

**Executive Board of Higher Education
American Samoa Community College
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Members:

Rev. Dr. Leanavaotaua Sekuini Seva'aetasi, Chairman

Monsignor Viane Etuale

Rev. Elder Dr. Si'ulagi Solomona Jr.

Ms. Jessebeth Ropeti, Student Representative

HC Tauiliili Lauifi

Dr. Vaitinasa Salu Hunkin-Finau

Dr. Annie Fuavai

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

Date: Tuesday August 25, 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 Administrative Services

Mr. Sonny Leomiti, Accreditation Liaison Officer/IE Director

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

Call to Order

Chairman Seva'aetasi has called the Board of Higher Education's second day of the Board's retreat to order at 9:00 a.m.

Opening prayer given by Monsignor Viane Etuale.

Chairman Seva'aetasi welcomes members of the Board of Higher Education along with ASCC Acting President, Dr. Pato, ALO/IE Director Mr. Leomiti and assistant ALO Mrs. Letupu Moananu.

Chairman Seva'aetasi opens the floor to members of the Board for any comments before the time is turned over to the Acting President Dr. Pato.

Members of the Board reply that they do not have any comments at this time

Acting President's report

Acting President Dr. Pato thanks the Chairman for the opportunity to address the Board and expresses her appreciation for the Board's patience as they continue with their presentations. Dr. Pato requests at this time to turn the floor over to Mr. Leomiti to continue from Monday's work completed by the Board.

Mr. Leomiti greets the members of the Board and is also grateful for the opportunity to continue with recommendation 9 and a review of Monday's work completed.

Mr. Leomiti begins by providing a brief overview of recommendation 9 and reminds the Board of changes made to the Board's self evaluation instrument

Note: An edited copy of the Board's evaluation instrument has been provided to each Board member present for their final review and approval

Chairman Seva'aetasi advises the members of the Board to review the document received and that the floor has been opened for any comments or further recommendations.

Each category has been reviewed for the appropriate changes by Board members present.

- ❖ Monsignor Viane Etuale has motioned to pass corrections made to the Board's self evaluation instrument
- ❖ Motion seconded by HC Tauilili
- ❖ Passed by majority

Revisions made to the Board of Higher Education's self evaluation instrument as of August 25, 2015 has been motioned for approval and passed by a majority vote.

Dr. Pato has asked to address the Board to remind the members present that the only other step after completing the evaluation will be to complete the Board's annual goals for 2016. This should complete the process of the Board's self evaluation and using the results to prepare the Board's annual goals.

Dr. Fuavai expresses her concern in filling out the Board's self evaluation without one of the six members present during the morning session. Dr. Fuavai notes that Dr. Hunkin has asked to be excused for the morning session as she is required to attend a Senate hearing.

Chairman Seva'aetasi acknowledges Dr. Fuavai's concern; and advises the majority of the Board to please complete the evaluation, and upon Dr. Hunkin-Finau's arrival, her evaluation will be added to the report with all other members.

HC Tauiliili agrees with Chairman Seva'aetasi that the members present at this time complete the Board's self evaluation.

Chairman Seva'aetasi shares with members of the Board that the results of this evaluation will allow the Board to move forward in assessing the results to determine the Board's 2016 goals.

Note: Mr. Leomiti has worked with his staff from the Institutional Effectiveness Division to provide the Board members with a finalized copy of the Board's self evaluation instrument

The Board's finalized copy of the self evaluation instrument has been provided to each member for completion

Chairman has called for a Break to allow the members of the Board time to complete their own self evaluations

Break

Meeting resumed at approximately 10:30 a.m.

Mr. Leomiti has advised the Chairman of the Board that the tallied results of the Board's completed self evaluations have been completed for the Board's review.

Chairman Seva'aetasi thanks Mr. Leomiti and his staff for their work and allows Mr. Leomiti to continue by presenting these results to the Board for further discussion

Chairman Seva'aetasi and members of the Board have agreed to review the tallied results for further discussion to complete the Board's annual goals by Thursday August 27, 2015.

Mr. Leomiti as ALO recommends that all members be reminded of the ACCJC recommendation for all members of the Board to complete the accreditation basics

Chairman Seva'aetasi responds that it is a priority with the Board that all means to answer accreditation standards be done.

Dr. Pato reiterates the recommendation of ALO Mr. Leomiti for Board members to complete accreditation basics online has been highly recommended by ACCJC

Chairman Seva'aetasi notes that it is 12pm and members of the Board shall break for lunch and will reconvene at 1pm.

Chairman Seva'aetasi reconvenes the meeting at 1pm and acknowledges that the Board has made note of this recommendation to complete accreditation basics, and has agreed to move on to recommendation 10

Note: Members of the Board have been provided a copy of recommendation 10 as well as a power point of this recommendation for further discussion

Recommendation 10:

In order to meet the Standard, the team recommends that the College use and publish the results of Board of Higher Education self-evaluations to improve Board performance. (Standard IV. C. 10)

Discussion on the matter of conflict of interest has led to the question of "what actions have been taken by the Board in addressing recommendation 10

Actions taken to address recommendation 10

1. Board of Higher Education has heard the matter of a potential conflict of interest
2. Board of Higher Education members had determined that there was conflict of interest
3. Board of Higher Education addressed the matter of conflict of interest with the Governor of American Samoa
4. Letter was addressed to the Governor of American Samoa identifying the conflict of interest
5. Board member identified to be in conflict did willing step down from his position as Board Trustee
6. Board accepted the resignation of the member identified to be in conflict
7. Policies were reviewed and revised by the Board to assure that matters of conflict are addressed accordingly

The following policies have been reviewed by the Board for further discussion and approval

- ✚ Policy 2001 Board of Higher Education Code of Ethics
- ✚ Policy 2002 Board of Higher Education Code of Conduct
- ✚ Policy 2002.1 Board of Higher Education Violation of the Law, Codes of Ethics and Conduct
- ✚ Policy 2002.2 Board of Higher Education Conflict of Interest

HC Tauiliili notes that although the Governance manual has been updated, there were previous recommendations by the previous Board that ASCC review all policies in the Governance manual and Board Policy manual to assure that both documents were in support of each other

Tabled matters for further discussion by the Board of Higher Education

- Review of policies in the Governance manual
- Review of policies in Board policy manual
- Incorporate the Board Policy manual with the Governance manual

Dr. Fuavai has stated that she would recommend that before the end of this retreat, that the Board Chairman signs the policies which have been approved by the Board of Higher Education.

Actions taken to address recommendation 10

1. Policies have been revised
 - Policy 2001 Board of Higher Education Code of Ethics
 - Policy 2002 Board of Higher Education Code of Conduct
 - New policy to address violation of Board's Codes of Conduct and Ethics
 - Current policy 2002.1: Indemnification of Board Members to be reformatted numerically to read 2002.3
 - Policy 2002.2 Board of Higher Education Conflict of Interest

Revisions made during this meeting have been corrected to show all changes in the final draft. Revised changes have incorporated policies from the Board Policy manual, section I.G.

Dr. Pato and Mr. Leomiti have asked for the Board to clarify that the Governance manual be the main document which is being used

Dr. Hunkin-Finau notes that this request refers to Policy 2005 Establishment of Board and College Policies. Dr. Hunkin-Finau has noted section C. Official Policy Manual, which may imply that the manual is not readily available for anyone.

Chairman Seva'aetasi responds to Dr. Hunkin-Finau, expressing that the official copy be maintained with the President of the College

Recommendations by Trustees were to include: Section C: Official policy manual (*The official copy shall be kept in the President's office and the President or designee shall be responsible for its accuracy and currency as approved by the Board*). All members have agreed to the suggestion and have approved the change

Chairman thanks all members for their participation in addressing recommendation 10 and has asked Dr. Pato and Mr. Leomiti if they feel the Board has done their part in completing recommendation 10

Dr. Pato responds that the Board has completed the discussions and approved the policies concerning the Board; however the subcommittees that have also been assigned to address recommendations have policies which need to be reviewed by the Board of Higher Education and this is linked to the Board's recommendation as well; therefore Dr. Pato has requested that each subcommittee be allowed at least an hour to present to the Board their recommended policies set to address ACCJC's recommendations

Dr. Hunkin-Finau has motioned to adjourn at 3pm to hear the subcommittees in the morning as they will need at least an hour for each subcommittee.

Chairman Seva'aetasi opens the floor for any objections from the Board.

No objections have been made to the adjournment of 3pm.

Chairman Seva'aetasi offers words of appreciation for the work completed throughout the day. Members of the Board will hear the presentations of the subcommittees Wednesday August 26, 2015 as the retreat is reconvened.

Closing prayer offered by Chairman Seva'aetasi

Meeting adjourned at 3:15pm

Minutes respectfully submitted by:

Tiare Tupua, Secretary to the Board of Higher Education