



AMERICAN SAMOA COMMUNITY COLLEGE

Resource Committee Committee Bylaws

Forms:
Annual Report Template
Committee Agenda Template
Committee Minutes Template



AMERICAN SAMOA COMMUNITY COLLEGE

ASCC Resource Committee Bylaws

The following signatures certify the Resource Committee's participation in review and acceptance of the Committee's purpose, processes, and responsibilities.

Elsie Lesā
Finance Officer

Lokeni Fata
PFM Officer

Sereima Asifoa
Human Resources Officer

Toetu Saili
Security Officer

Vacant
Information Officer

Jessie Su'esu'e
Procurement Officer

Alofia A'alava
Bookstore Officer

Sonny J. Leomiti
Vice President of Administration and Finance

Required Signature for the Approval of the Committee's Bylaws and templates:

Dr. Rosevonne Pato
ASCC President

Date of Approval

RESOURCE COMMITTEE BYLAWS

ARTICLE I. COMMITTEE NAME

The name of this Standing Committee shall be the Resource Committee of the American Samoa Community College.

ARTICLE II. PURPOSE

The purpose of the Resource Committee shall be to:

- Develop sustainable plans Comprehensive Maintenance Plans (CMP) that encompasses a cycle and timeline for all ASCC resources.
- Plans, monitors, assesses, and evaluates the resource needs of the College as well as seeking potential funding through eligible grant programs that may assist the College to address its Institutional Strategic Plan (ISP).

ARTICLE III. MEMBERSHIP

Section 1. The committee will consist of eight members.

Section 2. Committee membership shall be based on the Participatory Governance Structural Manual.¹

ARTICLE IV. OFFICERS

Section 1. The officers shall only include a chair.

Section 2. The selection of the chair shall be based on the Participatory Governance Structural Manual.¹

Section 3. The duties of the chair shall be as follows:

- A. The Chair shall:
 - (1) Serve as the presiding authority of the committee.
 - (2) Call special meetings when necessary.
 - (3) Appoint committees (ad hoc) by recommendation of the Resource Committee, as deemed necessary.
 - (4) May appoint a representative or committee member to:
 - i. Record and distribute the minutes for all meetings;
 - ii. Maintain all committee records; and,
 - iii. Prepare, review, and maintain all official correspondences as needed.

¹ ASCC 2020 Participatory Governance Structural Manual, Governance Group Members, pp.10 -11

ARTICLE V. MEETINGS

Section 1. The Resource Committee shall conduct meetings.

Section 2. Meeting dates shall be as follows:

- A. First Meeting: *CMP Review*
 - (1) First meeting is scheduled in the fall semester of each fiscal year.
 - (2) Special Meetings: Meetings outside the regular timetable.
- B. Second Meeting: *CMP Plans*
 - (1) Second Meeting is scheduled in the spring semester of each fiscal year.
 - (2) Special Meetings: Meetings outside the regular timetable.

ARTICLE V. REPORTING

- The Resource Committee shall conduct and propose a Comprehensive Maintenance Plan that will support the College's ISP and annual institutional priorities based on the needs of the College through rigorous program review, assessment, and strategic planning every five (5) years.
- The Resource Committee will provide annual updates of the CMP to the Leadership Team for review.
- The Resource Committee will provide biennial updates regarding CMP assessments congruent to the College's ISP.



AMERICAN SAMOA COMMUNITY COLLEGE

Resource Committee Annual Report Template

I. Introduction:

- a. Committee Purpose
- b. Composition
- c. Authority

II. CMP Review Process:

- a. Approval Signature Page
- b. Facilities Maintenance Plan Updates
- c. Air Conditioning Maintenance Plan Updates
- d. Technology Maintenance Plan Updates
- e. Appendices

III. Findings:

- a. Analysis of the Committee's Review
- b. Status of CMP Plans

IV. Recommendations:

- a. Committee Recommendations

APPENDIX I: COMMITTEE AGENDA TEMPLATE

AMERICAN SAMOA COMMUNITY COLLEGE

Resource Committee:

Date:

Time:

Location:

<u>Agenda Item</u>	<u>Presenter</u>	<u>Action</u>	<u>Time</u>
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I.

II.

III.

IV.

V.

VI. Next Meeting:

APPENDIX I: COMMITTEE MINUTES TEMPLATE

AMERICAN SAMOA COMMUNITY COLLEGE

Resource Committee – Date

Members Present:

Members Absent:

Guests:

Minutes taken by:

Agenda Items:	Discussion Points:	Decision or Action Item:
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	•	
	•	
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	•	

Adjournment: