

**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 Solomon 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: Friday August 28, 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

Dr. Rosevonne Pato, ASCC Acting President

Excused absent:

Rev. Elder Dr. Si'ulagi Solomon Jr.

Ms. Jessebeth Ropeti

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 during breakfast and will be considered the opening prayer in beginning today's session

Chairman Seva'aetasi has opened the floor to members of the Board for any comments and has noted that Ms. Jessebeth Ropeti has been excused for the final day of the retreat due to family obligations.

Before turning the time over to the Acting President, Chairman Seva'aetasi congratulates Monsignor Viane Etuale as the newly elected Vice Chairman, while Chairman Seva'aetasi had been nominated and re-elected as Chairman

Acting President's Report

Dr. Pato addresses the Chairman of the Board and members present, and thanks them for their continued support and patience, while the administration works with the Board to complete the ACCJC recommendations

Dr. Pato turns the time over to Mr. Leomiti to recap the Board's activities

Mr. Leomiti addresses the Chairman of the Board and members and also thanks them for their patience and cooperation in completing the Board's goals and objectives

Dr. Pato reemphasizes that the Board's jurisdiction for the Board to create the policies and suggests that any policy proposed by the Board be thoroughly reviewed by all members to assure participation by a Board's quorum

Chairman Seva'aetasi offers his opinion that the policies which had been set in the Board's policy manual are policies that seem to be written well and should have been incorporated in the Governance manual. It appears that when the previous Board requested for this change to be done, it was not completed.

Mr. Leomiti responds that accountability focus on the roles and responsibilities on who is accountable for the material and decisions made in the past. The Board sets the policies and the staff, faculty and other employees of the College provide input to support these policies.

Members of the Board as they are looking through the Governance manual to assign a policy number for the Board's self evaluation policy have agreed to assign policy number 2007.1 titled Board of Higher Education Self Evaluation policy.

- ❖ Policy 2007.1 Board of Higher Education Self Evaluation policy has been adopted by the majority of members present and passed

Monsignor Viane Etuale addresses the Chairman to ask who will be able to work on the review of policies that the Board will need to be aware of

Dr. Pato suggests that the secretary to the Board may be able to work on the policies.

Tabled matter

- Chairman Seva'aetasi has asked that this matter be tabled and revisited at a later time
- Review of all three documents, Governance manual, Board policy manual and approved policies as of April 15, 2015

Dr. Hunkin suggests that all policies be written by the Board

Motions

- ❖ Dr. Fuavai has motioned to approve policy 2007.1 to supersede policy 2007 which was passed April 15, 2015
Seconded by Monsignor
Approved by majority
- ❖ Dr. Fuavai has motioned to adopt policy number 1004 Comprehensive Program Review and Assessment of Instructional Programs, Student Services and Administrative Services
Seconded by Monsignor
Approved by majority

Note: Dr. Hunkin-Finau has asked to make note to policies previously approved 7/18/14, although this has been approved, there are two authorizing bodies to the approval of the org chart. If there are any changes should be brought before the board to make the approvals.

- ❖ Dr. Fuavai has motioned to pass policy 5108 Faculty Teaching Load
Seconded by Monsignor
Approved by majority
- ❖ Chairman Seva'aetasi acknowledges that a motion has been put forth by the majority to have policy 4208.1 American Samoa Employment Preference referred to legal counsel to review the legal terms and association with local law
Motion has been seconded
Approved by majority (Refer to legal counsel)
Strike initiated in recognition that is necessary to identify and deal with discrimination and obstacles to equal employment opportunity, intended or unintended.
- ❖ Chairman Seva'aetasi has motioned to approve policy 4006.1 Degree Requirements
Seconded by HC Tauiliili
Approved by majority
- ❖ Dr. Fuavai has motioned to adopt policy number 7212 Reserve Funds and approval
Seconded by Monsignor
Approved by majority

Chairman Seva'aetasi notes a policy which was passed in 2014 regarding cost containments, which he has shared, will coincide with the new Financial Emergency Plan (policy 7000.5E)

- ❖ Dr. Fuavai has motioned to approve policy 3007 Budgeting and Forecasting
 Seconded by Monsignor
 Approved by majority

- ❖ Chairman Seva'aetasi moves to approve changes made to existing policy 7001 to remove line item F.
 Seconded by Dr. Hunkin-Finau
 Approved by majority

- ❖ Chairman Seva'aetasi has also motioned to the Board of Higher Education that as Acting President, Dr. Pato will be the authorizing signature along with the Chairman of the Board in approving the policies passed by the Board of Higher Education, August 28, 2015
 Seconded by HC Tauiiili
 Approved by majority

HC Tauiiili has requested an update on the President's current condition

Chairman Seva'aetasi has responded that the Board will address this matter and will need to reevaluate the President's current status

Dr. Hunkin-Finau comments that the Board must keep in mind the amount of time the President has been away from his post. Under the current circumstances and the President's health, this position may need to be advertised as it will take time to advertise this position.

HC Tauiiili shares that it is his opinion that the Board be made aware of the President's health there should be consideration of the Institution and it is appreciated that the administration has stepped up

Tabled matter

- Chairman Seva'aetasi has asked that this matter with regards to the President's current status be tabled

Monsignor Viane Etuale addresses the Acting President and staff, expressing his gratitude for the work that has been done. The Board looks forward to a dry run of the completed report before submitting to the Accrediting Commission for their review.

Chairman Seva'aetasi also addresses the Acting President and staff to express the gratitude of the entire Board for their continued efforts and support. The Board is grateful for the work that has been done, and is reassured that the administration will provide a compiled report to the Board before it is sent out to the ACCJC.

Next meeting date has been set for October 6, 7, and 8 to review the compiled report of recommendations addressed by ASCC to the ACCJC Show Cause Sanction

Closing remarks offered by the Chairman Seva'aetasi for a wonderful, work-filled retreat. Words of appreciation are shared with the Staff, Faculty and Students who have worked in each committee to address the recommendations of the ACCJC.

Closing prayer offered by Chairman Seva'aetasi

Meeting adjourned at approximately 4:45pm

Minutes respectfully submitted by

Tiare Tupua, secretary to the Board of Higher Education