



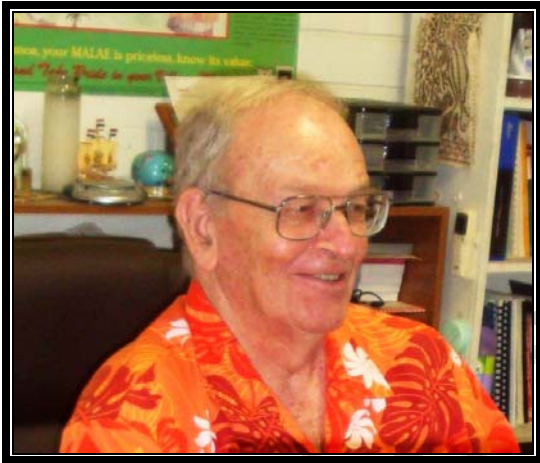
June 30, 2010

Human Resource Bi-Weekly Newsletter

“Taulogologo” Newsletter

Featured Article

“Person of the Month”



“Jim Sutherland”

We acknowledge the dedication and commitment of Jim Sutherland in his role as an Admission Officer. His mission is to admit students rightfully and help them succeed successfully. No wonder we see so many lined up outside his door day after day. Jim, or “Papa” as some refer to him, may sometimes be mistaken as the Directory given his “411” extension. Thank you, Jim. The fruition of your hard work and service to the students and employees is seen not only locally but also off-island. Fa’amalo fai o le faiva.

Complete job description and application forms are available from the HR Office.

DID YOU KNOW!!!

- Governance Policy Manual is available on the ASCC website. Check it out for policies concerning our college.
- *Internal Employment Opportunities 4005*
Purpose: supports the professional development of current employees.
- *Career Progression 4604*
Purpose: supervisor recommends increases in compensation to career service employee who by virtue of increased job assignments, motivation and initiative and abilities, are regularly assigned and held accountable for more complex projects, assignments, and responsibilities within their current job titles. They must have performance levels that exceed the requirement of the job.

Read more in Governance Policy Manual.

Faculty Summer Contract

Teaching this summer?

Please stop by and have your contract signed and ensure all documentation is in order.

Administrative Announcement:

Holiday: Monday, July 5th
Pay Date: Pay Period Ending 6/26/10
 Is Friday, July 2nd, 2010



Department Official Appointment as of June

Financial Aid: Arlene Sewell, Acting Director
 ITT Department: Sal Poloai, Acting Director
 Michael Leau, Acting Chair
 Special Projects Manager: William Emmsley

Job Opportunities Announcements

Forestry Program Manager (Open Until Filled)
 Board Secretary – Career Service. Due 7/7/10

Get Fit, Stay Fit and Eat Healthy



**Summer is all about looking good so
 take time out and exercise to get fit.
 Stay fit and eat healthy.**

Go ASCC!!

“Man is a goal seeking animal. His life only has meaning if he is reaching out and striving for his goals”