

# AMERICAN SAMOA COMMUNITY COLLEGE

## ● ● ● Connections Newsletter ● ● ●



ASCC CHIEFS

Volume I: Issue 2 - November 2017

### Featured Highlights:

- I. Office of the President:
  - a. Institutional Updates
  - b. Accreditation/ACCJC
- II. Academics:
  - a. Divisional & Academic Programs
- III. Community, Outreach & Research:
  - a. Agriculture, Community and Natural Resources
  - b. Samoan Studies Institute
- IV. Student Services:
  - a. Internal Professional Development
  - b. Student Government Association
- V. Administrative Services Updates

### Institutional Updates:

- In the President's Leadership Team meeting held on the 3<sup>rd</sup> of November, the President acknowledged and thanked all supervisors that contributed to:
  - Bi-weekly and Monthly Reporting – Adherence to the revised reporting criterion and cycle as approved in September 2017.
  - IPEDS Report – Completion of the Fall Data Collection Report.
  - Outreach and Awareness Initiatives:
    - Hosting of the Ava Ceremony (students, faculty, staff, and administrators) for the Stars of Oceania Event as featured in the ASCC October Connections Newsletter.
    - Outreach Services provided by the Financial Aid Office to High schools.
  - Research Foundation – ASCC received confirmation of the approval of its 501(c)(3) application. The 501(c)(3) exempts ASCC donors from federal income tax on charitable contributions made under Title 26 of the United States Code.
  - Budget/Cost Containment – The President informed the Leadership Team that the approved budget for FY 2018 totals to \$12,739,500.00. This includes local funds, federal grants, and the Bookstore. The Fono approved \$2,000,000.00 in Local Funds for the College for FY 2018. Currently the Supplemental Budget of \$1,000,000.00 is pending approval.
- Beginning on the 28<sup>th</sup> of November, the President initiated an internal thorough review and assessment of ASCC Board Policies. Meetings continued throughout the fifth week of November, and will continue in the first week of December. Chartered Board policies reviewed include chapters 1, 4, 5, 6, 7, and 8.

### Accreditation/ACCJC Updates:

November 01, 2017: ACCJC Webinar: The ASCC President and Accreditation Liaison officers participated in a one hour Webinar facilitated by ACCJC staff and partners focusing on the Commission's new directions and philosophy in Strategic Planning. Led by the ACCJC President Dr. Richard Winn, communications focused on the ACCJC's Mission and Core Values, and the approach toward achieving its Mission through progress on Short-Term Goals and long-term strategic planning initiatives. Please visit the ACCJC Website for more information at: <https://accjc.org/accjc-listening-session/> or click on the following link to watch the live video. [\[Access Link\]](#)

November 03, 2017: Revised Substantive Change Manual Posted to ACCJC Website: In an email correspondence from the ACCJC Vice President Dr. Stephanie Droker to all college CEOs and ALOs under the purview of the ACCJC, an update was provided on the completed revision of the Substantive Change Manual. The Substantive Change processes and procedures discussion has been a topic of concern by member institutions. According to Dr. Droker, "Over the past year, the Commission's Substantive Change Committee has been working to streamline the substantive change process. The goals were to lighten the burden on member institutions, while preserving their ability to award federal student aid. A substantive change advisory group, composed of ALOs from across the region, provided thoughtful insight and feedback throughout the revision process." The Manual is now available on the ACCJC Website: <https://accjc.org/substantive-change/>.

November 07, 2017: Meeting of the ACCJC; Preliminary Open Session: In an email correspondence received from ACCJC staff, the Commission will be holding an 'Open Session' on January 10, 2018 in San Jose, California. The Open Session is open to members of the public and member institution representatives. The agenda will include Staff Reports, Policy Discussion, Opportunity for Public Comments, Operations, Commission Elections, Agency Relations, and Calendar of Important Dates. For more information, please visit the ASCC Website at: <http://www.amsamoa.edu/institution/accreditation/ACCJCUpdates.html> or click on the link provided. [\[Access Link\]](#)

November 09, 2017: ACCJC Staff Liaison Assignment to American Samoa Community College: The ASCC President was informed in an official email correspondence from the ACCJC President Dr. Richard Winn regarding the ACCJC initiatives to support its member institutions. Dr. Winn announced the assigning of ACCJC Vice President Dr. Stephanie Droker as the ACCJC Liaison for the American Samoa Community College. The ACCJC Liaison for ASCC will provide guidance and direction regarding the application of ACCJC Standards and policies in the context of ASCC not limited to, assisting in the organizing of ASCC's accreditation efforts, networking of best and evolving practices in alignment to ACCJC expectations, and to provide continued support through site visitations prior to the College's scheduled comprehensive visit. For more information, please contact the ASCC Accreditation Liaison officers.



**Dr. Stephanie  
Droker**

Vice President

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Click on the photo to access the ACCJC Online Staff Directory  
Web-Address: <https://accjc.org/staff-directory/>

## November Academic Highlights:

- The College initiated its Priority Registration on November 13, 2017, to provide continuing students the opportunity to enroll in Spring 2018 and Summer 2018 courses before the regular registration in spring. Priority Registration provides continuing students the opportunity for enrollment in any course offered at ASCC in the upcoming spring semester.
- Nursing Department Community Outreach Project: As part of the Nursing Department's commitment to community service, nine students enrolled in NUR 180L- Introduction to Adult Health, Clinical Lab participated in a health teaching project as part of the community nursing objectives for this course in Ofu and Olosega, Manu'a. The outreach project accounts for 20% of the student's clinical grade and includes leadership and organizational skills as the focus of the planning and preparation. Oral presentation and poster/handouts focus on research and health teaching skills. The purpose of the teaching presentation is to allow the student to develop formal oral presentation skills, basic leadership and management skills, and application of theoretical knowledge. Students lead the community outreach project through problem assessment of the chosen community, design presentation methods through objectives and assessment, and evaluate their teaching during the presentation through simple questions or activities. At the end of the presentation, students evaluate their own learning in addition to the effects of the community service on their own career through a Reflection Paper.



In this photo from the ASCC Archives, HC Pulefaasisina Palauni "Brownie" Tuiasopo is seen conducting the College's choir during a graduation ceremony. Tuiasopo's career, along with that of Ueta Pene Matautia Solomona, was celebrated during the 2017 Ethnomusicology Forum held at ASCC. (Photo: J. Kneubuhl)

Access the full article on the ASCC Website at: <http://www.amsamoa.edu/pressreleases.html>, or by clicking on the link provided. [\[Access Link\]](#)



ASCC Science Department Chairman Dr. Randel DeWees (front, center) is seen here with some of the students who participated in Science Symposium at the College in November 2017. (Photo: J. Kneubuhl)

Access the full article on the ASCC Website at: <http://www.amsamoa.edu/pressreleases.html>, or by clicking on the link provided. [\[Access Link\]](#)



American Samoa Attorney General Eleasaro Ale is seen here giving a talk to the ASCC Political Science Club in November. (Photo: T. Ropeti-Leo)

Access the full article on the ASCC Website at: <http://www.amsamoa.edu/pressreleases.html>, or by clicking on the link provided. [\[Access Link\]](#)



ASCC President Dr. Rosevonne Pato (seated, far left) joins the College's Business Department, some students and their parents for a photo following a presentation the department recently gave on the trip the class MKT 212 (Marketing & Management Practicum) made to Samoa earlier this month. (Photo: J. Kneubuhl)

Access the full article on the ASCC Website at: <http://www.amsamoa.edu/pressreleases.html>, or by clicking on the link provided. [\[Access Link\]](#)



Artist Regina Meredith-Fitiao (right) of the ASCC Fine Arts Department is seen here with the College's President Dr. Rosevonne Makaiwi Pato. Meredith recently wrote an article on the dyes used for Samoan siapo, which has been published in Turkey Red Journal, an online resource for practitioners all over the world who work with making dyes and applying them. (Photo: J. Kneubuhl)

Access the full article on the ASCC Website at: <http://www.amsamoa.edu/pressreleases.html>, or by clicking on the link provided. [\[Access Link\]](#)



ASCC President Dr. Rosevonne Makaiwi Pato (far left) congratulates this semester's recipients of the College's in-house scholarships. (Left to right) Dr. Pato, Jin Lin Du, Louaivasa Lauulu, Jingling Jiang, and Rianna Lafaele. (Photo: J. Kneubuhl)

Access the full article on the ASCC Website at: <http://www.amsamoa.edu/pressreleases.html>, or by clicking on the link provided. [\[Access Link\]](#)

### ***American Samoa Bachelor's in Education Program:***

Five Student Teachers (ST), two pre-service and three in-service teachers implemented their Thematic Unit Plans during their Solo-Teaching practicum, as part of the final capstone requirement for Bachelor of Education in Elementary Education majors.

Student Teachers include:

- Mrs. Vanessa Aga Velega,
- Ms. Mereina Laumatia,
- Ms. Georgina Laupola,
- Mrs. Nancy Tuigamala,
- Mrs. Faapopo Rita Liua-Pato

Student Teachers are scheduled to complete their student teaching practicum at the end of the month or during the early weeks of December. For more information about the American Samoa Bachelors in Education Program, please visit the ASCC Website at: <http://www.amsamoa.edu/academicprograms.html> or click on the link provided: [\[Access Link\]](#)

*At the conclusion of her Student Teaching experience at Manulele Tausala Elementary as part of the ASCC Teacher Education program, Mrs. Vanessa Velega gathers with her students for a farewell photo. (Photo: J. Kneubuhl)*



*At the conclusion of her Student Teaching experience at Iakina Adventist Academy as part of the ASCC Teacher Education program, Mrs. Fa'apopo Liua (standing, 2<sup>nd</sup> left) celebrates with students and fellow instructors, including representatives from ASCC. (Courtesy Photo)*



*At the conclusion of her Student Teaching experience at Matafao Elementary School as part of the ASCC Teacher Education program, Miss Georgina Laupola (back row, center) celebrates with students and fellow instructors including Dr. Larry Purcell (back row, left) of ASCC. (Photo: J. Kneubuhl)*

## *ASCC 2017 Thanksgiving Luncheon:*

The ASCC administration, in collaboration with the Samoan Studies Institute (SSI) hosted a Day-Before-Thanksgiving luncheon for all College faculty and staff on Wednesday, November 22<sup>nd</sup>, 2017. With the College's Gymnasium transformed into a holiday-themed social center, the event involved prizes, gifts, entertainment, food, and most importantly fellowship. President Dr. Pato spoke on the meaning of Thanksgiving and reminded the large ASCC family present that despite the individual and collective challenges all of us at the College go through, we should be thankful for the basics in life such as our families, our friends and our jobs. The event included spirited musical selections as well as lively cultural performances by the Student Association for Faasamoa (SAFF).



*(The Samoan Studies Institute (SSI) sponsored the Thanksgiving Luncheon, courtesy of Director Keseta Okenaisa Fauolo-Manila.)*

## *Agriculture, Community and Natural Resources (ACNR):*

### *Instructional Programs:*

November 14, 2017: Special Presentation by Dr. Ross Langston from Windward Community College – Dr. Ross Langston of the Windward Community College in Honolulu, Hawai'i presented a program overview of the Veterinary Tech Program to students of the American Samoa Community College – Agriculture, Community and Natural Resources (ASCC-ACNR) Division.

Dr. Langston also shared the various veterinary career opportunities offered by the Windward Community College Veterinary Tech Program. Students were eager to learn about these career opportunities, especially an advanced degree in veterinary medicine.



