

August 11, 2010



Human Resource Bi-Weekly Newsletter

## “Taulogologo” Newsletter

### Featured Article:

### A New Beginning “Fall 2010”

As we embark on our new academic year for fall 2010, let us reflect upon some of our accomplishments that have made us proud and thankful.

- Continuous improvement and achievement of our accreditation criteria and standards
- Creation and establishment of our evening classes
- Publication of numerous articles, brochures, newsletters and notable writings from various department to promote their programs
- Attainment of the ARRA Funds
- Continuous success rate of students from semester to semester
- Countless efforts and hard-work by our employees to maintain our commitment to serving the vision and mission of ASCC.

Indeed, the last six months was a journey not without challenges, but endurable. Now, we embrace another new start to achieve and continue to do better.

We welcome our new faculty members:-

1. Malamalama T. Muagututia, Language & Literature
2. Randel K. Dee Wees, Science

May we all have a prosperous Fall Semester!



Student Art Spring 2010



Music Students upon completion of their instrumental presentation

### DID YOU KNOW?

### Checklist of an Updated Personnel File

- Current Address and Phone Numbers
- Revise W4 (tax purposes) if required
- Contact Person for emergency purposes
- Update Beneficiary Form (Retirement and ASCC)
- Check Confirmation of Employment Form (303) and upcoming Performance Evaluation
- Job Description conforms to current responsibilities
- Entitlements and Payroll Deductions updated

If you have any inquiries, please contact our office for an update of your personnel file. We will contact every division to conduct a record workshop with HR Staff in the near future.

### Opportunity for Professional Development

Placement Test for Evening Classes

5:00pm, 8/12/2010

Faculty Orientation: 8/16 – 8/17/10

Registration for Fall: 8/18 – 8/20/10

Instruction Begins: 8/23/10

### Payroll Update

Pay Date for Pay Period Ending 8/7/10

8/16/2010

### Annual Leave Policy Reminder

Annual Leave must be pre-approved three days prior to its taking.

### Administrative Announcement

We offer our best wishes to the following employees who are resigning or have completed their services at ASCC :-

- Andrew (Andy) Wilson, Human Resources
- Steven Williams, Language & Literature
- Sue (Salome) Tofaeono, Finance



“SSI students perform a siva dance”

"The purpose of life is to believe, to hope, and to strive." Indira Ghadi