



# 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*

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**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.<sup>1</sup>

### **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.<sup>1</sup>

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.

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<sup>1</sup> 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:

<b>Agenda Items:</b>	<b>Discussion Points:</b>	<b>Decision or Action Item:</b>
	•	
	•	
	•	
	•	
	•	

Adjournment: