
ASCC GOVERNANCE POLICY STATEMENTS

American Samoa Community College

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter I: Mission & Vision Statements, Organization Charts	
SUBSECTION(s):		
TITLE	#1004: Comprehensive Program Review and Assessment of Instructional Programs, Student Services and Administrative Services	
REFERENCES:	Policy 1000 Policy 1001 Policy 5000 Policy 5001	WASC Rubric: Institutional Program Review WASC Rubric: Institutional Assessment WASC Rubric: Institutional Planning
SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted August 28, 2015	Page 1 of 2

Comprehensive Program Review and Assessment of Instructional Programs, Student Services and Administrative Services

Purpose:

This policy establishes that ASCC will implement assessment and review processes that authentically measure the work of the institution toward achieving its mission.

ASCC is committed to planning, assessment, and continuous improvement by implementing a cyclical and participative process that meets the institutional effectiveness and achievement standards required by the Accrediting Commission for Community and Junior Colleges (ACCJC).

Definitions:

Institutional Effectiveness: The measurement of ASCC's performance against established mission, goals, and outcomes.

Institutional Assessment and Program Review:

A collaborative, ongoing effort by administration, faculty and staff to assess the overall effectiveness of ASCC's programs as well as administrative, academic, and student support service areas toward the achievement of its mission, vision, and goals.

Assessment Process:

Involves collecting and analyzing relevant data to learning and performance outcomes. The analysis of the data will provide a measure of the learning and achievements so that modifications can be made in the delivery of instruction or services that will move the institution forward to meet the overall goal of continuous improvement.

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SUBSECTION(s):		
TITLE	#1004: Comprehensive Program Review and Assessment of Instructional Programs, Student Services and Administrative Services	
REFERENCES:	Policy 1000 Policy 1001 Policy 5000 Policy 5001	WASC Rubric: Institutional Program Review WASC Rubric: Institutional Assessment WASC Rubric: Institutional Planning
SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted August 28, 2015	Page 2 of 2

Program Review Process:

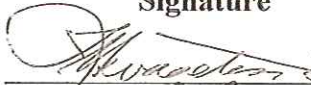
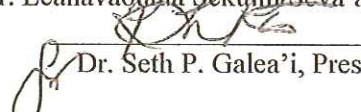
Program review will assess and evaluate stated outcomes and supporting resources to determine if program/divisional outcomes are met and demonstrate how they support the mission of ASCC.

Assessment and Program Review Cycle:

Schedules and deadlines that are published to manage the assessment and program review activities to ensure that all programs/divisions are reviewed in a timely manner.

Roles & Responsibilities:

The President will delegate authority and responsibility for managing the assessment process to the Leadership Team and/or designated standing committees with oversight by the Leadership Triangle (President, Vice Presidents). The President has the ultimate authority and responsibility for ensuring that assessment activities are completed, that assessment findings are reported to the Board of Higher Education and that assessment findings are used to improve institutional quality and effectiveness.

<p>Date: August 28, 2015</p> <p>Policy 1004: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 1004: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p align="center">Signature</p>  <p align="center">Rev. Dr. Leanavaotana Sekuini/Seva'aetasi, BHE Chair</p>  <p align="center">Dr. Seth P. Galea'i, President</p>
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ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance	
SUBSECTION(s):	Section I: Board Governance	
TITLE	#2001 Board of Higher Education Code of Ethics	
REFERENCES:	WASC Eligibility Requirement 7 Accreditation Standard IV: Governance PL 22-30, Article 16.2004 Policy 2001	
SUPERSEDES:		
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended: August 27, 2015 Adopted: August 27, 2015	Page 1 of 2

Board of Higher Education Code of Ethics

Purpose:

The American Samoa Community College Board of Higher Education Trustees shall perform their duties in accordance with their appointment and shall be committed to serving the needs of the College while striving to be responsive to the immediate and long-term needs of the community, regardless of race, color, religion, sex, marital status, national origin, age or disability.

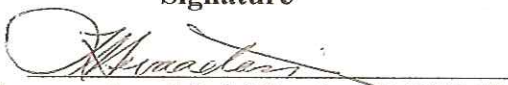
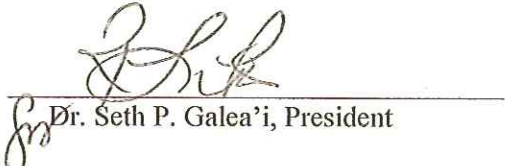
Trustees shall adhere to the following principles. It is the Trustees' responsibility to:

- Devote time and effort to their duties as board members so that they may render effective and creditable service
- Work well with fellow trustees in a spirit of cooperation so that all issues, especially those which are controversial are debated openly and fairly
- Base personal decisions upon all available facts, vote their honest convictions without bias, abide by and uphold the final majority decision of the Board
- Recognize that the primary duty of the Board is to represent the entire College while maintaining independence from special interests or other politically-active, narrowly focused groups
- Conduct business, taking official actions in public sessions, yet maintaining the confidentiality of closed session deliberations by not releasing or discussing confidential matters or information
- Recognize that, absent a financial conflict of interest, every Board member has a legal duty to vote affirmatively or negatively on all action items that as a member of a legal entity, the Board member can neither relinquish nor delegate this responsibility to any other individual or group
- Remember that as an individual, a trustee has no legal authority outside the meetings of the Board.

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance	
SUBSECTION(s):	Section I: Board Governance	
TITLE	#2001 Board of Higher Education Code of Ethics	
REFERENCES:	WASC Eligibility Requirement 7 Accreditation Standard IV: Governance PL 22-30, Article 16.2004 Policy 2001	
SUPERSEDES:		
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended: August 27, 2015 Adopted: August 27, 2015	Page 2 of 2

- Confine Board action to policy determination, planning, and evaluation. Delegate to and support the authority of the CEO/President for the execution of these items on the day-to-day basis.
- Use the powers of the office honestly and constructively, communicating and promoting the needs of the community to the College, and the needs of the College to the community.
- Encourage the active involvement, within the shared governance process, of students, employees and College Community with respect to their recommendations on policy development and regulations and consider other's perspectives as issues are discussed.
- Enhance potential as Board members by participating in educational conferences, workshops and training sessions offered by local and regional organizations and are informed about the actions of the Federal Government and the positions taken by the Association of Community College Trustees (ACCT), on those actions.
- Support the College's Mission and Vision statements by working in harmony as a Board, bearing in mind public education is most effective means by which our representative democracy is preserved and perpetuated.

<p>Date: August 28, 2015</p> <p>Policy 2001: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 2001: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p style="text-align: center;">Signature</p> <p style="text-align: center;"> _____ Rev. Dr. Leanavaotaua Sekuini Seva'aetasi, BHE Chair</p> <p style="text-align: center;"> _____ Dr. Seth P. Galea'i, President</p>
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ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance Policy Statements	
SUBSECTION(s):	Section II: Board Role and Responsibilities	
TITLE	#2002 Board of Higher Education Code of Conduct	
REFERENCES:	WASC Eligibility Requirement 7 Governing Board Accreditation Standard IV: Governance PL 22-30 (Article 16.2004- Board of Higher Education Powers and Duties)	
SUPERSEDES:	ASCC Governance Policy 2002: Board of Higher Education	
REVISION PURPOSE	Amended and updated to clarify the existing Board Policy Statement and Board Code of Conduct	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended: August 27, 2015 Adopted: August 27, 2015	Page: 1 of 1

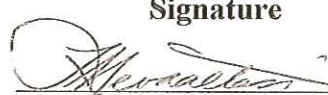

Board of Higher Education Code of Conduct

Purpose:

Board Trustees shall conduct themselves with proper authority and appropriate decorum as individuals or as a group when serving in the capacity of a Board member.

Trustees shall conduct themselves with:

- Board members will participate in education activities, including territorial, state, regional and national meetings to enhance their ability to serve effectively as members of the College’s governing Board.
- Board members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for the processing of complaints or grievances.
- Board members will not violate confidentiality including discussions, which occur at closed meetings of the Board.
- Board members will not present an item for action or discussions at the Board meeting, which is not on the agenda unless agreed to by a vote of the majority present.

<p>Date: August 28, 2015</p> <p>Policy 2002: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 2002: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p>  <p>_____ Rev. Dr. Leanavaotau Sekuini Seva'actasi, BHE Chair</p>  <p>_____ Dr. Seth P. Galea'i, President</p>
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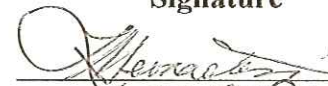

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance Policy Statements	
SUBSECTION(s):	Section V: College Policies	
TITLE	#2005 Establishment of Board and College Policies	
REFERENCES:	WASC Eligibility Requirement 7 Governing Board Accreditation Standard IV: Governance PL 22-30 (Article 16.2004 Board of Higher Education Power and Duties)	
SUPERSEDES:		
REVISION PURPOSE	Review of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended: August 27, 2015 Adopted: August 27, 2015	Page: 1 of 1

Establishment of Board and College Policies

Written policies shall constitute the basic method by which the Board effectively discharges its responsibilities with regard to policies, rules and regulations as defined by law or which are required in its judgment for the effective operation of the College. The Board adopts policies; the College President guides the development and implementation of administrative procedures, which do not require Board approval.

- A. **Policy initiation, Development and Review:** Policies shall be reviewed by the Board as necessary for the operation of the college. Policies and policy changes may be suggested by Board members, the president, faculty, staff and citizens within the community
- B. **Repeal and Amendment:** Through the adoption of these policies, all previously adopted policies may be repealed or amended and be of no force or effect if in conflict with other adopted policies. Any amendment of or addition to these policies shall supersede any previous policies.
- C. **Official Policy Manual:** The Board shall designate responsibility to the President the official policy manual for the College. The official copy shall be kept in the President's office and the President or designee shall be responsible for its accuracy and currency as approved by the Board.
- D. **Harmony with Law:** No policy or regulations, nor any portion thereof, shall be operative if it is found to be in conflict with applicable law.

<p>Date: August 28, 2015</p> <p>Policy 2005: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 2005: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p> <p></p> <p>Rev. Dr. Leanaavaotau Sekufi Seva'aetasi, BHE Chair</p> <p></p> <p>Dr. Seth P. Galea'i, President</p>
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ASCC GOVERNANCE POLICY STATEMENTS

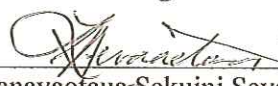

SECTION	Chapter III: Administrative Governance Policy Statements	
SUBSECTION(s):	Section IV: President's Responsibilities	
TITLE	#3007 Budgeting and Forecasting	
REFERENCES:	2015 TCO Subcommittee Analysis	
SUPERSEDES:		
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended August 28, 2015 Adopted August 28, 2015	Page: 1 of 1

Budgeting and Forecasting

Purpose:

Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate from institutional priorities, risk fiscal jeopardy or be unrealistic in projections of income and expenses. No budget will become effective until approved by the Board. The President may not:

- A. Propose a budget without information to enable accurate projection of revenues and expenses, separation of capital and operation items, cash flow, and disclosure of planning assumptions.
- B. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received during that year.
- C. Propose a budget, which does not provide the annual operating funds for Board prerogatives, such as costs of fiscal audit, Board development and training and Board professional fees.
- D. Propose a budget, which does not have a broad base input.
- E. Propose a budget, which fails to take into account Board priorities.
- F. Propose a budget, which fails to include adequate amounts of plants and facilities maintenance instructional equipment, new program and course development, staff development, and institutional research.

<p>Date: August 28, 2015</p> <p>Policy 3007: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 3007: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p>  <p>Rev. Dr. Leanavaotau Sekuini Seva'aetasi, BHE Chair</p>  <p>Dr. Seth P. Galea'i, President</p>
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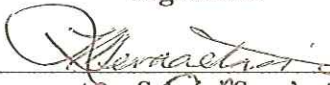
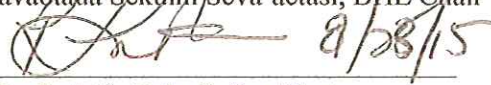
ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter IV: Personnel Governance Policy Statements	
SUBSECTION(s):		
TITLE	#4200 Employment of Non Residents	
REFERENCES:		
SUPERSEDES:		
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Referred for Review to the Legal Counsel August 28, 2015	Page: 1 of 1

Employment of Non Residents

Purpose:

ASCC shall comply with the federal law and based on the Immigration Reform and Control Act (IRCA) of 1986 requires agencies funded by federal grants to ensure employees are authorized for employment in the U.S. Therefore, only individuals lawfully authorized for employment in the U.S. will be employed.

<p>Date: August 28, 2015</p> <p>Policy 4200: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 4200: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p>  <p>Rev. Dr. Leanaavaotaua Sekuini Seva'aetasi, BHE Chair</p>  <p>8/28/15</p> <p>Dr. Seth P. Galea'i, President</p>
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ASCC GOVERNANCE POLICY STATEMENTS

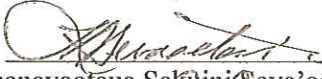
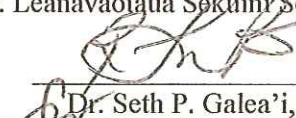
SECTION	Chapter V: Instructional and Student Services Governance Policy Statements	
SUBSECTION(s):		
TITLE	#5108 Faculty Teaching Load	
REFERENCES:	American Samoa Community College Faculty Handbook 2002, pg. 8 item J (1) Board of Higher Education approval 12/2/1980	
SUPERSEDES:	Policy 5108	
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended: August 28, 2015 Adopted: August 28, 2015	Page: 1 of 1

Faculty Teaching Load

Purpose:

The teaching load per faculty member is 15 credit hours or *two hundred twenty-five* contact hours per semester. However loads may vary between *12* and 16 credit hours (or *180* to 240 contact hours) per semester or an average of from *24* to 32 credit hours (or *360* to 480 contact hours) per academic year. A faculty's load must be computed either by credit hours or be contact hours but not a combination of both.

Note: Any course with lab credits will be computed using contact hours to calculate faculty teaching load.

<p>Date: August 28, 2015</p> <p>Policy 5108: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 5108: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p> <p></p> <p>Rev. Dr. Leanavaotaua Sokuini Seva'aetasi, BHE Chair</p> <p></p> <p>Dr. Seth P. Galea'i, President</p>
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ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter VII: Financial and Procurement Governance	
SUBSECTION(s):		
TITLE	#7001 Budget	
REFERENCES:	2015 TCO Subcommittee Analysis	
SUPERSEDES:	Policy 7001(2008 Governance Manual)	
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended August 28,2015 Adopted August 28, 2015	Page: 1 of 1

Budget

Purpose:

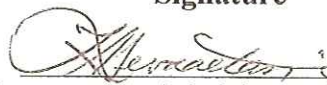
- A. The President shall adopt a budget for the upcoming fiscal year and forward to the Board for approval no later than June 15th.
- B. The College budget functions shall be approved by the Board of Higher Education. These functions are divided into- Executive Administrative, Student Services, Instructional, and Research.
- C. Each department is allotted apportion of the College budget in accordance with its needs established annually. The budget is divided into six major cost centers or categories – Personnel Services (5100); Material & Supplies, and Postage are line items within the Material & Supplies (5200); Contractual Services (5300); Travel (5400); All Others (5500); and Equipment (5600).
- D. Budget expense within each cost center are classified further by line item (i.e. Office Supplies, Photocopy Supplies, and Postage are line items within the Material & Supplies (5200) cost center). Departments are responsible for spending within the limits of each major cost center.
- E. Disbursements shall not exceed the revenue raised or the expenses budgeted, except by approval of the Board.
- F. The Chief Financial Officer will initiate changes in the budget after consultation with the Vice President(s), President and the Board.

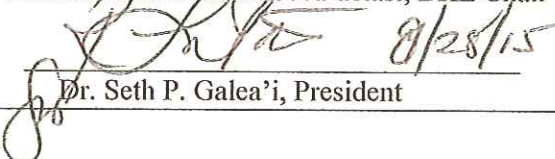
Date: August 28, 2015

Policy 7001: Approve Yes No w/revisions

Policy 7001: Endorsement: Yes No

Signature


Rev. Dr. Leanavaotaua Sekūini Seva'aetasi, BHE Chair


Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter I: Mission & Vision Statements, Organization Charts	
SUBSECTION(s):	Eligibility Requirement 18 Accreditation Standard III	
TITLE	#7212: Reserve Funds	
REFERENCES:	Policy (Referencing 5% Reserve Funds) WASC Eligibility Requirement 18	
SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted August 28, 2015	Page: 1 of 3

Reserve Funds

Purpose:

In an effort to assure effective management of fiscal resources, the institution shall establish and maintain a minimum 5% reserve of local funds from the current fiscal year to ensure financial stability.