2017 Science Symposium: ASCC-ACNR congratulated six majoring internship students on their active roles in the 2017 Science Symposium held at the ASCC Lecture Hall. Students presented their research findings on various subjects on agriculture research conducted in the Independent State of Samoa, the neighboring South Pacific region; Pohnpei in Micronesia and Vietnam.

#### ASCC-ACNR Students Research Presentations:

- Ulelemaikalani Kwon – Identification of *Phytophthora colocasiae* resistance/tolerance in Samoan taro cultivars
  - Ulelemaikalani completed his internship at the Scientific Research Organisation of Samoa (SROS) in Samoa.
- Fa'atoia Areta – Determination of Antimicrobial Activity of Aqueous Leaf Extracts of Samoa Medicinal Plants
  - Fa'atoia completed her internship at the Scientific Research Organisation of Samoa (SROS) in Samoa.
- Malia L. Talia – Catfish in the Mekong River Delta
  - Malia completed her internship in Vietnam under the Research Experience for Undergraduates (REU) Program.
- Michelle Paletaleo, Puaolele Taisau, Iosefo Sio – ACNR Piggery and Green House (Local Interns)
  - Michelle, Puaolele & Iosefo completed their internship at the ACNR Land Grant Piggery and Greenhouse.
- Anastasia Magalo, Simeona Leo, Naseri Meki - Caripac Summer Internship Program in Pohnpei
  - Anastasia, Simeona and Naseri completed their internship in Pohnpei, Micronesia.
- Imeleta Luamanu - Modified Kassai McMaster technique for faecal egg counting (FEC) and the efficiency of Doramectin as a chemical control
  - Imeleta completed her internship at the Ministry of Agriculture & Fisheries (MAF) Livestock division in Samoa.



## Research:

Gestational Diabetes Intervention Video: On November 13, ASCC Agriculture, Community and Natural Resources (ASCC-ACNR) Division - Health Communications Research and Media (HCRM) Unit completed and launched its 36-minute film entitled “Gestational Diabetes Screening mo lou Lumana’i Manuia” at LBJ Tropical Medical Center’s Prenatal Care Clinic. The film, produced and directed by the HCRM researcher, Fepulea’i Dr. Micah Van der Ryn, is part of a Health Communications Intervention Study that the HCRM is conducting in partnership with LBJ’s Dr. Muasau-Howard, Yale University School of Public Health’s Dr. Nicola Hawley, and University of North Carolina’s Dr. Michaela Hawley.

Dr. Muasau-Howard, who heads LBJ’s Prenatal Clinic, identified gestational diabetes (GDM) as an important health concern to focus on. GDM is a disease that, if not managed well, can cause complicated births and health problems for both the mother and the child later in life.

A survey, focus groups and other research inform the conceptualization and scripting of the film. A narrative storyline format was chosen based on outside evidence of being more effective. Actors were recruited locally, some of whom were LBJ staff members.



*A scene from the “Gestational Diabetes Screening mo lou Lumana’i Manuia” film currently being shown at the LBJ Tropical Medical Center’s Prenatal Care Clinic.*

*In this scene from the ASCC-ACNR Land Grant film, an American Samoan woman tries to find out about the disease named in the title. This film and another titled “The Placemat” were featured during a recent public screening at the College. (Courtesy Photo)*

Read the full article on ASCC’s Website at <http://www.amsamoa.edu/pressreleases.html> or click on the following link: [\[Access Link\]](#)

ASCC-ACNR assists the American Samoa Department of Health (ASDOH) with “Mosquito Action Day”: On November 18, the ASCC-ACNR Entomologist and Entomology Research Assistant, along with other agencies, assisted the ASDOH in educating the public on mosquito-borne diseases prevention for the “Mosquito Action Day” event at Fagatogo.



