

**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 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: Monday August 24, 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 of Administrative Services

Mr. Sonny Leomiti, Accreditation Liaison Officer/IE Director

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

- Opening prayer offered by Ms. Jessebeth Ropeti at the beginning of breakfast

Call to Order

Dr. Seva'aetasi, Chairman to the Board of Higher Education has called the meeting to order by welcoming all Board members present as well as members of the American Samoa Community College administration to the first day of the Board of Higher Education's 2015 retreat.

A quorum of members was present and the meeting was ready to proceed with business.

Chairman Seva'aetasi announces that Rev. Elder Dr. Si'ulagi Solomona Jr. is unable to attend this retreat due to his current health condition and treatment, and therefore has been excused. Prayers will continue to be with Dr. Solomona Jr. during his recovery.

Time has been turned over to the American Samoa Community College Acting President, Dr. Pato for her presentation

Acting President's Report

Acting President, Dr. Pato offers words of appreciation to the Chairman of the Board and members of the Board of Higher Education for allowing the American Samoa Community College (ASCC) administration the opportunity to address the Board.

Dr. Pato begins her presentation by explaining during this week of the Board's retreat, the Accreditation Liaison Officer (ALO), Mr. Leomiti and assistant ALO Mrs. Moananu will provide presentations along with members of the subcommittees identified in the Board's agenda to address the recommendations provided by the Accrediting Commission for Community and Junior Colleges (ACCJC).

Dr. Pato continues by requesting from the Chairman and members of the Board the opportunity to turn the time over to the ALO Mr. Leomiti for further elaboration on the recommendations.

Accreditation Liaison Officer's Report

Mr. Leomiti addresses the Chairman and members of the Board to thank them for the opportunity to speak before the Board of Higher Education.

Note: Mr. Leomiti has provided a booklet which is entitled Board of Higher Education Resources, Retreat August 24, 2015 (*attachment 1*) for the Board's review

- Copy of ACCJC's visiting team's recommendations 9 and 10
- Copy of Board of Higher Education's (BHE) self evaluation instrument
- Copy of Board of Higher Education's 2014 self evaluation results

Mr. Leomiti provides for the Board a power point presentation of the material contained in the booklet provided to the Board members. Discuss begins with recommendation 9 of the Board's self evaluation.

Board members discuss the Board's self evaluation instrument and have also reviewed ACCJC's Eligibility Requirement 7. To assure that the Board is in compliance of Eligibility Requirement 7, the Board continues by reviewing each item within the Board's self evaluation instrument for further discussion and suggestions.

Through this discussion, the Board reviews the ASCC Governance manual and Board policies (1988) for clarification.

It has been determined through further discussion that the ASCC Governance manual makes reference to the Board completing an annual self evaluation; however there does not appear to be a clear policy on the self evaluation process. Chairman Seva'aetasi makes reference to a policy which was presented to the Board April 15, 2015 by the ASCC President Dr. Seth Galea'i (policy 2007 planning and agenda) which the Board did pass; however it was not signed by the Chairman and has not yet been included in the Governance manual. The Chairman further explains that this policy was not signed as he had requested that this policy go through a thorough review by members of the subcommittees of ASCC who are currently working on the accreditation report before it is reviewed again by the Board for his final signature.

Mr. Leomiti clarifies that it is his understanding that there is no policy which is specific to the language of self evaluation and therefore the Board has drafted policy 2007 to address the policy and process of self evaluation

Policy 2007 has been provided for the Board's review again by members present.

In the process of thoroughly reviewing the policy again, the Board has reviewed the following to assure the policy is in compliance with the requirements of ACCJC and is able to assist the Board in providing the necessary feedback in determining the Board's goals and objectives for the next year.

- ACCJC Eligibility Requirement 7
- Standard IV. C. 10
- ACCJC's visiting team recommendation 9
- Review of the Board of Higher Education's self evaluation results (2014)

Through this discussion and review of the Eligibility Requirement, the Standard and the recommendations, members of the Board noted the following matters which have been tabled for a future meeting

Tabled matters for further discussion by the Board of Higher Education

- Policy & Procedure of regular orientation with new members
- Policy review of membership terms
- Process of notifying the Governor when a member's term expires

Board members continue by reviewing the self evaluation instrument and have made changes to the self evaluation instrument through much discussion

Chairman Seva'aetasi explains that this instrument expresses the different responses by each individual member and has been reviewed by those present

Note: A copy of the original Board's self evaluation (attachment 2), edited copy (attachment 3) and finalized copy (attachment 4) have been provided as attachments for reviewing purposes.

Chairman addresses members of the Board and members of the ASCC staff that the matter of reviewing each item on the self evaluation instrument will continue after lunch.

Break for Lunch at 12pm

Meeting resumed at 1pm

Chairman Seva'aetasi reconvenes the meeting at approximately 1:05pm. Discussion and suggestions continue by the Board members to the Board's self evaluation instrument and criterion.

Board continues after lunch with Category III: Board-ASCC President Relations

Suggested changes to the Board's self evaluation instrument have continued

Upon further review of the Board's self evaluation pertaining to categories III and IV, the following matters have also been tabled for further discussion by the Board

- Policy review of the Board's authority in reviewing the President's contract
- Review of the American Samoa College Research Foundation status
- Board relations with ASCC to promote advocacy

Category V: Educational Program & Quality

Discussion on this category has led to a suggestion by Dr. Hunkin-Finau who also serves as the Director of DOE to assist ASCC in storing data which is in support of the students of American Samoa; the DOE has a longitude data system that can store data. As the Director of DOE, she suggests that ASCC work closely with DOE in making use of this system to provide assistance.

Board members continue with further review of each category in the Board's self evaluation instrument as well as the criterion used.

Chairman Seva'aetasi addresses members of the Board and thanks them for their participation in reviewing the Board's self evaluation instrument along with policies that pertain to this matter. Suggestions have been made and discussion of this instrument has allowed each member to provide their feedback.

Before ending today's session of the Board's retreat, the time is turned over to Acting President Dr. Pato and Mr. Leomiti for any further comments to be made to the Board.

Dr. Pato thanks the Board for their patience in addressing recommendation 9 today and understands that recommendation 10 will need to be continued tomorrow, Tuesday August 25, 2015. Dr. Pato turns the time over to Mr. Leomiti for further comments.

Mr. Leomiti also thanks the Board for their patience, and has assured the Board that their participation in thoroughly reviewing the Board's self evaluation instrument will assist in setting the Board's goals and objectives.

Mr. Leomiti also assures the Board that all changes which have been made by the Board will be finalized and prepared in a clean copy for the Board's approval tomorrow, Tuesday August 25, 2015.

Chairmann Seva'aetasi thanks the Board members for their patience and understanding during this first day and asks for their continued support throughout the rest of this week to complete items on the agenda needed to address matters of accreditation and the duties of the Board of Higher Education.

Closing prayer offered by Monsignor Viane Etuale

Meeting adjourned 3:30pm

Minutes respectfully submitted by:

Tiare Tupua, Secretary to the Board of Higher Education