

**Section 1: Report Header** - The Report Header provides an overview of the reporting Division's mission, divisional outcomes and outcomes status, and a matrix alignment to the College's Institutional Priorities. Information indicated in

**Student Services Mission Statement:** The mission of the Division Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through the provision of high quality services, student access, and learning support. The DOSS provides information and services in financial aid resources, library, counseling, tutorial, admission, and records that are available to all ASCC students.

The DOSS works collaboratively with the Division of Academic Affairs to provide guidance to students for career planning/transferability and successful entry into the workforce.

FY 2018 Student Services Outcome Statements:	Outcome Status:	Aligned College Priorities:
<b>Outcome 1:</b> Students will receive academic and administrative services to support the DOSS/ASCC mission.	<input checked="" type="checkbox"/> DOSS Ongoing Outcome	<input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Community Outreach, Extension, and Research
<b>Outcome 2:</b> DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.	<input checked="" type="checkbox"/> DOSS Ongoing Outcome	<input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Community Outreach, Extension, and Research
<b>Outcome 3:</b> Students are aware of, and participate in the various support services offered by DOSS contributing to their educational pathways to success.	<input checked="" type="checkbox"/> DOSS Ongoing Outcome	<input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Community Outreach, Extension, and Research
<b>Outcome 4:</b> Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.	<input checked="" type="checkbox"/> DOSS Ongoing Outcome	<input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Professional Development <input checked="" type="checkbox"/> Community Outreach, Extension, and Research

**Section 2: Divisional Report-** The Divisional Report section allows a Division to report outcome updates through services offered, activities, or performance indicators that occurred during the previous month. The template also includes a section for input on data that support the outcomes of the reporting division not limited to challenges and recommendations for outcome monitoring purposes.

**1. Students will receive academic and administrative services to support the DOSS/ASCC mission.**

Activities:	Challenges:	Recommendations:	Plans:
<p>Total students served throughout the month of <b>February-6,832(not distinct count)</b>  <b>Dean SS office-25</b>(15-scholarships, 10- work-study assistance/referral, etc.)  <b>Admission – 145</b>  <b>Counseling-118</b>(Meet&amp;Greet-40/2-Evening hours/Advised&amp;Counseled- 45/Add&amp;Drop,VA Cert-31)  <b>Financial Aid– 1,178</b>  <b>Library – 4,215</b>  <b>Records –n/a</b>  <b>SGA –549</b>  <b>SSLS- 602</b> (Tutoring- 24 (Eng-9/Mat-15); MPC Lounge Computer Lab= 329; Computer Lab= 249</p> <p><b>ADMISSIONS:</b></p> <p>2/1-Admission Staff Meeting  2/4-DOSS – SGA Meet and Greet Activity  2/5- DOSS – Staff Meeting  2/8-2/10- Grant Writing Workshop  2/16-2/17- EOC Grant Meeting – Follow Up  2/24-Unscheduled Placement Test to accommodate New Admission for CAPP 2<sup>nd</sup> Session (<i>postponed to March 3<sup>rd</sup> due to Inclement Weather &amp; Venue Scheduling</i>)  2/27-3/1-EOC Grant Writing Proposal &amp; Submission  2/1-2/26-Update Outreach materials for high school students, parents and counselors</p> <p><u>Activities or Tasks</u>– Assist students/public with inquiries and accepting student applications, data-entry, routing paper work, i.e., Job Orders; PR's; and other standard clerical duties; transcript evaluation, supervise Pell &amp; Non-Pell work study students(<i>occasionally</i>), ASCC-AS Tuition Residency student applications; IPEDS; Transcripts Evaluation – route, complete and submit to Registrar; Financial Aid Internal Review: ASCC-AS Tuition Residency student applications; Timesheets;  New Admission Applications: 02</p>	<p><b>ADMISSION</b></p> <p>1 – Admission Office immediately requires a window to serve students due to FERPA requirements for confidentiality and privacy of student information on applications and transfer information – after meeting with Dean of Student Services (11/5/20) this challenge is addressed through the upcoming new Cafeteria structure to be completed hopefully in FY'2021.  *put in a request for a temporary Window to the existing structure to serve students. This important action is not only to secure information but more so with the current COVID-19 pandemic. The recent repatriation flight deems a great concern for needed protection for college staff and students alike.  Update: no action or movement on request for window.</p> <p>2 – Need for Administrative Assistant to assist with daily operations and productivity – Request under advisement, Admission Recruiter position currently advertised to the community due to unmet HR requirements;  3- Immigration Board</p>	<p><b>ADMISSION</b></p> <p>1 -(Pending meeting with Procurement Office – rescheduled meeting due to availability of Procurement Officer);  2 –The last and recent discussion regarding the Sign was the location and approval from the President. Still waiting for the next step and what need to be done to move forward with installation. If funding is a problem than perhaps it can be a fundraising and project for the Student Services division to include clubs and SGA – already mentioned to VP L. Moananu and listed as “to do”.  3– College Legal Counselor or Administration to reach out to proper authorities regarding this concern for prospective students.</p> <p><b>COUNSELING &amp; STUDENT SUPPORTLEARNING SERVICES(SSLS)</b></p> <p>- Prepare one month ahead of deadline submissions for any more grant proposals.  -Referencing old textbook for CLP course last semester. E-copy for students... using other means online to connect to Bulletin Board outside of MPC building to inform the students/community of services available and time offered for transparency.</p>	<p><b>ADMISSION</b></p> <p>1-Unscheduled Placement Test (March 3, 2021) to accommodate students for enrollment in the CAPP 2<sup>nd</sup> Session to start March 22, 2021; (<i>this is a reschedule from February 24, 2021, due to inclement weather</i>)  2-Placement instrument revision – (<i>Placement Advisory Committee – as recommended based on Accreditation Standard review currently awaiting department review and recommendation to move forward with this initiative; Training has already been done for faculty and department involved</i>):  -New Placement Test is scheduled (upon approval) to launch for placement towards Summer 2021;  3-Placement Test instrument – copying and production of testing materials to start this month after clearance of all required protocols;  4-Advisory for Placement Test Committee – request to confirm and recommend the following personnel for the committee: Dean of Academic Affairs, Dean of Student Services, CAPP Department Chairperson, Math Department Chairperson, Registrar, Program Director for Counseling Services, Admission Officer and Admission Outreach Counselor – 8 members; update: request from VP of Academic &amp; Student Affairs to include Chairperson from Language and Literature; and to follow through with other recommendations towards process of initiating Operational Committee.  5-Format and launch survey (Students and College as a whole) for Admission additional requirement – Health Immunization Record. Due to the recent Measles Outbreak of 2019 and</p>

