Center. Photo and caption confirmed and appeared in the December 22, 2014 local newspaper, Samoa News.



- Community Nutritionist reviewed and arranged CAT presentation slides & 2013 baseline preliminary data slides for Aoloau and Tula/Alao/Aoa on December 22, 2014.
- CHL Lead Co-Site Investigator served as Acting CNR Dean and Director. (December 22, 2014 to January 2, 2015)
- CHL Lead Co-Site Investigator facilitated ‘CHL Preparatory Meeting’ attended by CHL staff members in preparation for upcoming events; CHL CAT (Community Assessment Toolkit) meeting and Community Readiness Assessment meeting in Aoloau, Tula, Alao and Aoa villages as well as upcoming SPARKS Training for ECE teachers (January 2015) on December 23, 2014.
CHL Lead Co-Site Investigator facilitated ‘CHL Trainee General Meeting’ with both American Samoa (CHL) Scholarship recipients to discuss upcoming study plans at the University of Hawai’i – Manoa during Spring 2015 school year as well as other CHL related events and topics of discussion on December 24, 2014
Community Nutritionist reviewed and arranged CAT presentation slides & 2013 baseline preliminary data slides for the villages of Aoloau & Aasu and Tula, Alao, & Aoa on December 24, 2014.
- CHL Lead Co-Site Investigator reviewed and completed 24-month measurement schedule for January – May 2015 as presented to CHL staff members during CHL General Staff Meeting on December 23, 2014. Also sent the copy of the schedule to the CHL Assistant Program Director/Co-PI at UH-Manoa.
- CHL Lead Co-Site Investigator completed and sent American Samoa CHL FTEs (Full Time Equivalent) report to Hawai’i.
- CHL Lead Co-Site Investigator represented CNR at ASCC Deans & Directors’ meeting on December 26, 2014.
- Community Nutritionist reviewed and arranged CAT presentation slides & 2013 baseline preliminary data slides for the villages of Aoloau & Aasu and Tula, Alao, & Aoa on December 29, 2014 CHL Lead Co-Site Investigator attended Dr. Belle’s (/faculty member) funeral service at LBJ Chapel and final service at burial site on December 29, 2014.
- Community Nutritionist continued revision on invitation letters for the two community meetings to be held in the villages of Aoloau & Tula on December 29 – December 30, 2014.
- CHL Lead Co-Site Investigator delivered 3 CHL placemats and picked up 2 Readiness Assessment forms from Reverend Fano on December 31, 2014.
- CHL Lead Co-Site Investigator met with the Research Station Manager on missing items from ASCC Business Office Inventory Report December 31, 2014.
- Community Nutritionist scored Aua and Faga’itua village community readiness assessment forms on December 31, 2014.
- Food and Activity Log data entry staff team completed and mailed 82 FAL booklets to NSSR team in Honolulu, Hawaii on December 31, 2014.
- Health Communications Researcher attended teleconference call via Skype with CHL Hawai’i to discuss ideas as well as progression of scheduling and outlining plans for CHL placemat initiative as an extended research adjunct project through the American Samoa CHL program on December 31, 2014.
- CHL Lead Co-Site Investigator and CHL Administrative Assistant completed and submitted ‘CHL Monthly Progress and Intervention’ Reports for November 2014.



- CHL Administrative Assistant continues to review and input upcoming CHL related events into CHL Internal Calendar for Year 2015 (January – May) regarding CHL Training, village community meetings regarding CAT (Community Toolkit Assessment) presentations, Community Readiness Assessment in Aoloau, Aasu, Tula, Alao and Aoa villages, SPARKS Training with CHL Intervention Team, 24-month measurements (Year 2015), CHL Intervention activities (vegetable gardening, physical activity, sleep and screen time outreach) in local Head Start (ECE), elementary schools and in CHL Intervention site villages.
- CHL Lead Co-Site Investigator and CHL Administrative Assistant completed and submitted ASCC Biweekly Report on January 2, 2014.

Media:

- Continued the digitizing of 19 MiniDV tapes of past CNR events. All footage has been saved on the CNR Media Room external drive. Tapes have been labeled for ease of access. Video footage has been logged in a document for archiving purposes.
- Troubleshoot Final Cut Pro 7 importing feature and Sony HVR-Z1U video camera. High Definition (HD) footage from some MiniDV tapes was being imported in Standard Definition (SD). Issue solved by reinstalling Final Cut Pro 7 and downloading a codec patch.
- Updated Canon 60D DSLR camera firmware to Magic Lantern. Explored the new features and tested the intervalometer feature for time-lapse photography.
- Followed up with Samoa News on photo and caption from the CHL Community Meeting held at the Aua LDS Stake Center. Photo and caption appeared in the Dec. 22, 2014 Samoa News issue.
- Organized equipment for media equipment inventory. This includes cameras, camera accessories (carrying cases, lenses, etc.), storage devices (SD cards and external drives), headphones, mics, MiniDV tapes, monitors and speakers.
- Researched available training in Adobe Photoshop and In Design.
- Set up CHL sandwich boards at CNR to promote CHL healthy behavior messages.

Health Communications:

- Revised consent form and survey instruments for Placemat Effect Research.
- Reviewed and discussed draft of new Laupele poster – with Acting CNR Director.
- 12/23/14 – attended CHL Prep Mtg. to share info on Adjunct Health Communications Research with Placemat.
- 12/30/14 Skype conference call with CHL Junior Researcher – Katalina McGlone: re: Placemat Effect Research Design and Advices.
- Created and purchased larger DROPBOX service for email of larger documents and media.
- Completed biweekly report.

Children's Healthy Living Program—Nutrition Intervention Specialist

- Worked on CAT presentation slides & 2013 baseline preliminary data slides for Aoloau and Tula/Alao/Aoa.
- Team American Samoa CHL meeting.
- Worked on CAT presentation slides & 2013 baseline preliminary data slides for the villages of Aoloau & Aasu and Tula, Alao, & Aoa.



- Worked on CAT presentation slides & 2013 baseline preliminary data slides for the villages of Aoloau & Aasu and Tula, Alao, & Aoa.
- Worked on invitation letters for the two community meetings to be held in the villages of Aoloau & Tula.
- Scored Aua and Faga'itua village community readiness assessment forms.

EXTENSION PROGRAMS

Family Consumer Science & Nutrition:

- FCS sewing workshop in Se'etagafor 15 participants.
- Food Safety workshop for 50 participants at the Gataivai Youth camp.
- Preparation for the food demonstration for SNAP recipients for the first week of the month, and food demonstration at the KS store for the second week of the month. An additional week of Food Stamp Outreach - includes 5 additional days in the local grocery stores, where the Food Stamp clients spend their Food Stamp dollars- "Salmon Black Bean Patties" is the recipe we will be utilizing in the stores. We will be conducting our EFNEP Outreach Program at K.S. Mart this month; which will include Nutrition / Food Safety counseling and encouraging Physical Activities - Food cooking demonstration / samples & recipe will be provided.

4-H Youth Development Program:

- 4-H Agents conducted tie-dye workshop to the Gataivai youth group. All 50 youth members were able to tie-dye their own lavalava. A lesson in food safety was also presented. The agents also presented small gifts to the organization to promote Land Grant programs and food safety.

Forestry Program:

- All Forestry Programs (FSP, FHIP, UCF) completed FY 2015-2016 Pre-Grant Proposal and submit to the Region IX Program Managers.
- All Forestry staff continued with greenhouse clean up and activities. Distributed 18 native plants to walk-in clients.

Agriculture Extension Program:

- Vegetable Seedlings: **5 clients**
- Tiapula & Banana Planting Materials: **6 clients**
- Seeds: **10 clients**
- Piggery Visitations: **7 clients**
- Clients calling for requests: **13 clients**
- CNR Piggery: Provide usual assistance as needed.
- **Poultry:** Prepared and fed chicks daily with water changes and fed adult birds twice daily with rice or coconuts.
- Aquaculture: 247.5 lbs of fish feed produced at CSIAA feeds lab.

Wellness Center:

- **38 clients/visitors** accessed the Wellness Center.



- An hour of exercise for the staff each day.
- Planning meeting with the Wellness Center staff.

Bi-Weekly Plan for Upcoming Week

INSTRUCTIONAL PROGRAMS

- Spring 2015 Faculty Professional Development/Orientation, New Student Orientation, and Student Registration. (January 5-9th, 2015)
- Spring 2015 Semester begins. (January 12th, 2015)
- Administering and management of USDA NIFA Grant. (RIIA & DEG)
- Maintenance & General Nursery of Fruits for Life Greenhouse; facilitating tours and greenhouse visits.

RESEARCH PROGRAMS

Plant Pathology:

- Plant Pathology will continue to provide plant clinic services to clients in need of assistance, which may involve field visits followed by isolation and identification of pathogens. Coordination with vendors also will continue to ensure the supplies needed to carry out the research projects are available. The PTC lab will continue transfer of plants to fresh media. The inventory and refining of the database for PLPA, PTC, and STEP-UP/Molecular Biology labs will continue in order to make work more efficient.

Children Healthy Living:

- CHL staff to attend and conduct 'CHL CAT' and 'CHL Community Readiness Assessment' meeting in Aoloau, Tula, Alao and Aoa villages.
- Preparations for upcoming 'CHL SPARKS' training for ECE teachers and CHL Staff members.
- Preparations for upcoming 24-month measurements in January-May 2015.
- Outline schedules in CHL calendar for upcoming vegetable gardening, physical activity, CHL behavioral message boards rotations in ECE schools and Sleep and Screen Time assessments.
- Food and Activity Log data entry.
- CHL Monthly Progress Report and Intervention Report for December 2014.

Media:

- Finish digitizing MiniDV tape footage.
- Organize digitized MiniDV tape footage and finalize archive list.
- Convert HD footage that was intentionally converted to SD footage by Final Cut Pro 7 back to HD footage.
- Finish media equipment inventory.
- Organize and edit CNR event photos.
- Photograph upcoming CNR tours and events.

Health Communications:

- Develop ECE Placemat Intervention Workshop Plan and Materials.



- Friday, Jan. 9 – Conduct workshop at ECE Center (Utulei) for ECE teachers on use of healthy behavior placemat as learning/persuasion tool at ECE centers, and present the research schedule and agenda.
- Finalize instruments, consent form and research design for Placemat effects research – and make applications for IRB approvals.
- Complete testing of the SAM044 - phone survey questionnaire.
- Make final revisions on SAM-044 instruments. Submit to contact for invoice processing.

Extension, Wellness, & other Duties—Community Nutritionist:

- Work on Wellness Center diet counseling planning & ASCCW “What Exactly is Healthy Eating,” Workshop power point slides.
- Work on Wellness Center diet counseling planning.

Extension Programs:

- Continue with the management of the programs within the office and out in the community.
- Serve the public through outreach programs.



Department of Finance

Report Date: January 2, 2015

Bi-Weekly Plan for Previous Week

- Continued our collection efforts by reviewing and analyzing our Accounts Receivable Aging Report. Our team collected **\$2,722.45** this past two weeks. Our collection effort statistics are as follows for this past two weeks:
 - Received Batch 5 funds of **\$99,568.00**. 65% of this batch was allocated to ASCC for tuition, fees, and book payments while the remaining 35% was refunded back to the students.
- Continued to update all tracking reports to ensure that all requests are processed in a timely manner. During this time period, our finance division received the following requests to be processed.
- Issued and processed **31** purchase orders in the amount of **\$26,059.80**.
- Continued to dispense and distribute to all departments daily status and updates of Purchase Requisitions status.
- Continued to pick up orders and receive deliveries from local vendors and from off-island vendors via Post Office and Wharf. The following are receiving, delivery, pick-up, and drop off statistics for these past two weeks:
- Continued to assist the MPC Project Manager (PM) as well as our MPC Core Team in moving our MPC Project forward.
- Bookstore team continued to work on Spring-2015 textbook orders for our students.
- Bookstore team completed its Textbook Buy-Back for this Fall-2014 semester.
- Completed the November closing comments and prepared appropriate corrective actions.
- Started December 31, 2014 monthly closing.
- Continued to work with the institution division to complete FY2015 fixed asset physical inventory.
- Received ASCC's November 2014 Subsidy payment from ASG Treasury.
- Followed up continuously with ASG Treasury for ASCC's December 2014 Subsidy payment.
- Continued to prepare the Reconciled Daily Cash Position report. This report is very important for decision-making and also to ensure the stability of the institution in regards to its Cash Flow. The summarized Daily Cash Position report has been created to monitor the overall cash position of the institution on a monthly, quarterly, and annual basis.

Challenges

- Our cash flow is a concern at the moment due to the fact that ASCC has not received its December 2014 subsidy payments.

Recommendations

- To follow up consistently with ASG Treasury.

Bi-Weekly Plan for Upcoming Week

- Continue our collection efforts by making phone calls, sending out emails, sending out letters, and posting notices.



- Update all tracking reports to ensure that all requests are processed in a timely manner. This is an ongoing daily task.
- Continue updating PO status reports and disseminate to each department for information and review.
- Continue to update our ASCC divisions, departments, and programs as their Purchase Requisites are ready to be turned into a Purchase Order and when their Purchase Orders have been scheduled for pick up.
- Continue working with the Multi Purpose Center Project Committee to keep our project moving forward as planned.
- Complete the December 31, 2014 monthly closing.
- Continue to follow up on ASCC's December 2014 Subsidy ASG Treasury.