*(Entomology Research Assistant Metotagivale Meredith explained to young and old attendees how they could use research-based information on mosquito biology to protect themselves and their families from diseases such as Dengue, Zika, and Chikungunya.)*



*(Possible symptoms of Taro vein Chlorosis Virus)*



*(Taro Corm Rot)*

ASCC-ACNR and ASDOH visit taro plantations on Ta'u, Manu'a Islands: At the request of the American Samoa Department of Agriculture (ASDOA) Director, the ASCC-ACNR Entomologist and Horticulturist assisted ASDOA staff with a visit to Manu'a to assess taro varieties, pests and diseases in the Ta'u village Taufusi taro plantations and other areas of Ta'u Island. Recommendations were made to taro farmers on ways to control the diseases present in their plantations.

The visit to Manu'a was also an opportunity to visit a vegetable grower and assist with identifying insect pest problems and making recommendations for increasing vegetable production.

### ***ACNR Extension Program:***

Basic Sewing Workshop Graduations: The ASCC-ACNR Family Consumer Science Program (FCS) successfully completed three "Basic Sewing" workshops conducted in the last three months by the FCS Agent II and Sewing Instructor, Mrs. Diana Tarrant. Certificates of completion were presented to 13 members of the "Lokou o le Ola" Baptist group in Leone, 14 members of the Mesepa LDS Women's Relief Society, and 13 members of the Ottoville LDS Women's Relief Society.

Clients learned the fundamentals of sewing, which include the utilizing of sewing machines, measurements, and textile cutting. A vast array of colorful garments and attire for men, women and children were on display during the closing ceremonies.

Overall, a total of 33 females and seven male clients received their certificates of completion in basic sewing. Three of the participants are above the age of 80. Five female clients have already saved money by sewing their children's pulestis and aloha shirts for church functions.

Prior to enrollment into the sewing course, ten female clients owned sewing machines but were not able to use the full function of the machines. However, at the end of the course, all ten clients were comfortable with using the sewing machine. About 90% of the clients requested more sewing program workshops, especially in learning how to sew suits.



*(The FCS Program's "Basic Sewing" workshop graduation for the "Lokou o le Ola" Baptist group in Leone.)*

ASCC-ACNR Forestry and Agriculture Extension Trip to Manu'a Island: Three Forestry Agents, one Agriculture Extension Agent, and the Extension Program Coordinator traveled to the Ta'ū, Manu'a Islands to conduct the annual Forestry Program assessment and securing and maintenance of the ACNR office.

Forestry staff found invasive species such as '*Clerodendrum paniculatum*' (faleo'o) and '*Clerodendrum quadriloculare*' (Q-Tip) in the residential areas of Ta'ū. Approximately 0.5 acres are infested with the above invasive species. Invasive species destroy native species and negatively impact the forest ecosystems and biodiversity. Landowners requested assistance from ASCC-ACNR in the control of the invasive species. As a result, Forestry staff will include invasive species control in the next trip to Ta'ū.



(*Clerodendrum quadriloculare*, Laau vili taliga (Q-Tip))

