



December 1, 2010

Human Resource Bi-Weekly Newsletter

“ Taulogologo ” Newsletter

Ho! Ho! Ho!

“Feliz Navidad

Prospero Ano y Felicidad”

Featured Committee

“Hospitality Team”

With every College function which is hosted by the President, do you ever wonder who is cooking, cleaning and entertaining the VIP guests? Beautiful decorations, classy presentations, five star hot, fresh, tasty assorted course meals and No. 1 Awa and Fa’afiafiaga?. Where do they come from? Who is involved?

For your information, it is our very own, skilled and dedicated Hospitality Team who coordinate, prepare and execute all the work to make things possible
Special thanks to the following:-

Hospitality Team

Cherie, Penni, Estell, Mafoe and HR Staff

Samoa Studies Institute Team (Entertainment)



Security Crew



Custodial Service (Maintenance)



Land Grant (Umu including Size 2)



Photographs courtesy of J.Kneubuhl

Adjunct Faculty - ASTEP

Faculty Exit Clearances are being collected at our office for confirmation before awarding compensation. Forms may be picked up from the Dean of Academic Affairs’ Office

Orientation for Spring Semester Adjunct

Notification for Orientation will be given next week for all confirmed faculty. For the update of your files, make sure we have your:

- Current Resume
- Official Transcript or Certification
- Change of Address and Contact Information
- Current References

Contact Address Update

Please submit your current address and phone numbers as well as email addresses so HR may update information in your file. A beneficiary form is also available for the Retirement Office for College use. Contact Sereima Asifoa @ s.asifoa@amsamoa.edu for any questions regarding the beneficiary forms.

Annual Excess Leave

Remember to plan ahead for your vacation leave. If you are unsure about your leave balance, please contact our office.

Choir Practice

Choir Practice is currently taking place daily from 12:00pm – 1:00pm in the Music Room.



Come all and enjoy the spirit of Christmas!

Can I get a Picture of You so that I can show Santa what I want for Christmas? 😊😊😊

“Best Christmas Quotes Online”