The American Samoa Community College Cash Reserves is to ensure long-term financial stability for the institution, and may be called upon in cases where other reasonable methods of revenues are insufficient to maintain a balanced budget. Reserves are not funds set aside for specific expenditures or commitments, but serve as an operating contingency.

Generally, there are three primary uses for the reserves:

- 1. To protect ASCC in cases of sudden shortfalls in revenue (e.g. unforeseen shortfall in enrollment or reduction in ASG appropriation)*
- 2. To cover unanticipated expenses (e.g. one-time legal fees, major disasters, unanticipated increases in utility costs)*
- 3. To provide for extraordinary one-time investments*

ASCC Cash Reserve Fund Balance

ASCC Cash Reserve fund balance is \$415,875.00, based on 5% of the 2015 FY local budget of \$8,317,500.00. This amount is the baseline for ASCC Cash Reserve Funds.

In the event that the institution's Fiscal Year budget decreases, ASCC Cash Reserve must maintain the set baseline identified above. However, if the future Fiscal Year budget increases, ASCC must maintain a minimum of 5% of the local budget in cash reserve funds.

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter I: Mission & Vision Statements, Organization Charts	
SUBSECTION(s):	Eligibility Requirement 18 Accreditation Standard III	
TITLE	#7212: Reserve Funds	
REFERENCES:	Policy (Referencing 5% Reserve Funds) WASC Eligibility Requirement 18	
SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted August 28, 2015	Page: 2 of 3

This reserve is funded on an ongoing basis by the General Fund and is based on ASCC monthly cash flow. The different funding sources that make up the General Funds include the following:

- *ASG Appropriations*
- *Tuition & Fees*
- *College Foundation*
- *Other Fees (e.g. Facility rentals, cafeteria rentals, and other program fees)*

Authority and Conditions of Use

Prior to the unanimous agreement on the usage of the institution's cash reserve funds, the Leadership Triangle must have a repayment plan to accompany the request/approval letter of the usage of these funds.

The President must obtain the approval of the Board of Higher Education of the usage and repayment plan regarding the financial state of the college and the planned usage of the Cash Reserve funds. The ASCC Cash Reserve funds may be accessed only after approval from the Board of Higher Education.

Restoring Funds

Funding sources for repayment of cash reserve funds used will be drawn from:

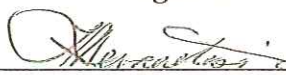
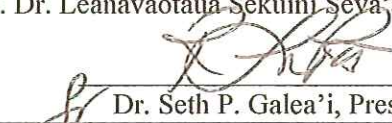
- *College Foundation*
- *Procurement Auction*
- *Property Rental Fees*
- *Others*

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter I: Mission & Vision Statements, Organization Charts	
SUBSECTION(s):	Eligibility Requirement 18 Accreditation Standard III	
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SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted August 28, 2015	Page: 3 of 3

ASCC must replenish the borrowed amount of cash reserve funds within 90 days of receipt of those funds.

A monthly payment must be made by ASCC into the institution's Cash Reserve Funds. Incremental repayment amount must be the dividend of the amount borrowed by three, or may be more than the dividend amount if possible.

<p>Date: August 28, 2015</p> <p>Policy 7212: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 7212: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p>  <hr/> <p>Rev. Dr. Leanavaotaua Sekuini Seva'aetasi, BHE Chair</p>  <hr/> <p>Dr. Seth P. Galea'i, President</p>
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ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance	
SUBSECTION(s):	Section II: Board Role & Responsibility	
TITLE	#2002.1 Board of Higher Education Violation of the Law, Codes of Ethics and Conduct	
REFERENCES:	Policy 2002.1 WASC Eligibility Requirement 7 Governing Board Accreditation Standard IV: Governance PL 22-30 (Article 16.2004 Board of Higher Education-Powers and Duties) Eligibility Requirement 7	
SUPERSEDES:	<i>Current policy 2002.1: Indemnification of Board Members to be reformatted numerically to read 2002.3</i>	
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Policy #Amended: August 27, 2015 New Policy Adopted: August 27, 2015	Page: 1 of 2

Board of Higher Education Violation of the Law, Codes of Ethics and Conduct

Violation of Law:

- *In the event that the CEO/President and Chair/Chairperson of the Board becomes aware of or is informed of an actual or perceived violation of pertinent laws and or regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources, this information shall be consulted with legal counsel and appropriate action taken according to the laws of the state and or territory.*

Violation of Codes of Ethics and Conduct:


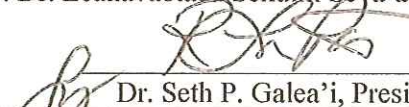
- *Any violation or perceived violation of the Board's Code of Ethics and or Code of Conduct policy shall be addressed to the Board's Chair/Chairperson.*
- *An opportunity shall be given to the trustee perceived to be in violation of the Board's Code of Ethics and or Code of Conduct to explain his or her perspective and motives, and to set the record straight or come to an agreed resolution.*
- *If a resolution is not achieved and further action is deemed necessary, the Board's Chair/Chairperson may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board.*

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance	
SUBSECTION(s):	Section II: Board Role & Responsibility	
TITLE	#2002.1 Board of Higher Education Violation of the Law, Codes of Ethics and Conduct	
REFERENCES:	Policy 2002.1 WASC Eligibility Requirement 7 Governing Board Accreditation Standard IV: Governance PL 22-30 (Article 16.2004 Board of Higher Education-Powers and Duties) Eligibility Requirement 7	
SUPERSEDES:	<i>Current policy 2002.1: Indemnification of Board Members to be reformatted numerically to read 2002.3</i>	
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Policy #Amended: August 27, 2015 New Policy Adopted: August 27, 2015	Page: 2 of 2

- *Sanctions will be determined by the Chair/ Chairperson (or committee) and may include a recommendation to the Board to censure the Trustees. If the Chair/Chairperson of the Board is perceived to have violated the Board's Code of Ethics and or Code of Conduct, the Vice Chair/Chairperson is authorized to pursue resolution.*

(Censure shall be expressed by reprimand, suspension or termination.)

Date: August 28, 2015 Policy 2002.1: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions Policy 2002.1: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature  Rev. Dr. Leanavaotana Sekuini Seya'aetasi, BHE Chair  Dr. Seth P. Galea'i, President
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ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance	
SUBSECTION(s):	Section II: Board Role and Responsibilities	
TITLE	#2002.2 Board of Higher Education Conflict of Interest	
REFERENCES:	WASC Eligibility Requirement 7 Governing Board Accreditation Standard IV: Governance PL 22-30 (Article 16.2004 Board of Higher Education Powers and Duties)	
SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted: August 27, 2015	Page: 1 of 2

Board of Higher Education Conflict of Interest

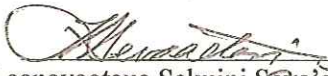
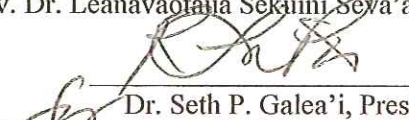
The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in-group and individual behavior when acting as Board members.

1. *Board members must maintain un-conflicted loyalty to the interests of the ownership. This account supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of College services.*
2. *Board members must avoid any conflict of interest with respect to their Board responsibility*
 - a. *There must be no self-dealing or any conduct of private business or personal services between any Board member and the college except as procedurally controlled to assure transparency, competitive opportunity and equal access to "inside information"*
 - b. *Board members must not use their positions to obtain employment by the college or the furnishing of services or goods to the College for or by themselves, family members, friends or associates.*
3. *Board members will not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies*
 - a. *Board members interaction with the President or staff must recognize the lack of authority in any individual Board member or group of Board members except as noted in Board policies.*
 - b. *Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board*

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance	
SUBSECTION(s):	Section II: Board Role and Responsibilities	
TITLE	#2002.2 Board of Higher Education Conflict of Interest	
REFERENCES:	WASC Eligibility Requirement 7 Governing Board Accreditation Standard IV: Governance PL 22-30 (Article 16.2004 Board of Higher Education Powers and Duties)	
SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted: August 27, 2015	Page: 2 of 2

- c. *Procedure and action in Section 2002.1 (Violation of Law, Board Code of Ethics and/or Board Code of Conduct) will be used to address Board Conflict of Interest.*

<p>Date: August 28, 2015</p> <p>Policy 2002.2: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 2002.2: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p> <p> _____ Rev. Dr. Leanavaotana Sekuini Seva'aetasi, BHE Chair</p> <p> _____ Dr. Seth P. Galea'i, President</p>
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ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter II: Board Governance	
SUBSECTION(s):	Section VII: Board Agenda	
TITLE	#2007.1 Board of Higher Education Self Evaluation	
REFERENCES:	WASC Eligibility Requirement 7 Governing Board Accreditation Standard IV: Governance	
SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted: August 27, 2015	Page: 1 of 1

Board of Higher Education Self Evaluation

In an effort to assure board effectiveness, an effective governing board is committed to accessing how well they perform their governance responsibilities and to using the results of the assessment to enhance board effectiveness. The evaluation focuses on board policies and practices and the role of the board in representing of the community, setting policy direction, working with the CEO and monitoring institutional effectiveness.

To that end, the Board will conduct an annual self-assessment to include the following processes:

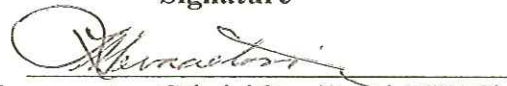
- A. Before the Board orientation and retreat (policy 2010, Board Retreat), the Board will conduct its annual self-evaluation*
- B. The evaluation instrument will incorporate criteria regarding policy review and updates, Governance responsibilities, as well as criteria defining Board effectiveness established by recognized practitioners in the field.*
- C. Completed surveys will be collected by the Board secretary and forwarded to the ASCC Director of institutional Effectiveness for calculated analysis and ratings*
- D. A summary of the calculated analysis and ratings will be presented to the Board at the Board orientation and training retreat for review and discussion.*
- E. Survey results will be used to identify accomplishments made in the past year and set goals for the upcoming year*
- F. Publish results for public review.*

Date: August 28, 2015

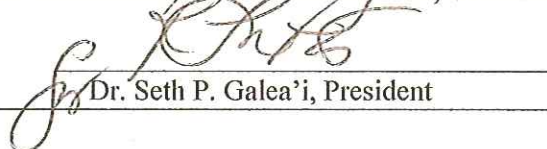
Policy 2007.1: Approve Yes No w/revisions

Policy 2007.1: Endorsement: Yes No

Signature



Rev. Dr. Leanavaotau Sekujini Seva'aetasi, BHE Chair



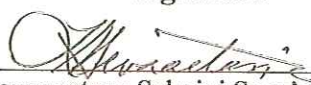
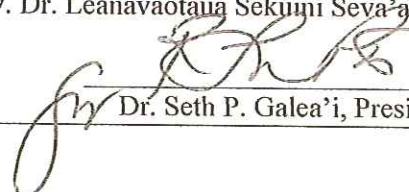
Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter IV: Personnel Governance Policy Statements	
SUBSECTION(s):	Section II: Employment	
TITLE	#4006.1 Degree Requirements	
REFERENCES:		
SUPERSEDES:	Policy 4006.1 (2008 Governance Manual)	
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended: August 28, 2015 Adopted: August 28, 2015	Page: 1 of 1

Degree Requirements

All degrees earned by a faculty member must be either from a U.S. regionally accredited institution or a non-U.S. institution equivalent to U.S. qualifications. Applicants with degrees from a non-U.S. institution must be recognized and verified by a third party evaluator that ensures the equivalent qualifications. Presentation of transcript is required prior to employment. The employee will pay for the official transcript that will be mailed directly to ASCC Human Resources. In addition, any staff position requiring an education degree as a qualification shall be a requirement for employment with ASCC.

<p>Date: August 28, 2015</p> <p>Policy 4006.1: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 4006.1: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p> <p></p> <p>Rev. Dr. Leanavaotaua Sekuini Seva'etasi, BHE Chair</p> <p></p> <p>Dr. Seth P. Galea'i, President</p>
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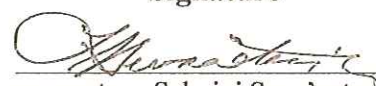
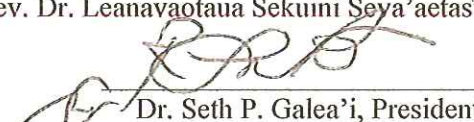
ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter IV: Personnel Governance Policy Statements	
SUBSECTION(s):	Section II: Employment	
TITLE	#4008.1 Staff Appointment Types	
REFERENCES:		
SUPERSEDES:	Policy 4008.1 (2008 Governance Manual)	
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Amended: August 28, 2015 Adopted: August 28, 2015	Page: 1 of 2

Staff Appointment Types

The President of the College or designee(s) is (are) authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decision concerning personnel for Board approved Staffing Plan and temporary positions. No employee of the college other than the President has any authority to make oral or written representations or agreements with an employee for employment for any specified length of time or for employee benefits. ASCC shall make appointments of eligible applicants based on the requirements of the appointment. Appointment types will be made as per the following:

- A. Career service or permanent appointments are made through open competitive examination from a regularly budgeted position. It requires a probationary period of one year, with a satisfactory performance evaluation as a requirement for permanent status in the position during this period.
- B. Temporary appointment when work of a temporary nature, at the completion of which the services of an additional employee will not be required. The President may authorize a temporary appointment for a period not exceeding one year.
- C. Emergency appointment when an emergency occurs requiring the immediate service of a person or persons, the President may approve such appointment not to exceed 60 days, based on the agency justification of the continuing state of emergency. If a person other than an U.S. citizen, U.S. national or permanent resident of American Samoa is to be appointed, immigration clearance must be secured prior to entrance on duty, but police and medical clearances may be furnished during the 30-day emergency period.

Date: August 28, 2015	Signature
Policy 4008.1: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	
Policy 4008.1: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Rev. Dr. Leanavaotaua Sekuini Seya'aetasi, BHE Chair
	
	Dr. Seth P. Galea'i, President

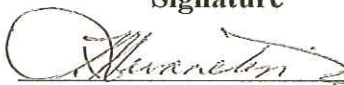
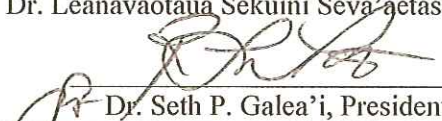
ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter IV: Personnel Governance Policy Statements	
SUBSECTION(s):	Section IV: Employment Conditions	
TITLE	#4208.1 American Samoa Employment Preference	
REFERENCES:		
SUPERSEDES:	Policy 4208.1 (2008 Governance Manual)	
REVISION PURPOSE	Revision of Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Referred for Review to the Legal Counsel August 28, 2015	Page: 1 of 1

American Samoa Employment Preference

Policy:

- A. With the exception of the President all employment matters concerning employees of the college are to be continuously governed by policies, regulations and administrative rules adopted by the American Samoa Community College and no longer under A.S.C.A § 7.0101 et.seq..
- B. The ASCC shall adhere to all applicable local immigration qualifications laws pertaining to the employment of non-residents.
- C. If no resident can be found who meets the minimum qualifications for employment established for a particular Staff Appointment Type as defined in #4.008.1, the ASCC may employ nonresidents.

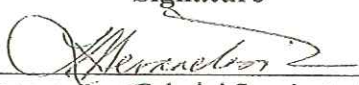
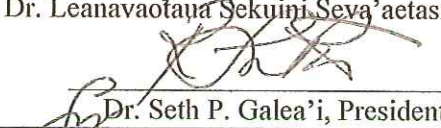
<p>Date: August 28, 2015</p> <p>Policy 4208.1: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy 4208.1: Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p>  <p>Rev. Dr. Leanavaotau Sekuini Seva'actasi, BHE Chair</p>  <p>Dr. Seth P. Galea'i, President</p>
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ASCC GOVERNANCE POLICY STATEMENTS

SECTION	Chapter VII: Financial and Procurement Governance	
SUBSECTION(s):		
TITLE	#7000.5E Financial Emergency Plan	
REFERENCES:	Policy 7212 WASC Eligibility Requirement 18	
SUPERSEDES:		
REVISION PURPOSE	New Policy	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education, President of the College	
ADOPTED:	Adopted August 28, 2015	Page: 1 of 1

Financial Emergency Plan

The President and the Vice Presidents of the College shall, after approval from the Board, be authorized to implement the ASCC Financial Emergency Plan, which shall be used to sustain institutional effectiveness in meeting its mission. The Financial Emergency Plan shall provide ASCC with guidance on how to proceed during a financial crisis whenever it becomes necessary that such a state be declared at the American Samoa Community College.

<p>Date: August 28, 2015</p> <p>Policy: 7000.5E: Approve <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions</p> <p>Policy: 700.5E Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Signature</p>  <p>Rev. Dr. Leanavaotaua Sekuini Seva'aetasi, BHE Chair</p>  <p>Dr. Seth P. Galea'i, President</p>
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