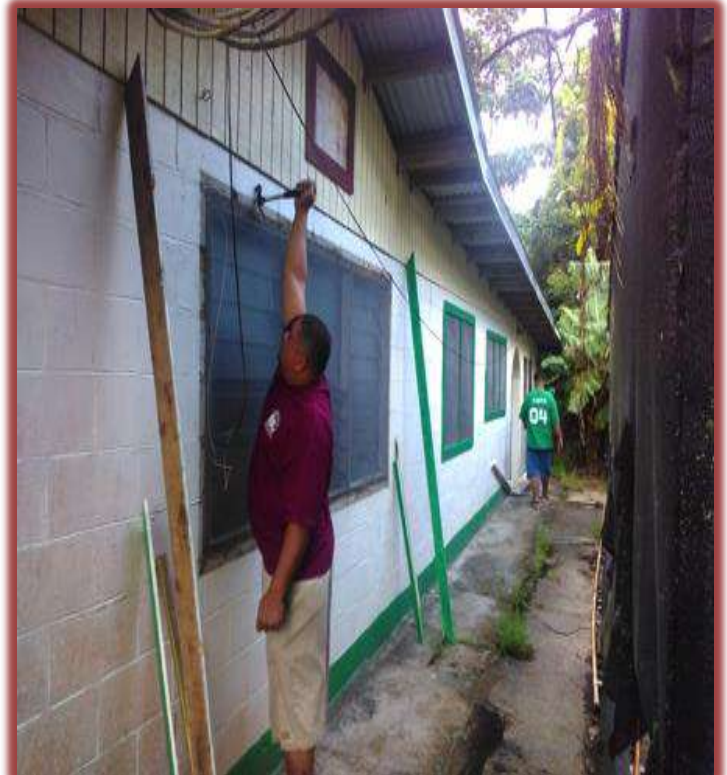


(*Clerodendrum paniculatum*, Faleo'o)

Additionally, staff followed up on '*Castilla elastica*', (pulumamoe) and observed a re-growth of about 16 seedlings at the old Ta'ū airport area. More than three '*Piper auritum*', 'Ava Toga', were also identified in Ta'ū, near the Tagaloa family residence adjacent to the American Samoa Government Building. Forestry staff made arrangements with the landowners to assist with a control work plan for FY 2018.

Staff members also conducted maintenance of the Tree Stand Improvement (TSI) project; cutting grass surrounding the main office area; replanting plants in the nursery; the removal of old office equipment, window screen wire, and greenhouse tarps; re-painting the main office; changing doorknobs and locks; and disposing of scrap metal and debris.

Upon completion of the maintenance and the securing of the Ta'ū Office and nursery, a sign was posted to inform Ta'ū residents how to contact ASCC-ACNR office in Tutuila for Instructional, Research and Extension programs and services while recruiting a new Manu'a Officer.



(Maintenance and securement of the ASCC-ACNR Ta'ū Office.)



## *Samoan Studies Institute (SSI):*

### *Strengthening Relationships within our Community College:*



*(SSI Director Keseta Okenaisa Fauolo-Manila holding a 'Fue Sinasina' during the delivery of the keynote address.)*

November 2, 2017: During the Fine Arts Department Ethnomusicology Forum, SSI Director Keseta Okenaisa Fauolo-Manila gave the keynote address honoring the legacies of two of the most influential musicians of our time – HC Pulefaasisina Brownie Tuiasosopo and Ueta Solomona. 'Tomai Faatoeaina' was the theme for the Ethnomusicology Forum.

November 15, 2017: Financial Aid Awareness Basics Workshop at which the Students Association for Faasamoa (SAFF) were invited to perform a Siva Samoa for the attendees.



November 22, 2017: ASCC Thanksgiving Lunch of which SAFF served lunch and performed Siva Samoa to express appreciation of service to all employees.



### *Strengthening our College relationships with the Community:*

November 06, 2017: SSI team at Fagaitua High School promoting our College with emphasis on Samoan Studies degree and services.



*L-R: Moli Lemana, Mago F. Tipa, Patrick Mafae, Evile Feleti, Alisi Gaoa FHS teacher and ASCC Samoan Studies Degree graduate*

November 20, 2017: Per invitation, the SSI Director presented on “Changes with Faasamoa” at Pavaiai Elementary School for Level 7 students.



*Level 7 teachers who are all ASCC graduates.*

November 28, 2017: Lau Gagana Prize Giving – Short story writing in Samoan and stories by the winners are read on ASCC–SSI Faasamoa Pea Radio Program on KSBS 92.1 FM.

The SSI held an awards ceremony in November to recognize the top three finalists in its Samoan language writing competition ‘Lau Gagana Samoa Tauvaga Tusiga Tala’. ASCC student Ms. Oneata Rosie Soi authored the piece that took top honors, with fellow students Ms. Jaradine Ah Sam and Mr. Moe Iefata taking second and third place respectively. Now in its third year, and open to all ASCC students, the writing competition attracted 33 submissions this time. “Through the writing competition, we try to create more awareness of Samoan way of life by offering a platform for local voices to share their stories and their creativity,” said SSI Director Keseta Okenaisa Fauolo-Manila. Many of the pieces submitted for the competition have also been read on-air as part of the SSI’s weekly program Faasamoa Pea, which is broadcast every Saturday morning from 9:00 to 9:15 a.m. on KSBS-FM 92.1. The writing competition aligns with the ASCC mission to promote awareness of Samoa and the Pacific, a goal also perpetuated by the SSI.



*Seen here (left to right) are Moe Iefata, third place; Jaradine Ah Sam, second place; and 2017 first place winner Oneata Rosie Soi. (Photo: J. Kneubuhl)*



*The ASCC Samoan Studies Institute held a Winning writers with their families, Moe Iefata, Jaradine Ah Sam and Oneata Rosie Soi.*

***Strengthening our relationships outside of American Samoa:***



November 6-9, 2017: The SSI Translation Team travelled to Apia Samoa and was able to meet and discuss translation issues, share words and exchange contacts with the ministries of Natural Resources and Environment, Finance, Fisheries, Environment, Weather, Siosiomaga Society, Translation Office of Samoa’s Legislative, SPREP, and the Press Secretariat.

*(Dr. Sapa Saifaleupolu and Fiu Mataese CEO for Siosiomaga Society.)*

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## *Student Services Highlights:*

The Division of Student Services (DOSS) at the American Samoa Community College (ASCC) conducted a professional training workshop in late November for the various campus offices, which come under its purview. DOSS encompasses the offices of Admissions, Records, Financial Aid, Counseling, Library Services, and Student Support & Learning Services, all of which serve students' needs as vital components of college attendance. DOSS also oversees the ASCC Student Government Association (SGA), which, among its many activities, serves as the primary link between the College's administration and its student body. The two-part training, conducted in the College's Lecture Hall, focused first on Customer Service and second on bringing the DOSS staff up to date on the services provided by the ASCC Library. Read the full article on ASCC's Website at <http://www.amsamoa.edu/pressreleases.html> or click on the following link: [\[Access Link\]](#)



*The staff of the ASCC Department of Student Services (DOSS) recently participated in a professional training workshop, along with the College's Student Government Association (SGA), who joined them in this combined DOSS/SGA photo. (Courtesy Photo)*

### *Financial Aid Office:*

- Financial Aid Batch #3: A total of \$425,151.06 of financial aid refunds was processed for at least 175 students.
- November 15, 2017: Financial Aid Office (FAO) hosted a Financial Aid Basics (FAB) Workshop for ASCC Fall 2017 prospective graduates. The FAO partnered with the Career and Transfer Counselor of the DOSS to complete exit counseling for grad students.
- November 22, 2017: Federal Work Study (FWS) students received their checks (#4), prior to the Thanksgiving Holiday.

### *Counseling Services:*

- Counseling Services has a full counseling staff to serve the student body in the Academic, Personal, Transfer, and Veterans areas.
- Recognition of ASCC Veterans employees for Veterans Day.
- Veterans Counselor/Tutors/Student Veterans Organization members provided breakfast, leis, goodies and other incentives for Veteran employees of ASCC in recognition of their service in the military to support Veterans Day.
- Program Director of Counseling and Peer Mentor/YANA SGA student representative attended a meeting and training in Guam sponsored by the Guam Coalition Against Domestic and Family Violence with regards to related issues in Higher Education on Sexual Harassment, Campus Safety and Title IX policies and processes.

### *Library Services:*

- Daily Head Count Total 10,145.

## *Student Government Association (SGA):*



*ASCC Student Government Association (SGA) 2017 - 2018*

### *SGA Initiatives and Updates:*

- Student Representative to the Board of Higher Education Magalita Johnson has submitted letters of petition for the following:
  - Student Activity fee increase to fund SGA activities to provide the best services to the student body of ASCC;
  - Water fountains for student body who do not have money to buy water;
  - Bus Stop – additional bus stop to accommodate the student body;
  - Extension of student computer labs after the regular school hours for students with evening classes.
- Peer Mentor/YANA student representative attended a meeting and training in Guam sponsored by the Guam Coalition Against Domestic and Family Violence with regards to related issues in Higher Education on Sexual Harassment, Campus Safety and especially Title IX policies and processes.

**New addition in the ASCC Cafeteria** – The newly installed TV, donated by the Fresh Print Club for students to enjoy in the cafeteria while taking a break from their classes.



*The Fresh Print Club students pose in front of the television in the cafeteria.*



*Students enjoy watching the TV in the cafeteria.*

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## *Administrative Highlights:*

### *From the desk of the Vice President of Administration and Finance:*

- Vice President of Administration and Finance attended the ACCJC Training for New Evaluators in Honolulu, Hawaii with the Director of Teacher Education, Ms. Shirley De La Rosa.
- Management Information Systems staff facilitated meetings with ASTCA for VOIP system to be set up in the new MPC Building.
- Completed phone inventory of entire College campus for Directory and for monitoring of phone usage.
- Human Resources staff organized the successful Thanksgiving Luncheon for all staff, faculty and administrators.
- Facilitating audit of all personnel records to ensure that all personnel files are complete and updated.
- Worked to complete updates with Data Tel System to successfully monitor personnel leave and update all leave information for personnel.
- Procurement: Facilitated with MIS the contract for ASTCA for ASTCA Internet Plan.
- Facilitated the purchase and set up of all furnishings for the new MPC Building to be installed in December.
- Book Store: Priced and purchased all new College merchandise to be sold for Spring semester 2018.
- ASCC Security Officers participated in Homeland Security training on safety issues and island wide safety.
- Preparation for 2017 Fall semester graduation near completion; grounds and facility cleaning near completion for Commencement Ceremony 2017.
- Preparation for the audit of all classrooms and offices in preparation for Spring semester 2018.
- All administrative service divisions continue to review SOP's and division missions for review of the Vice President of Administration and Finance with final approval from the President.

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## *December 2017 Bulletin*

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- **December 1:** Last Day for Instruction.
- **December 1 – 14:** Early Add and Drop for Spring and Summer 2018.
- **December 1 – 15:** ASCC 2017 Annual Divisional Program Review Online Survey will remain open for input from all ASCC employees.
- **December 4 – 5:** Continuation, Committee Review of Board Policies.
- **December 4 – 11:** ASCC-ACNR Extension Program Coordinator will attend the Extension Coordinators' Association Meeting in the States.
- **December 8 – 18:** ASCC-ACNR Director will attend the Land Grant Colleges and Universities new deans and directors Orientation in Washington DC.
- **December 9:** SGA Dinner Awards for Fall 2017. SGA members will be recognized for service, leadership training, outstanding leadership, and attendance.
- **December 13: IPEDS Winter & Spring Data Collection Period:** The IPEDS Spring and Winter Data Collection period begins on the 13<sup>th</sup> of December. Updates will be provided via email regarding due dates. Please refer to the IPEDS Calendar provided by the ASCC Keyholder.
- **December 13:** Graduation Banquet for 103 prospective Fall 2017 graduates.
- **December 13:** Financial Aid – Batch #4 in progress.
- **December 14:** Last day for Spring and Summer 2018 Priority Registration.
- **December 15:** Last Day for Faculty.
- **December 15:** Fall 2017 Commencement Exercise.
- **December 22:** All Fall 2017 Semester Grades Due.
- **December 25:** Christmas Day Holiday