<p>Returning Students:00 Transfer Students: 00 Dual Enrollment: 00 Placement Test: 00 Transfer Credit Evaluation:03 AS Tuition residency- 00 # ASCC Students, faculty, staff inquiries: 69 New Student Orientation: 00 SGA Meet &amp; Greet Activity: 71 TOTAL: 145</p> <p style="text-align: center;"><b>COUNSELING</b></p> <p>Counselors:</p> <ul style="list-style-type: none"> <li>Continues to manage and supervise counseling activities.</li> <li>Advising/counseling students ongoing</li> <li>Assessment training for CLP course data input- by IE Assessment staff.</li> <li>Meet and Greet participation, 2/4/2021</li> </ul> <p>PD Counseling &amp; VA Counselor: participated in the DOSS Grant writing training/Writing of EOC grant participation</p> <p>Personal Counselor:</p> <ul style="list-style-type: none"> <li>HS transition meetings attended (students with learning/mental/physical disabilities)</li> <li>Transition meetings with OVR and SPED to discuss transition processes for students to a career pathway.</li> </ul> <p>Evening hours services ongoing for the 10-week session</p> <p style="text-align: center;"><b>FINANCIAL AID</b></p> <p>A total of approximately 1,178 students were recorded at the FAO window for the following reasons: Batch status/FA Clearance (53), FAFSA status/clearance (25), Attendance forms (977), Federal Work-Study (55), Counselor Appointments (18), Document submissions (14), Verification submissions (16).</p> <p style="text-align: center;"><b>LIBRARY SERVICES</b></p> <p>Regular administrative actions/processes that maintain library mission</p>	<p>Authorization – immigration changes to fees for prospective students (inconsistent);</p> <p style="text-align: center;"><b>COUNSELING</b></p> <p>-Grant proposal training was time consuming and was done in short preparation. -MOODLE usage is off and on. Students have issues accessing from off-campus. -Evening services are not being utilized as per data – 2 students for month of February -College entry processes to consider students not interested in academics but focus on improving life skills-independent living pathway.</p> <p style="text-align: center;"><b>FINANCIAL AID</b></p> <p>- Short staffing with Lorelei Afalava on maternity leave, O. Hollister on military leave, and no official FA Officer. -Acting FAO unable to use Excess Leave to due staff shortage. -Have not yet received order of eight (8) new office chairs. -FAO printers need to be replaced. -Toner needed for printer in front office -Parts ordered for front office printer not received and no updates</p>	<p style="text-align: center;"><b>FINANCIAL AID</b></p> <p>No report</p> <p style="text-align: center;"><b>LIBRARY</b></p> <p>- Maintain library mission readiness status despite cost containment measures.</p> <p style="text-align: center;"><b>RECORDS</b></p> <p>I have no recommendations to report other than praying that something is made available soon...i.e. Colleague updates, etc.</p> <p style="text-align: center;"><b>STUDENT GOVERNMENT ASSOCIATION</b></p> <p>-Some students had to leave early to get to their class on time - Other club representatives were not able to attend due to other meetings that were held at the same time. - Some members were not able to attend due to class. -This event was originally supposed to be a Talent Show. But because we were late in submitting our calendar and our facility request form. Therefore, we had to change the event to a Fitness Fun Day.</p>	<p>COVID-19 in 2020 this should be a requirement should the borders reopen in the near future.</p> <p style="text-align: center;"><b>COUNSELING &amp; STUDENT SUPPORTLEARNING SERVICES(SSLS)</b></p> <p>-ASCC to look into other pathways to help students find their niche in life besides an academic degree, preferably a COC or COP.... -Instructors to promote tutoring services to their students and not wait last minute until it is too late. Low Grade period is a chance to utilize tutoring services; -Stressing rules and regulations to students of using the MPC quiet lounge and the Computer Lab.</p> <p style="text-align: center;"><b>FINANCIAL AID</b></p> <p>Continue with the Financial Aid daily routine, tasks and responsibilities.</p> <p style="text-align: center;"><b>LIBRARY</b></p> <p>-Continue activity practice (here, it is also professional development because it is a continuous practice. This is a continuous part of what we do every work day) in all areas of services. -Library services have to be sustained and maintained every work day to best serve students' informational needs as well as program, divisional, and college missions.</p> <p style="text-align: center;"><b>RECORDS</b></p> <p>-Continue with the academic calendar schedule for the rest of the Spring 2021 term. -2<sup>nd</sup> Session of CAPP registration - 1<sup>st</sup> Session of CAPP grade entries</p>
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<p>readiness status to serve students each work day. In order for students to get the library services that they need the below list of actions have to be completed first. For example, in order for students to access library book collection, books have to be continually ordered first, then received, then cataloged and placed on the shelves for them to access and use. In addition, in order for students to have and use existing facility and equipment for research, typing, and printing options these options have to be continually maintained or purchased if need be through the listed processes below.</p> <p><b>RECORDS</b></p> <ul style="list-style-type: none"> <li>-Worked collaboratively with the faculty, academic departments and campus programs/divisions, to effectively build, manage and maintain the set curriculum and related records including semester course schedules, course numbering, and other curricular matters.</li> <li>-Continue providing assistance with the following: <ul style="list-style-type: none"> <li>*Spring 2021 Registration including Regular and TED.</li> <li>*Preparations for the beginning of the term activities</li> <li>*Provide requested data for both the Finance and Financial Aid audits (information on enrollment, last date of attendance, etc).</li> <li>*Attended the Leadership Training on 1/27-1/28/2021.</li> <li>*List of administrative drops were received from faculty, all processed, compiled list and was forwarded to the Finance Office for billing adjustments and the Financial Aid Office for information.</li> <li>*Captured the Unofficial enrollment for the 2021 Spring term – 1,020. An official enrollment count will be made available by 02/10/2021.</li> <li>*2021 Spring graduation applications are being accepted – review is in progress. Deadline is February 12, 2021.</li> <li>*Maintained each student’s official/unofficial educational records, with appropriate sensitivity to privacy and confidentiality concerns and laws governing student’s academic records.</li> <li>*Note: See details of number of transcript requests received under “Achievements.”</li> </ul> </li> </ul> <p><b>STUDENT GOVERNMENT ASSOCIATION</b></p> <p>2/2/2021- SGA Meeting SGA Officers held a meeting to officially welcome back our SGA into</p>	<p><b>LIBRARY</b></p> <p><i>The library front entrance Security Gate is down - currentupdate: PR to PO for Security Gate is now with Procurement Office for processing; 10/09/20, Royal Media Network, Inc. – Security Gate – STILL WAITING RECEIPT OF PURCHASED SECURITY GATE.</i></p> <p>Update: Waiting for our new hire. HR will be contacting her this week and hopefully she’ll be able to start working next week.</p> <p><b>RECORDS</b></p> <ul style="list-style-type: none"> <li>-THIS IS STILL A CHALLENGE - moving into manual entries of all old transcripts not available on Blackbaud due to a crash in the server housing Blackbaud data...</li> <li>-Colreporting – the cornerstone for reporting statistical data is no longer supported by the current version of Colleague/Ellucian. Currently, an email was sent to the IO and cc’ing both VPs on the urgency of updating this reporting tool in preparations for upcoming IPEDS and enrollment reports. PENDING.</li> <li>-The Finance Office has</li> </ul>		<ul style="list-style-type: none"> <li>- Attend ASCC/DOSS leadership and other requested meetings.</li> <li>- Continue with daily routine tasks and responsibilities.</li> </ul> <p><b>STUDENT GOVERNMENT ASSOCIATION</b></p> <p>Continue with the Spring 2021 Calendar of Activities</p> <p><b>STUDENT SUPPORTLEARNING SERVICES</b></p> <ul style="list-style-type: none"> <li>-Continue serving the student at the best</li> <li>-Continue to remind students and inform them on a daily basis of rules for Lounging, visiting and computer usage...</li> <li>-Advising student(s) to wear mask</li> <li>-Put up rules “signs” to remind student(s) in order to keep the MPC Lab neat and clean</li> </ul>
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<p>the new semester and to introduce our new SGA members for Spring 2021.  2/4/2021- Meet &amp; Greet  Our Spring 2021 Meet &amp; Greet event took place at the MPC Auditorium.  2/9/2021- Meeting w/Clubs  SGA hosted a meeting to meet with the club presidents and/or secretary to discuss the upcoming events.  2/10/2021- Meeting w/RISE  Members of the RISE organization kindly requested to meet with the ASCC SGA.  2/11/2021- Tribute Thursday &amp; Club Rally  This semester, the club rally was held at the ASCC Gymnasium.  2/18/2021- Fitness Fun Day  This event took place at the ASCC Gymnasium.  2/23 &amp; 2/25- Futsal Tournament  CLUB MEETING: Tuesday, February 9, 2021- 11 Club/SGA officers in attendance</p> <p><b>Student Support and Learning Services:</b></p> <ul style="list-style-type: none"> <li>• Student Computer Lab: 249 (Typing-75; Researching-92;Email/Moodle)</li> <li>• MPC Lounge/Computer Lab: 329 (Computers-109; Study/Hmk-119; Lounging- 101)</li> <li>• Tutoring: 24 (ENG-9 Referrals/ Math-15)</li> </ul> <p><b>TOTAL=602</b></p>	<p>requested data on the enrollment status (FT/PT) of all students in the 2020 Fall term. Due to the status of Colreporting, I was not able to provide the requested data, thus informed the Finance Officer on this.</p> <p>The second round of surveys for the IPEDS will begin in February – this will require more details on the student enrollment tracking from 6-8 years ago. If Colreporting is not available then, then it would be a PRIORITY to research ways to capture the requested data to complete this important survey.</p> <p>I am reporting this again as the IPEDS surveys are now open for data input and still have not gotten the most recent update(s) on ColReporting.</p> <p><b>STUDENT GOVERNMENT ASSOCIATION</b></p> <p>Getting all the students who signed up to play to sign a liability and waiver. Cherie is the only person who can notarize a liability.</p> <p><b>STUDENT SUPPORT</b></p>		
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	<p><b>andLEARNING SERVICES</b></p> <ul style="list-style-type: none"> <li>-The lounge area has been too noisy and this exceptionally causes disruption in on-going tutoring sessions as well as for students utilizing the tutorial service's area to study privately.</li> <li>-Advising student(s) it is a "quiet lounge"</li> <li>-One work-study assigned to MPC lab</li> <li>-Continue to keep the SL#15 neat&amp;clean "signs" SL#15 rules;</li> <li>-Assist with FAFSA renewals &amp; Moodle;</li> <li>- still waiting for toners (3 Months now)</li> <li>-3 Work Study assigned to SL#15 (2 FWS, 1 Non Pell Update: SSLS Manager (new position) has officially located at the MPC 1<sup>st</sup> floor to better manage the Computer, the Tutoring Service and the MPC Lounge, 3/2021.</li> </ul>		
<p><b>Achievements:</b> Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement.</p>		<p><b>Divisional Outcome Addressed:</b></p>	<p><b>Institutional Priorities:</b> Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply.</p>
<p><b>COUNSELING</b></p> <ul style="list-style-type: none"> <li>• Advised- 57 students (3/VA Counselor; 26/Academic Counselor; 14/Personal Counselor)</li> <li>• Training and write up of grant proposal/2 counselors</li> <li>• Counselors (3) participated in Assessment training</li> <li>• Personal Counselor: HS transition meeting with students with disabilities: 2</li> <li>• Transition meeting with PVR &amp; SPED to discussion transition processes for students with career pathway: 3 counselors attended</li> </ul>			

- VA Counselor: 31 total students certified (9 students for VA benefit/ additional 22 students)
  - Meet & Greet - 40 students signed-in at table set-up (4 counselors)
- Extended evening hours - 2 students

#### FINANCIAL AID

- Batch 5 closed on February 24<sup>th</sup> with a total of 279 students packaged. A total of \$730,058.22 has been requested as PELL payments with \$8,000.00 requested as FSEOG payments.
- FAO received 7 of the 8 new computers ordered and MIS has completed the set-up for counselors. One other computer is being stored with MIS until a replacement FAO is in place.
- IPEDs report was completed on time and submitted by FAO Hanna Vaouli and not mentioned in previous report.
- FWS 1<sup>st</sup> pay period complete with a total drawdown of \$8,130.90 for a total of 56 students.

#### STUDENT SUPPORT & LEARNING SERVICES

- Participated in SGA's Meet & Greet (2/4/21)
- Services are open for Extended Hours (4-6pm), initiated on 2/1/21

#### LIBRARY

1. Processing Room: # of Magazines received: 48

#### RECORDS

##### Processed received student requests:

- Processed received Data Change requests. (Ongoing).
- Processed all inquiries received via e-mail, mail, or walk-ins. These include enrollment verifications for whatever purposes intended for. (Ongoing).
- Processed all incoming transcript requests for both local and off-island.
- Continued with transcript verifications including cross checking of Blackbaud and Colleague systems; pulling old hard copy of transcripts and cross checking of grade books for the listed courses(s).

##### Service Window:

All requests regarding the list below were handled at the service window on a day-to-day basis. Inclusive of these provided services pertaining to students specifically are requests by faculty and staff for support services such as class rosters and student inquiries.

Data Entry Project:

Ongoing updates are performed on identified data entry projects in both the Blackbaud and Colleague systems:

- Continued to provide assistance to the Office of the Dean of Academic Affairs and academic department requests in matters connecting records and instructions such as program requirements and catalog inquiries.
- Continued to code the degree audit in the Colleague system of the 2020-2022 Academic catalog program requirements. Update - Have yet completed this.
- Continued to provide assistance in correcting and updating of program requirements in system for the Financial Aid student batching process.
- All received record requests by both students and faculty (data change, grade changes, etc.) were data entered in the system.

FILING Project

- Revisited our records management plan to assess all historical files in the Records Archive Room. Implemented plan in phases as to include using assigned student ids after entries of historical records in Colleague. IN PROGRESS.

**Student Government Association**

-SGA Meeting: SGA Officers held a meeting to officially welcome back our SGA into the new semester and to introduce our new SGA members for Spring 2021. A total of **16** out of **20** members signed in. Discussion was based on the Calendar of Events for Spring 2021. Each member was divided into different committees for each month, and was made responsible for the upcoming activities.

-Meet & Greet- This was our first official activity for the Spring Semester. This semester, the SGA hosted the Meet & Greet Event and invited all ASCC students to attend. This gave the students a chance and opportunity to meet not only the ASCC President, but also both Vice Presidents, the Dean of Student Services, Division of Student Services, & representatives from the Business/Finance Office. Throughout this event a total of **126** students signed in and participated, with a total of **24** staff/administration members. There was also a survey that was conducted to receive feedback based on the event. Out of the 126 students who attended, only **90** filled out the surveys and received free lunch.

-Meeting with Clubs- Representatives for **4** out of the **11** clubs were able to attend this meeting. Attached is the club meeting minutes.

-Meeting w/RISE- RISE is a non-profit organization intended for the youth. The program provides



<p>different opportunities for youth members to learn how they can expand their online profile in order to gain a better foothold in the online business industry. This meeting gave representatives from this organization the opportunity to share this information with members of the SGA. This meeting provided our SGA members the opportunity to ask questions for a better understanding in regards to all the opportunities this organization has to offer. A total of <b>15</b> members were able to attend this meeting and <b>5</b> representatives of RISE were present under the leadership of Mr. Moana Haratuku.</p> <p>- Tribute Thursday &amp; Club Rally- Instead of Tribute Tuesday, we had to adjust our activity and combine our Club Rally Event and have a Tribute Thursday instead. Before we started off with our Club Rally, we opened up our event with our Tribute Program. In honor of those who have passed away, there was a moment of silence to remember those individuals. A banner was provided for students to sign, commemorating the loved ones who have passed away. Cupcakes were also passed out to the students who participated in this event.</p> <p>-Club Rally- Every semester the SGA hosts a Club Rally to offer an opportunity to different Clubs to recruit new and interested members to their club. This semester, we had a total of <b>11</b> clubs, <b>165</b> participants which include students, staff/faculty and SGA members.</p> <p>-Fitness Fun Day- In collaboration with the PE Instructor Coach Cassandra, the SGA hosted a Fitness Fun Day at the ASCC Gym. The purpose of this event was to encourage and promote fitness and physical activity for our students. Together, we incorporated different fitness dynamics and other fun fitness activities for our students to enjoy. A total of <b>85</b> students signed in and <b>4</b> different teams participated in this event.</p> <p>-Futsal Tournament- In collaboration with the Federal Football of American Samoa, the SGA hosted a Co-Ed Futsal Tournament held at the ASCC Gymnasium. We had a total of <b>3</b> teams that signed up, <b>118</b> students that signed in to watch this activity. In addition, <b>6</b> representatives from the FFAS committee came to serve as referees and score keeping for the game.</p>		
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**2. DOSS possesses a combined Standard Operations Procedures (SOP) Manual which is reviewed every year for improvement to efficiently and regularly serve ASCC stakeholders.**

Activities:	Challenges:	Recommendations:	Plans:
<p><b>LIBRARY</b></p> <p>Similar to above #1 activities, the activities here and achievements, or their completions, below are specific library services activities that are guided by library SOPs<sup>1</sup> that are reviewed monthly<sup>2</sup> to identify</p>		<p><b>LIBRARY</b></p> <p>Maintain library mission readiness status despite cost containment measures.</p>	<p><b>LIBRARY</b></p> <p>-Continue activity practice (here, it is also professional development because it is a continuous practice. This is a continuous part</p>

STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (S.W.O.T.) to best serve our students and all stakeholders <sup>3</sup> .			of what we do every work day) in all areas of services; -Library services have to be sustained and maintained every work day to best serve students’ informational needs as well as program, divisional, and college missions.
<b>Achievements:</b> Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement.	<b>Divisional Outcome Addressed:</b>	<b>Institutional Priorities:</b> Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply.	
<p style="text-align: center;">LIBRARY</p> <p>1&gt; Circulation Desk: <b>Daily Head Count Total: 4,215</b> New Library Cards: 24 Circulation Statistics (Borrowed Materials): 63 Extended hours count: (4pm-6pm) Total of 57 students with statistics below.</p> <p>2&gt; Reference Desk Computer Usage: 1,498 (Research/265;Typing/929; Email/304)</p> <p><b>Student Program Represented:</b> 120 Accounting; 22 Architectural Drafting; 20 Auto Body Repair; 1 Bachelors of Elementary Education; 104 Business Management; 52 Civil Engineering; 7 Community Members; 188 Criminal Justice; 18 Electrical Technology; 159 Elementary Education; 33 General Agriculture; 51 Health Science; 11 Human Services; 391 Liberal Arts; 43 Music; 183 Nursing; 43 Pre-Law; 16 Political Science; 36 Visual Arts</p> <p>OPAC- Scanned Flash-drives and Library Tour totals are not included in Computer Usage *OPAC &amp; Scanned Flash drive totals below are not included in above Computer Usage OPAC: <b>89</b> Scanned Flash drives: <b>0</b> Library Tour: <b>0</b></p>			
<b>3.</b> Students are aware of <sup>1</sup> , and participate in the various support services <sup>2</sup> offered by DOSS <sup>3</sup> contributing to their educational pathways <sup>4</sup> to success <sup>5</sup> .			
<b>Activities:</b>	<b>Challenges:</b>	<b>Recommendations:</b>	<b>Plans:</b>
Here the facts/evidence show the “Daily Head Count Total” for	<b>LIBRARY</b>	<b>LIBRARY</b>	<b>LIBRARY</b>

FEBRUARY 2021 is 4,215 * visits.	-Lack of funding for listed respective activities below due to current ASG-ASCC cost containment measures. Reasonably foreseeable and unforeseeable situations, <i>ongoing challenge, previously reported.</i>	Maintain library mission readiness status despite cost containment measures.	-Continue activity practice (here, it is also professional development because it is a continuous practice. This is a continuous part of what we do every work day) in all areas of services. -Library services have to be sustained and maintained every work day to best serve students' informational needs as well as program, divisional, and college missions.
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**4. Students complete all administrative and other pertinent student activities within the period of time scheduled for each term.**

Activities:	Challenges:	Recommendations:	Plans:
<b>LIBRARY</b> Here, student need to provide required information and supporting documents, including picture identification if requesting new library card or to show current library card to access library computer, printing, and circulation services (indicated in #2 and #3 above). Further, if collection material (i.e. book) were checked out by student, student is responsible to timely check them back in and pay for any outstanding book fee, if any, on their library account by the end of each	<b>LIBRARY</b> Reasonably foreseeable and unforeseeable situations.	<b>LIBRARY</b> Continued timely closing of "Borrowed Materials" deadline at the end of each semester term. And if need be, reconciling and generating the list of students owing outstanding fees to the library. Students on list are to be	<b>LIBRARY</b> Continued timely closing of "Borrowed Materials" deadline at the end of each semester term. And if need be, reconciling and generating the list of students owing outstanding fees to the library. Students on list are to be contacted first as a matter of courtesy

semester term, OR student will risk being unable to enroll for classes in any future (SOP)		<p>contacted first as a matter of courtesy service to let them know or be made aware of owed fees, and for student to make proper payment arrangement to settle his/her due fee.</p> <p><i>Absent owing student making arrangement, his/her name is then submitted to Records Office at the end of the semester term to immediately flag or bar future class enrollment until owed fee is paid directly to the library.</i></p> <p>Note: Library's SOPs on Borrowed Materials.</p>	<p>service to let them know or be made aware of owed fees, and for student to make proper payment arrangement to settle his/her due fee. Absent owing student making arrangement, his/her name is then submitted to Records Office at the end of the semester term to immediately flag or bar future class enrollment until owed fee is paid directly to the library.</p> <p>Note: Library's SOPs on Borrowed Materials.</p>
<b>Achievements:</b> Please utilize the rows/spaces provided below to list down any achievement(s) or accomplishment(s) made during this month. Please provide a description of each achievement.		<b>Divisional Outcome Addressed:</b>	<b>Institutional Priorities:</b> Please indicate the Institutional Priorities to which the achievement(s) listed below. Please check mark all that apply.
<p style="text-align: center;"><b>LIBRARY</b></p> <p>Completion of all above indicated activities on each work day.</p>			

Additional Notations and or Challenges:

- Monthly Reports are not turned in on designated deadline, which make it difficult for Dean to compile and turn in the report on designated deadline, however all DOSS's service/offices reports must be received to reflect and be able to address Activities, Challenges, Recommendations and Plans.
- Filling in vacancies for Admission, Records, SSLS and Library – finally given the opportunity to advertise for Library and Admission vacancies.  
Updates:
  - PD Library Services officially appointed by President on 1/20/2021;
  - SSLS Manager officially appointed 1/26/2021
  - Admission Recruiter – in progress
- Attendance, Leaves (Military, Maternity, Caregivers), etc.

- Procurement Office:
  - Office chairs – waiting for arrival on-island;
  - Office materials for Counseling and other student services respective offices
  - Having to follow up on orders that has been turned in with required signatures, along with payment to vendors, including being told to call the Finance/Business Office on status of orders and or payments.
- Lack of funding for listed respective activities and materials due to current ASG-ASCC cost containment measures.
- Financial Aid Office and Records Office technology issues, re Challenges as per respective services/office, making it very difficult to complete reports – re IPEDs and Financial Aid reports, etc.
- Continue with daily routine tasks and responsibilities, including but not limited to attending institutional, divisional, and other meetings as required and or mandated by the Executive Leadership – IPECC, ISP, Steering Committee, Registration Committee, Core/Curriculum Committee, VP ACSA monthly meetings, to name a few