



2020 ASCC ISP 2015-2020

Administrative Services Review of the following Plans:

Strategic Focus II. Technology Plans

Strategic Focus III. Physical Facilities and Maintenance Plans

Strategic Focus IV. Staffing Plans

Strategic Focus V. Total Cost of Ownership Plans

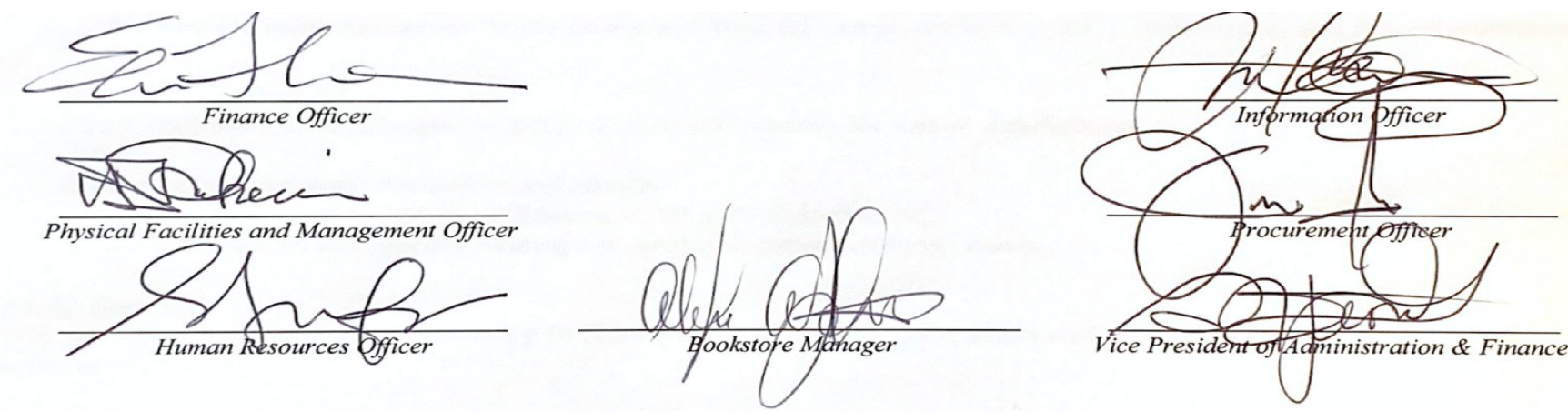
***Submitted for the review of the Institutional Planning Executive Core
Committee (IPECC)***

Introduction:

The purpose of the Administrative Services/Resource Divisions review is to ensure a thorough review and to provide recommendations as done in the development of the 2016 and 2018 Institutional Strategic Plan Update reports, and to offer status updates based on actions taken by the College to address its 2018 Institutional Strategic Plan (ISP) Update compiled by the Institutional Planning Executive Core Committee (IPECC). The Administrative Services recommendations are noted on pages nine and ten of its summarized report.

Review Process:

In support of the IPECC's role, governance authority¹, and review processes on the status achievement of the College's 2015-2020 ISP, the Vice President of Administration and Finance (VPAF) initiated the review of the College's ISP in the areas of Technology, Physical Facilities and Maintenance, Staffing, and Total Cost of Ownership plans to provide a status on the College's plans based on reports compiled beginning in August 2019² to include previous administrative services reports collected in October 2018 – July 2019 as evidenced in the College's digital archive on [Compliance Assist](#). The summary of findings and recommendations for the 2020 ISP encompasses updates and statuses for the Technology, Physical Facilities and Maintenance (PFM), Staffing, and Total Cost of Ownership (TCO) plans were thoroughly reviewed by the Administrative Service officers that serve as leads for the College's Accreditation Standard III Resources committee. Members include the Finance Officer, Information Officer, Physical Facilities and Management Officer, Procurement Officer, Human Resources Officer, Bookstore Manager, and the VPAF whose signatures are provided below to validate the recommendations submitted by the Administrative Services division, for the review of the IPECC.

The image displays seven handwritten signatures, each placed above a horizontal line and a printed title. The signatures are arranged in two columns. The left column contains three signatures for the Finance Officer, Physical Facilities and Management Officer, and Human Resources Officer. The right column contains four signatures for the Information Officer, Procurement Officer, Bookstore Manager, and Vice President of Administration & Finance. The signatures are in dark ink and vary in style, with some being more cursive and others more formal.

Finance Officer

Information Officer

Physical Facilities and Management Officer

Procurement Officer

Human Resources Officer

Bookstore Manager

Vice President of Administration & Finance

¹ 2015-09-25 – [ASCC Participatory Governance Structural Manual – Institutional Planning Executive Core Committee, ASCC Governance Group, p. 17](#)

² 2019-07-08 – [Administrative Services Proposed Changes for Approval Approved Memo – Monthly Reporting for Administrative Services](#)

2015-2020 ISP Goals and Objectives:

The following section of the summarized report provides the approved 2015-2020 ISP Strategic Focus Areas that include Goal(s) and Objective(s) for the following Plans: Technology, PFM, Staffing, and TCO as approved in 2014. The goals and objectives were extracted from the Institutional Strategic Plan 2015-2020³ as the basis for the Administrative Service divisions review.

-----“TECHNOLOGY PLAN”-----

Strategic Goal #1:

“ASCC will effectively maintain and develop its Computer and Server assets and services to internal and external stakeholders”

Strategic Objective #1:

ASCC will meet the challenge of current Computer and Server needs of the ASCC stakeholders.

Performance Indicators: computers and servers

1. Assess the computer accessibility plan;
2. Increase computer training opportunities for ASCC employees;
3. Assess the effectiveness of processes for computer/server purchasing/maintenance plan;
4. Review computer/server “replacement and disposal” processes for accuracy, compliance, and federal mandates.

Strategic Objective #2:

ASCC will meet the challenges of future technological needs for ASCC stakeholders.

Performance Indicators: computers and servers

1. To review and assess the utilization of campus-wide systems;
2. To research and procure funding for identified computer/server needs.

Strategic Goal #2:

“ASCC will effectively maintain and develop its Network and Communication assets and services to internal and external stakeholders”

Strategic Objective #1:

³ 2014 Approved – [ASCC 2015-2020 Institutional Strategic Plan](#)

ASCC will assess network and telecommunications connectivity and reliability to institutional operations.

Performance Indicators: network and communication

1. Assess current network and telecommunications and future expansion for institutional growth;
2. To assess the utilization and performance of the campus-wide local area network (LAN).

Strategic Goal #3:

“ASCC will effectively maintain and develop its Distance Learning and Online Services to internal and external stakeholders”

Strategic Objective #1:

ASCC will provide opportunities and access for Distance Learning and Online Services.

Performance Indicators: distance learning and online services

1. To develop and implement an asynchronous online resources plan;
2. Research other applications/technologies to enhance distance learning and online services.

-----“PHYSICAL FACILITIES & MAINTENANCE PLAN”-----

Strategic Goal #1:

“ASCC will implement the Physical Facilities and Maintenance Plan for new construction, renovation and repair, and maintenance through a formalized process.”

Strategic Objective #1:

ASCC will institute a review process to monitor the implementation of the Comprehensive Preventive Maintenance Plan.

Performance Indicators:

1. Develop a review process of all ASCC physical facilities;
2. Conduct an assessment of all physical facilities;
3. Identify funding sources to execute the comprehensive preventive maintenance plan.

Strategic Objective #2:

ASCC will ensure the quality of its facilities, services, and equipment through its qualified personnel.

Performance Indicator:

1. Provide, maintain, and hire qualified personnel to fulfill technical/specialized positions.

Strategic Goal #2

“New Construction – ASCC will continue planning of new construction based on a needs assessment.”

Strategic Objective #1:

Complete all new construction and newly identified construction.

Performance Indicators:

1. Ensure quality of construction;
2. Ensure adherence to proposed timeline;
3. Develop maintenance schedule for all construction;
4. Implement maintenance schedule;
5. Assess maintenance schedule for effectiveness;
6. Secure funding for maintenance of all new construction.

Strategic Goal #3:

“Renovation & Repair – ASCC will continue to improve our services through renovations by utilization and the allocation of resources”

Strategic Objective #1:

ASCC will continue to maintain our physical assets through renovations and repair.

Performance Indicators:

1. Conduct assessment on the current process for renovation and repair;
2. Improve Job order processes;
3. Train all personnel on OSHA requirements;
4. Educate all stakeholders on the proper care of facilities and energy saving initiatives;
5. Assess renovation and repair activities for institutional effectiveness.

Strategic Goal #4:

“Maintenance – ASCC will effectively maintain its facilities and equipment.”

Strategic Objective #1:

ASCC will implement and improve the comprehensive preventive maintenance plan.

Performance Indicators:

1. Develop, implement, and assess the comprehensive preventive maintenance plan;
2. Identify resources for comprehensive preventive maintenance plan.

-----“STAFFING PLAN”-----

Strategic Goal #1:

“ASCC will invest in and promote professional, governance, and employee development to enhance institutional effectiveness”

Strategic Objective #1:

ASCC will provide professional development training and degree opportunities supported by the institution to enhance and retain employees with competencies that promote high quality services.

Performance Indicators:

1. Analysis and review of guidelines for professional and employee development training;
2. Support required training;
3. Promote personal and professional growth;
4. Support and promote degree programs for employees for professional growth.

Strategic Goal #2:

“ASCC will offer competitive and equitable compensation that aligns with employee performance”

Strategic Objective #1:

ASCC will provide a comprehensive classification and performance evaluation program that will encourage employees to maximize quality of services.

Performance Indicators:

1. Invest and improve competitive and equitable pay;
2. Support standard classification process;
3. Improve performance evaluation process and instruments that assess effectiveness.

Strategic Goal #3:

“ASCC will ensure adequate staffing that will promote high quality programs and services”

Strategic Objective #1:

ASCC will budget positions for identified high need areas.

Performance Indicators:

1. Implement and adhere to hiring procedures;
2. Identify adjunct part-time, consultation, contractual and temporary positions;
3. Promote and expand student employment for transitioning into the workplace.

-----“TOTAL COST OF OWNERSHIP (TCO) PLAN”-----

Strategic Goal #1:

“ASCC will provide planned funding and resource management that addresses total cost of ownership for technology and equipment, for physical facilities, and for staffing and personnel development facilitating the provision of services and programs for academic achievement.”

Strategic Objective #1:

ASCC will implement processes and procedures that address total cost of ownership for technology and equipment facilitating the provision of services and programs for academic achievement.

Performance Indicators:

1. Develop a document to validate justification of all technology equipment requests;
2. Develop and implement the replacement plan for all technology and equipment and supplies;
3. Provide technical training for staff to adequately provide sufficient support for technology and equipment;
4. Provide care & maintenance training to all users of technology and equipment;
5. Implement assessment of all technological software and Internet accessibility to ensure that usage is at its full potential;
6. A budget allocation is defined based on the institutional replacement and purchasing plan.

Strategic Objective #2:

ASCC will implement processes and procedures that address total cost of ownership for physical facilities and equipment used in the provision of services and programs for academic achievement.

Performance Indicators:

1. Conduct an annual assessment and analysis for the development and update of the Comprehensive Preventive Maintenance Plan for all facilities, air condition units, vehicles, and maintenance equipment;
2. Develop and implement replacement plan for all air condition units and maintenance equipment;
3. Update and implement policy of purchasing all equipment to ensure energy efficiency and to include a maintenance/warranty plan;
4. Provide technical training to support staff to adequately perform the specialized skills of preventive maintenance;
5. Hire and retain specialized technicians for maintenance and repair of air condition units, maintenance equipment, and physical facilities equipment and components.

Strategic Objective #3:

ASCC will implement processes and procedures that address total cost of ownership for staffing and personnel development in the provision of services and programs for academic achievement.

Performance Indicators:

1. Document and implement position review process, identifying responsibilities for position and responsibility sustainability;
2. Develop and implement a Reclassification Plan on an incremental basis identifying number and positions per year to ensure sustainability;
3. Conduct a biennial needs assessment to identify key areas of the institution that require professional development for improvement and for continued quality services and programs;
4. Develop a Transition Plan for key positions in all divisions;
5. Identify and prioritize personnel needs to hire faculty and staff in high need areas and specialized skilled areas.

2020 Recommendations:

The Administrative Service divisions provide the following recommendations to the Institutional Planning Executive Core Committee based on its review of the Technology, PFM, Staffing, and TCO plans. Recommendations per se are coupled with the assessment status of the ASCC 2015-2020 Comprehensive Maintenance Plan (CMP), which is documented in a separate Report. The processes used by the Administration Service divisions to finalize its final recommendations are documented on pages 25-31 of this summarized report.

The Committee's findings are submitted to the IPECC as a mean to evaluate each plan and to bring closure to each of the Strategic Focus Plan(s) listed below. General recommendations are also listed for the consideration of the IPECC and Executive Leadership as quality measures to assure the continued improvement for all administrative service divisions. The Administrative Service divisions welcome any feedback the IPECC may provide or added recommendations to its findings.

General Recommendations

1. The review committee recommends that the administrators of all administrative service division formalize a committee titled "Resource Committee" that will aid in the devising of a sustainable plan that encompasses a cycle and timeline for all ASCC resources. This Committee is recommended to be a Standing Committee bound by bylaws and chaired by the Vice President of Administrative Services and Finance to address the resource needs of the College as well as seeking potential funding through eligible grant programs that may assist the College.
2. The review committee recommends that a sustainable plan and clear processes for the Five Year(s) Comprehensive Maintenance Plan to include the following:
 - a. Ongoing Cycle System of Review
 - b. Coincides with the Annual Budget Process and Capital Improvement Plans
 - c. Timeline for the tracking of end-of-life equipment, replacement and disposal
 - d. Role of the Resource Specialist
3. The review committee recommends that the College initiate the necessary Accreditation processes for the offering of Distance Education/Substantive Change Requirements
4. The review committee recommends that the Vice President of Administration and Finance develop an annual program review for all ASCC resources and administrative services.

Strategic Focus II: Technology Recommendations

1. The review committee recommends that available Technology Resources and Training opportunities be conducted to faculty and staff. An annual or biennial plan is developed based on the needs of all ASCC personnel in areas of technology.

2. The review committee recommends timely system maintenance and costs to determine the continued needs of the College and systems necessary and conducive to its needs.
3. The review committee recommends that the College develops rules and regulations and/or policies necessary for the solidifying of technology plans for purchasing, system access, and distribution of technological resources.
4. The review committee recommends that that the College provide monthly network broadband reports on the usage of broadband services to determine the needed capacity for internet usage for students, faculty and staff.

Strategic Focus III: Physical Facilities and Maintenance Recommendations

1. The review committee recommends that the College continue to advocate to seek opportunities in funding to support its operational needs.
 - a. Hard-to-fill areas are addressed (*Reclassification*)
 - b. Archiving of Blueprints for all College facilities
 - c. Physical Facility Improvements

Strategic Focus IV: Staffing Recommendations

1. The review committee recommends that the College thorough review its current classification system to ensure competitive classification grades for all personnel.
 - a. Hard-to-fill areas are addressed – internal trainings and certification for staff
 - b. Clarifications of ASCC classification system versus ASG approved classifications
2. The review committee recommends that College provide an update to the ASCC approved 2003 General Pay Schedule to include mandates that were recently approved by the American Samoa Government.
3. The review committee recommends that the College documents the review of the ASCC's performance evaluation data and determine how this data is conducive to decision-making.
4. The review committee recommends that the College devise an implementation plan for implementing the reclassification of faculty using a percentage of monies received from the Tobacco Tax.

Strategic Focus V: Total Cost of Ownership Recommendations

1. The review committee recommends that the College implement its processes for Fixed Asset Inventory regularly following an approved schedule and cycle.
2. The review committee recommends that the College work closely with its external stakeholders (Senators, District Representatives) to determine areas to fund the College's subsidies as per Public Law 22-30.

2020 Review of Strategic Focus Plans II, III, IV, and V:

The template used to compile the Administrative Service divisions review was extracted from the IPECC's 2018 Update of the College's ISP 2015-2020 to include IPECC's 2018 recommendations to base the Committee's 2020 status updates. The Technology, PFM, Staffing, and TCO plans are organized in the tables based on each plans alignment to the Academic Excellence Strategic Plan – Goal(s) and Objective(s). The Administrative Services 2020 recommendations are coded using numbers and abbreviations to base its judgement on the Expected Outcome (EO) for each Strategic Objective(s) aligned to a Strategic Goal(s) as labeled in each column. All 2020 findings and recommendations coincide with the IPECC's 2018 approved recommendations.

Academic Excellence: Goal 1 – Objective 1 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus:	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
Staffing Plan: (Aligned to Academic Excellence Expected Outcome 4)	1	1	1, 2, and 3	EO 1: Ongoing EO 2: Ongoing EO 3: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that the Staffing Review Committee (SRC) be developed and roles and scope be clarified. <u>2020 Recommendation:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Leads – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.
Staffing Plan: (Aligned to Academic Excellence Expected Outcome 1)	1	1	1 and 2	EO 1: Ongoing EO 2: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that the schedule of institutional training should be part of the SRC and is implemented according. <u>2020 Recommendation:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.
Staffing Plan: (Aligned to Academic Excellence Expected Outcome 3)	1	1	3 and 4	EO 3: Ongoing EO 4: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that there be established standard criteria for awarding recognition for both faculty and staff. The Committee recommends that the SRC stipulate criteria for faculty and staff recognition for serving in institutional standing/task force committees.

					<u>2020 Recommendation:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.
Staffing Plan: (Aligned to Academic Excellence Expected Outcome 3)	1	1	5	EO 5: Ongoing	<u>2018 Recommendation:</u> The Committee recommends the establishing of the SRC and initiate plan of action. <u>2020 Recommendation:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 5)	1	1	4 and 5	EO 4: Completed EO 5: Completed	<u>2018 Recommendation:</u> Ongoing <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends the continued updating/developing of the Comprehensive 2021-2026 Maintenance Plan.
Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcome 1)	1	3	5 and 6	EO 5: Ongoing EO 6: Completed	<u>2018 Recommendation:</u> Ongoing <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends the continued updating/developing of the Comprehensive 2021-2026 Maintenance Plan.

Academic Excellence: Goal 1 – Objective 2 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.

Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
Staffing Plan: (Aligned to Academic Excellence Expected Outcome 4)	3	1	1	EO 1: Completed	<u>2018 Recommendation:</u> Ongoing <u>Updates:</u> A reclassification for faculty proposal was submitted in 2018 by the Dean/Acting VP of Academics in collaboration with the Executive Director of IE, and HRO. The proposal has been reviewed in 2019 in comparison to the approved ASDOE new classification for teachers.

					Modifications were made to ensure higher ranges for postsecondary faculty. Beginning in the Fall 2019, the Vice President of Administration and Finance worked collaborative with admin services leaders and the HRO to revisit the College's classification system in respect to positions and salaries. A continued review is still in progress. <u>2020 Recommendation:</u> (Quality Assurance) Recommend to continue the clarification of the College's classification system to include an annual cycle and meeting digital archives.
--	--	--	--	--	--

Academic Excellence: Goal 1 – Objective 3 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	Goals:	Objectives:	Outcomes:	Status:	Recommendations/Updates:
Staffing Plan: (Aligned to Academic Excellence Expected Outcome 3)	1	1	4	EO 4: Ongoing	<u>2018 Recommendation:</u> Ongoing <u>2020 Recommendation:</u> Recommend to continue the clarification of the College's classification system to include an annual cycle and meeting digital archives. The College's classification system differentiates the levels of qualifications, certification, linked to performance evaluations.
Staffing Plan: (Aligned to Academic Excellence Expected Outcomes 2 and 3)	2	1	3 and 4	EO 3: Ongoing EO 4: Completed	<u>2018 Recommendation:</u> The Committee recommends a thorough review of the expected outcomes three and four not limited to the monitoring of evaluation processes for all employees. <u>2020 Recommendation:</u> (Quality Assurance) A process is identified and documented to ensure a cycle for the evaluating of all performance instruments used to evaluate ASCC personnel. The process shall include data statistics compiled by the Human Resources Office to aid in the decision-making processes.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)	1	1	1, 2, and 3	EO 1: Ongoing EO 2: Ongoing EO 3: Ongoing	<u>2018 Recommendation:</u> The Committee emphasizes the need to establish this committee and its roles and responsibilities. In addition, there is a need to document processes in reviewing ASCC's physical facilities to ensure it is compliant with local and federal regulations. <u>2020 Recommendation:</u> The Committee recommends that Resource Specialist coordinates the assessment of resources used that include repairs, maintenance, and new constructions in consultation with the Physical Facilities and Management Officer to ensure the assessment of the College's Comprehensive Maintenance Plan. Note: Due to the many committees that require the attendance and participation of

					all administrative services leaders, the Resource Specialist position has been created in 2019 as a mean to address this need.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)	1	1	6	EO 6: Ongoing	<u>2018 Recommendation:</u> The Comprehensive Maintenance Plan 2015-2020 identifies possible funding sources through federal grants and local funds but it is yet to be implemented through annual institutional budget review. The Committee recommends that maintenance, repairs, new constructions, etc. to be included in all future grant proposals as it applicable. <u>2020 Recommendation:</u> The College must continue to determine/seek revenue sources for physical structural maintenance and annual increasing costs.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 2 and 3)	1	2	1 and 2	EO 1: Ongoing EO 2: Ongoing	<u>2018 Recommendation:</u> The Committee emphasizes the need for qualified technical/specialized air conditioning personnel. The Committee recommends that support staff receive training in specialized/skilled areas. The Committee recommends that the institution utilize the TTD Apprenticeship Program. The Committee also recommends for the institution to assist all maintenance personnel to get certification as per requirement in their area of expertise. <u>2020 Recommendation:</u> The Committee recommends that the Standard III.A committee research and revisit the classification for hard-to-fill areas to ensure competitive salaries or provide opportunities for contractual services based on the needs of the College and recommends to include this in the classification system. (Air Condition Maintenance, Engineers, Carpentry, Plumbing, etc.)
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)	2	1	1 and 2	EO 1: Ongoing EO 2: Ongoing	<u>2018 Recommendation:</u> Committee Inquiries: Are blueprints for existing buildings such as the Library, Lecture Hall, and other recent constructions available or archived? If so where? <u>2020 Recommendation:</u> Current blueprints as noted in the Committee's 2018 Recommendation are with the Physical Facilities and Management Officer. The President in collaboration with the Grants Writer continue to seek grants applicable for an Archive Center – plans to expand the Library to store all ASCC Blueprints and other institutional records.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)	2	1	3 and 4	EO 3: Completed EO 4: Completed	<u>2018 Recommendation:</u> Ongoing <u>2020 Recommendation:</u> (Quality Assurance) The College identifies a sustainable cycle for the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcome 1)	2	1	5	EO 5: Ongoing	<u>2018 Recommendation:</u> The Committee recommends reviewing the Comprehensive Maintenance Plan to be integrated with the annual budget preparation and review process.

Academic Excellence Expected Outcome 1)					The Committee recommends establishing the FRC to assess the Maintenance Plan 2015-2020, and to make recommendations for institutional dialogue in ASCC's budget preparation as applicable to local and federal funding. <u>2020 Recommendation:</u> The College identifies a sustainable cycle for the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process. The plan should include internal maintenance and new construction plans linked to a proposed budget based on local fund or Federal Capital Improvement Plans (CIP) funds and other applicable grant funding sources.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 1, 3, and 4)	3	1	1, 2, and 3	EO 1: Completed EO 2: Completed EO 3: Completed	<u>2018 Recommendation:</u> Ongoing <u>2020 Recommendation:</u> (Quality Assurance) The College continues to monitor its internal control processes to determine the quality of services offered and timeliness. Services include the procuring of resources as well as building code compliance and safety.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 1)	3	1	4, 5, and 6	EO 4: Ongoing EO 5: Ongoing EO 6: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that training across the board for proper care and usage of facilities and equipment to reduce ASCC overhead cost on maintenance. This training should be headed by PFM and TTD. The Committee recommends to include Finance and MIS versus TTD and to clarify the role of FRC in the implementation process. <u>2020 Recommendation:</u> The Committee recommends that Resource Specialist coordinates the assessment of resources used that include repairs, maintenance, and new constructions in consultation with the Administrative Services officers to ensure the assessment of the College's Comprehensive Maintenance Plan and resources. Note: Due to the many committees that require the attendance and participation of all administrative services leaders, the Resource Specialist position has been created in 2019 as a mean to address this need.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 1)	4	1	1	EO 1: Completed	<u>2018 Recommendation:</u> Ongoing <u>2020 Recommendation:</u> (Quality Assurance) The College identifies a cycle for the continued development of the five-year Comprehensive Maintenance Plan to include an annual assessment that coincides with the annual budget call process.
Physical Facilities and Maintenance Plan: (Aligned to Academic Excellence Expected Outcomes 1)	4	1	1	EO 2: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that the FRC be established for the review, assessment, and implementation of this expected outcome. A review of the budget ceiling for maintenance/facilities and resource allocation according to the PFM Plan 2015-2020.

					<u>2020 Recommendation:</u> The Committee recommends that Resource Specialist coordinates the assessment of resources used that include repairs, maintenance, and new constructions in consultation with the Administrative Services officers to ensure the assessment of the College's Comprehensive Maintenance Plan and resources. Note: Due to the many committees that require the attendance and participation of all administrative services leaders, the Resource Specialist position has been created in 2019 as a mean to address this need.
Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcome 1)</i>	1	2	1, 2, and 3	EO 1: Completed EO 2: Ongoing EO 3: Completed	<u>2018 Recommendation:</u> The Committee recommends for the PFM to implement a regular maintenance schedule: Weekly, Bi-Weekly, Monthly, or Quarterly. This is to assist in the reduction of emergency repairs for our facilities. (Transparency plans to be included in reports) It is noted that maintenance is done based on Job Orders. The Committee noted a routine maintenance of A/C is currently practiced. The Committee recommends to link schedules (SOPs) to the Comprehensive Maintenance Plan 2015-2020 and implement. <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the College continues to review the effectiveness of its plans and resources allocated to conduct timely repairs/maintenance of facilities. It is important that the College assesses and documents yearly damages incurred as a result of limited funding. The Resource Specialist continue to coordinate the implementation and assessment of the College's air-condition units utilizing the template developed to monitor the cost per year for regular maintenance and repairs.
Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcome 2)</i>	1	2	4 and 5	EO 4: Ongoing EO 5: Ongoing	<u>2018 Recommendation:</u> The Committee emphasized the need for qualified technical/specialized air conditioning personnel. The Committee recommends that support staff receive training in specialized/skilled areas. The Committee recommends that the institution utilize the TTD Apprenticeship Program to assist maintenance personnel to receive certification as per requirement in their area of expertise. <u>2020 Recommendation:</u> The Committee recommends to allocate financial resources to the Trade and Technical Department to expand its curricula/certification programs in technical specialized areas that include maintenance of air-conditioners, carpentry, IT, and engineering as a mean to address the needs of the College. Update: Several Physical Facilities and Maintenance staff participated in the Apprenticeship certification courses offered in 2019 and 2020.

Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcomes 1 and 3)</i>	1	3	3 and 4	EO 3: Ongoing EO 4: Completed	<u>2018 Recommendation:</u> The Committee recommends reviewing the appropriateness of a long-term professional development plan based on growth, compliance, and continuous improvements. <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the Administrative Services officers coordinate and compile data following its program review processes to solicit data from faculty and staff based on the need that include: 1. Systems, hardware, software 2. Access (electronic/physical) 3. Professional Development 4. Facility Maintenance 5. Safety and Campus Life 6. Budget 7. Personnel 8. Equipment
---	---	---	---------	----------------------------------	--

Academic Excellence: Goal 1 – Objective 5 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
Technology Plan: <i>(Aligned to Academic Excellence Expected Outcomes 1)</i>	1	1	1, 2, 3, 4, 5, and 7	EO 1: Ongoing EO 2: Ongoing EO 3: Ongoing EO 4: Ongoing EO 5: Ongoing EO 7: Ongoing	<u>2018 Recommendation:</u> The Committee recommends to clearly establish the Technology Resource Committee (TRC) with clarification of roles and responsibilities. The Committee recommends submitting all processes dealing with technology into evidence and assign someone in TRC to review local and federal regulations. Request someone in IE to collect all data from all labs to make a “semester-based report” on computer accessibility for students. The Committee emphasizes that the “Minimum Specs” for computers needs to be reviewed and updated every three years to keep up with the ever-changing technological environment. Operating systems, internet browsers, Microsoft office, and antivirus should be included. Connectivity should also be considered in minimum specs. Internet connection is conducive to student learning, so speed matters. <u>2020 Recommendation:</u> The Committee recommends that the Accreditation Standard III Resource Sub-Leads (composition of Administrative Services officers and Chaired by the Vice President of Administration and Finance) devise a plan to include all resources of

					the College as well as data collection methods and processes that coincide with the Administrative Services program review, to determine quality of all current and future resources purchases, maintenance measures/sustainability, compatibility, and compliance to federal and local resource requirements. Note: As a result of monitoring the College's ISP 2015-2020, the Plan emphasizes the importance of establishing multiple Resource committees for Physical Facilities, Technology, Staffing, and Total Cost of Ownership with specific functions to address the needs of the College's plans; all for which particular individuals participate in with different expectations and roles. The Committee observed the 'added burden' specific individuals experience given the workload increase as well as meeting deadlines, while trying to address daily challenges particular to an individual's full-time position.
Technology Plan: (Aligned to Academic Excellence Expected Outcome 3)	1	1	6	EO 6: Completed	<u>2018 Recommendation:</u> The Committee recommends that training should include all staff and faculty utilizing internal resources and programs. <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the 'Accreditation Standard III Committee' continues to assess, plan, and communicate information annually on technology resources and trainings to be presented each fall semester during the ASCC Convocation.
Technology Plan: (Aligned to Academic Excellence Expected Outcomes 2 and 3)	1	1	7, and 8	EO 7: Ongoing EO 8: Ongoing	<u>2018 Recommendation:</u> There is no evidence of a plan for an annual assessment is in place. Expected outcome eight mentions a replacement and purchase plan. There is a maintenance plan but not in technology evidence. The Committee recommends the review of the TRC roles to include the technological needs of the institution. <u>2020 Recommendation:</u> The College identifies a sustainable cycle for the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process. The plan should include internal maintenance and new construction plans linked to a proposed budget based on local fund or Federal Capital Improvement Plans (CIP) funds and other applicable grant funding sources.
Technology Plan: (Aligned to Academic Excellence Expected Outcome 3)	1	1	9	EO 9: Ongoing	<u>2018 Recommendation:</u> The Committee recommends the review of the TRC roles to include the technological needs of the institution. <u>2020 Recommendation:</u> The College defines a cycle that includes and annual timeline of dates for the tracking and replacement of end-of-life equipment, linked to an annual inventory of physical assets and disposal processes.

Technology Plan: (Aligned to Academic Excellence Expected Outcome 3)	1	2	1 and 2	EO 1: Completed EO 2: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that an upgrade for software be updated periodically. Note: Accessibility (administrative privilege) and confidentiality clarification in policies and institutional procedures for ASCC operations. <u>2020 Recommendation:</u> The Committee recommends that Accreditation Standard III Resource committee provide collaborate on devising a plan that differentiates between personnel user accessibility and privileges to ASCC systems. The Committee also recommends to reassess the sustainability of Datatel or replacement of this system as applicable. <u>Update:</u> During the Board's Annual 2019 Retreat, Chapter 9 policies were approved by the Board: • Chapter 9: Information Technology ○ Section I: Information Technology Policies ○ Section II: Computer Usages ○ Section III: Information Technology Communications In August 2020, the 2002 Microsoft Outlook email server was replaced with G-Suite Google Mail. The College also purchased MOODLE servers to upgrade the College's Course Management systems. The purchasing of equipment was possible under COVID – 19 funding.
Technology Plan: (Aligned to Academic Excellence Expected Outcome 2)	2	1	1	EO: 1: Completed	<u>2018 Recommendation:</u> The Committee recommends that network design should be reviewed. Sub-networks should be implemented for security issues. The Committee recommends that the phone system should be upgraded to a PBX system that is based on a SIP standard. The Committee recommends to initiate the roles of the TRC. <u>2020 Recommendation:</u> The Committee recommends the continued monitoring of the College's network system. 85% of network hardware and systems have been upgraded through COVID – 19 funding. This also includes the purchasing of 400 VoIP phones to be installed in all offices. The Committee recommends that the Accreditation Standard III Resources committee continue to monitor the sustainability of all newly purchased equipment as well as the plan to address the end-of-life cycle for all equipment as well as the disposing of equipment.

Technology Plan: (Aligned to Academic Excellence Expected Outcome 1)	2	1	2 and 3	EO 2: Ongoing EO 3: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that status Reports be based on data usage for random users to be studied. Note: Refer to the review of the TRC. The Committee recommends that an external consultant should be hired to assess the connectivity, network stability and future expansion to be assessed every three years. (Review appropriateness) <u>2020 Recommendation:</u> The Committee recommends that a report is generated monthly to monitor the status reports for all internet (wireless and LAN) user connectivity and usage. The report shall be included the College's report (Quarter Performance Reports) for continued assessment on the use of broadband services to assist with the procurement of funding in preparation for the College's Annual Budget Call. The Committee recommends that ASCC exhausts all measures to participate in the ASG-Territorial Broadband Subgroup on the developing of broadband needs for the territory as well as to seek MOU negotiations as applicable with local Internet Service Providers on broadband needs and assessments of broadband services offered at ASCC.
Technology Plan: (Aligned to Academic Excellence Expected Outcome 2)	3	1	1	EO 1: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that Distant Learning technologies be re-visited. Note: Revive Distance Learning (Compatibility with Moodle) Review efficacy of distance learning and asynchronous online learning. The Committee recommends that online support services be available after hours so that continuing education students have access to these services. <u>2020 Recommendations:</u> (Update) The College under precautionary measures in response to the coronavirus global pandemic has entered to provide online course access/distance learning for students and instructional and support services online beginning in March 2020. The movement coupled with COVID – 19 funding has provided access to purchase hardware to include the upgrading of the College's telephone systems, Course Management Systems, Network Hardware, and Email and Website Servers. Funds also provided avenues to provide contractual services to expand MIS services as well as support services beyond regular working hours to accommodate students. The Committee recommends that the College continue to review Accreditation Substantive change policies for the offering of Distance Learning. A request was received from the Teacher Education

					Department/American Samoa Bachelors in Education Program to offer its MOU certification courses via distance learning. Recommendation also includes to devise a sustainability plan to include the costs for sustaining distance learning programs at the College.
Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcome 1)</i>	1	1	1 and 2	EO 1: Ongoing EO 2: Completed	<u>2018 Recommendation:</u> Fixed Asset Inventory only captures PO with amounts of \$5,000 and above. The Committee recommends the review of the inventory process to capture all technology equipment. In addition, it is recommended that the institution review Policy 7000.6 of Inventories of Materials and Equipment that all divisions are responsible to keep their own inventories. <u>2020 Recommendation:</u> (Update) The Vice President of Administrative Services and Finance has implemented a plan with the Administrative Services officers (Finance, Procurement, HRO, PFM, and IO) to implement the fixed inventory assessment and plan to include all equipment purchases less than \$5,000.00 for accountability purposes. This directive was prompted due to a finding the in College's 2019 Audit Report whereas an inventory on fixed assets has not been done during that audited period and the fact that there are too many items in the fixed asset inventory that have not been reassessed. The Committee recommends that a cycle and processes is defined and followed to ensure that the College conducts an annual fixed asset inventory to include all physical equipment as well as purchases less than \$5,000.00. This will provide accurate documentation of the College's fixed asset inventory. The Committee also recommends that the fixed asset inventory coincide with the disposing processes for all damaged equipment or bidding processes for selling end-of-life equipment.
Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcome 1)</i>	1	1	3 and 4	EO 3: Ongoing EO 4: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that MIS support staff receive their required annual update training and/or get the required certification to support the institution technology needs. The Committee recommends across board training for the institution on proper usages of all technology and equipment. The Committee recommends including training during ASCC's Annual Convocation. <u>2020 Recommendation:</u> (Update) MIS staff in 2020 participated in the teaching of the College's Apprenticeship program certification courses in the areas of network communications, website, and computer hardware courses. There appears to be a flaw is the 2018 recommendation whereas MIS services currently offered in these areas are critical.

					The College however has assured the appropriate trainings for current and new technologies that were purchased through COVID – 19 funding. Trainings include MOODLE, Zoom, and G-Suite email. The College continues to offer trainings for these technologies for precautionary purposes in response to the coronavirus. The Committee recommends that the College includes in its 2021-2026 Comprehensive Maintenance Plan, plans to ensure annual or biennially training based on system upgrades and new technologies that coincide with the technological assessment needs of students, faculty and staff.
Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcomes 2 and 3)</i>	1	1	5	EO 5: Ongoing	<u>2018 Recommendation:</u> The Committee recommends to revise language on expected outcomes #5 to reflect institutional assessment of internet instead to software accessibility etc. <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the College continues to review the effectiveness of its technology plans and resources allocated to conduct timely upgrades/maintenance of application, system, multimedia resources. It is important that the College assesses and documents yearly damages incurred as a result of limited funding. The Resource Specialist continue to coordinate the implementation and assessment of the College's technological resources utilizing the template developed to monitor the cost per year for regular maintenance and repairs.
Total Cost of Ownership Plan: <i>(Aligned to Academic Excellence Expected Outcomes 1, 2, and 3)</i>	1	1	6	EO 6: Completed	<u>2018 Recommendation:</u> For ongoing quality assurance, a recommendation to link budget processes to the 2015-2020 Comprehensive Maintenance Plan. <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the College links the President's annual priorities to the 2021-2026 Comprehensive Maintenance Plan.

Academic Excellence: Goal 1 – Objective 7 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.

Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
Staffing Plan:	3	1	4	EO 4: Completed	<u>2018 Update:</u> An MOU has been signed between ASDOE and ASCC. <u>2020 Recommendation:</u> (Quality Assurance) The Committee recommends that the College continue to review data on students transitioning to the workforce as a

					mean to assess the entrance salaries in comparison to the Governor's beginning salary mandates (High school diploma, AA/AS, BA/BS, and MA/MS). The Committee recommends that salary ranges be monitored in the public and private sectors as a mean to provide a review of the College's employee classification system.
--	--	--	--	--	--

Academic Excellence: Goal 1 – Objective 8 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Recommendations/Updates:
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 1 and 2)</i>	3	1	2 and 3	EO 2: Ongoing EO 3: Ongoing	<u>2018 Recommendation:</u> The Committee recommends that personnel needs be institutionally documented and referred through the process of prioritization. <u>2020 Recommendation:</u> (Update) A reclassification for faculty proposal was submitted in 2018 by the Dean/Acting VP of Academics in collaboration with the Executive Director of IE, and HRO. The proposal has been reviewed in 2019 in comparison to the approved ASDOE new classification for teachers. Modifications were made to ensure higher ranges for postsecondary faculty to include specialized areas (hard to fill positions). Beginning in the Fall 2019, the Vice President of Administration and Finance worked collaborative with admin services leaders and the HRO to revisit the College's classification system in respect to positions and salaries. A continued review is still in progress. The Committee recommends to continue the clarification of the College's classification system to include an annual cycle and meeting digital archives.

Academic Excellence: Goal 2 – Objective 1 – Expected Outcomes aligned to Staffing, Technology, Physical Facilities, and Total Cost of Ownership plans.					
Strategic Focus	Goals:	Objectives:	Expected Outcomes:	Status:	Committee/Updates:
Staffing Plan: <i>(Aligned to Academic Excellence Expected Outcome 2)</i>	2	1	1	EO 1: Ongoing	<u>2018 Recommendation:</u> The Committee recommends the initiation of the SRC to review the planning processes.

					<u>2020 Recommendation:</u> The Committee recommends that the Vice President of Administration and Finance in collaboration with the Accreditation Standard III Resources committee to propose an update to the College's 2003 approved ASCC General Pay Schedule to remove all classification ranges that are below minimum wage and to submit the changes for the President's review and approval of the Board.
Staffing Plan: (Aligned to Academic Excellence Expected Outcome 2)	2	1	2	EO 2: Ongoing	<u>2018 Recommendation:</u> The Committee recommends clarifying current drafts for clarity and continuous improvements. <u>2020 Recommendation:</u> The Committee recommends to provide clarifications on the ASCC General Pay Schedule to define clauses linked to scope/professional responsibility for all classified staff. Descriptions defined coincide with the grade ranges on both General and Teacher scales.
Total Cost of Ownership Plan: (Aligned to Academic Excellence Expected Outcomes 1 and 2)	1	3	1 and 2	EO 1: Partially Completed EO 2: Ongoing	<u>2018 Recommendation:</u> There is evidence that there has been some reclassification done within the institution based on the Governor's mandate in reference to the Bachelor and Master Degree. The Committee recommends the need to clarify and outline the process for the institutional reclassification. <u>2020 Recommendations:</u> (Update) A second mandate was released by the Governor's Office for the classifying of pay for High school diploma and AA/AS degree holders. The Committee recommends that the College reassess all position accordingly to the mandate and to devise a plan that emphasizes the impact caused to existing salaried positions.

Administrative Services status updates and recommendations organized by each Plan:

The following section of the summarize report was utilized by the Administrative Services divisions to organize its recommendations according to 2015-2020 Institutional Strategic Plan (individual plans). This section of the report was used to summarize its overall recommendations to base its final recommendations and noted on pages nine and ten.

II. STRATEGIC TECHNOLOGY PLAN

Technology Plan - Goal 1: Objective 1	Technology Plan - Goal 1: Objective 2	Technology Plan - Goal 2: Objective 1	Technology Plan - Goal 3: Objective 1
1. <u>Expected Outcomes 1, 2, 3, 4, 5, 6, and 7:</u> The Committee recommends that the Accreditation Standard III Resource Sub-Leads (composition of Administrative Services officers and Chaired by the Vice President of Administration and Finance) devise a plan to include all resources of the College as well as data collection methods and processes that coincide with the Administrative Services program review, to determine quality of all current and future resources purchases, maintenance measures/sustainability, compatibility, and compliance to federal and local resource requirements. Note: As a result of monitoring the College's ISP 2015-2020, the Plan emphasizes the importance of establishing multiple Resource committees for Physical Facilities, Technology, Staffing, and Total Cost of Ownership with specific functions to address the needs of the College's plans; all for which particular individuals participate in with different expectations and roles. The Committee observed the 'added burden' specific individuals experience given the workload increase as well as meeting deadlines, while trying to address daily challenges particular to an individual's full-time position. 2. <u>Expected Outcome 6:</u> (Quality Assurance) The Committee recommends that the 'Accreditation Standard III Committee' continues to assess, plan, and	1. <u>Expected Outcomes 1 and 2:</u> The Committee recommends that Accreditation Standard III Resource committee provide collaborate on devising a plan that differentiates between personnel user accessibility and privileges to ASCC systems. The Committee also recommends to reassess the sustainability of Datatel or replacement of this system as applicable. <u>Update:</u> During the Board's Annual 2019 Retreat, Chapter 9 policies were approved by the Board: Chapter 9: Information Technology ○ Section I: Information Technology Policies ○ Section II: Computer Usages ○ Section III: Information Technology Communications In August 2020, the 2002 Microsoft Outlook email server was replaced with G-Suite Google Mail. The College also purchased MOODLE servers to upgrade the College's Course Management systems. The purchasing of equipment was possible under COVID – 19 funding.	1. <u>Expected Outcome 1:</u> The Committee recommends the continued monitoring of the College's network system. 85% of network hardware and systems have been upgraded through COVID – 19 funding. This also includes the purchasing of 400 VoIP phones to be installed in all offices. The Committee recommends that the Accreditation Standard III Resources committee continue to monitor the sustainability of all newly purchased equipment as well as the plan to address the end-of-life cycle for all equipment as well as the disposing of equipment. 2. <u>Expected Outcomes 2 and 3:</u> The Committee recommends that a report is generated monthly to monitor the status reports for all internet (wireless and LAN) user connectivity and usage. The report shall be included the College's report (Quarter Performance Reports) for continued assessment on the use of broadband services to assist with the procurement of funding in preparation for the College's Annual Budget Call. The Committee recommends that ASCC exhausts all measures to participate in the ASG-Territorial Broadband Subgroup on the developing of broadband needs for the territory as well as to seek MOU negotiations as applicable with local Internet Service Providers on broadband needs and assessments of broadband services offered at ASCC.	1. <u>Expected Outcome 1:</u> (Update) The College under precautionary measures in response to the coronavirus global pandemic has entered to provide online course access/distance learning for students and instructional and support services online beginning in March 2020. The movement coupled with COVID – 19 funding has provided access to purchase hardware to include the upgrading of the College's telephone systems, Course Management Systems, Network Hardware, and Email and Website Servers. Funds also provided avenues to provide contractual services to expand MIS services as well as support services beyond regular working hours to accommodate students. The Committee recommends that the College continue to review Accreditation Substantive change policies for the offering of Distance Learning. A request was received from the Teacher Education Department/American Samoa Bachelors in Education Program to offer its MOU certification courses via distance learning. Recommendation also includes to devise a sustainability plan to include the costs for sustaining distance learning programs at the College.

communicate information annually on technology resources and trainings to be presented each fall semester during the ASCC Convocation. 3. <u>Expected Outcomes 7 and 8</u>: The College identifies a sustainable cycle for the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process. The plan should include internal maintenance and new construction plans linked to a proposed budget based on local fund or Federal Capital Improvement Plans (CIP) funds and other applicable grant funding sources. 4. <u>Expected Outcome 9</u>: The College defines a cycle that includes and annual timeline of dates for the tracking and replacement of end-of-life equipment, linked to an annual inventory of physical assets and disposal processes.			
--	--	--	--

III. STRATEGIC PHYSICAL FACILITIES AND MAINTENANCE (PFM) PLAN

PFM Plan - Goal 1: Objective 1	PFM Plan - Goal 1: Objective 2	PFM Plan - Goal 2: Objective 1	PFM Plan - Goal 3: Objective 1	PFM Plan - Goal 4: Objective 1
1. <u>Expected Outcomes 1, 2, and 3</u>: The Committee recommends that Resource Specialist coordinates the assessment of resources used that include repairs, maintenance, and new constructions in consultation with the Physical Facilities and Management Officer to ensure the assessment of the College's Comprehensive Maintenance Plan. Note: Due to the many committees that require the attendance and participation of all administrative services leaders, the Resource Specialist	1. <u>Expected Outcomes 1 and 2</u>: The Committee recommends that the Standard III.A committee research and revisit the classification for hard-to-fill areas to ensure competitive salaries or provide opportunities for contractual services based on the needs of the College and recommends to include this in the classification system. (Air Condition Maintenance, Engineers, Carpentry, Plumbing, etc.)	1. <u>Expected Outcomes 1 and 2</u>: Current blueprints as noted in the Committee's 2018 Recommendation are with the Physical Facilities and Management Officer. The President in collaboration with the Grants Writer continue to seek grants applicable for an Archive Center – plans to expand the Library to store all ASCC Blueprints and other institutional records. 2. <u>Expected Outcome 4</u>: (Quality Assurance) The College identifies a sustainable cycle for	1. <u>Expected Outcomes 1, 2, and 3</u>: (Quality Assurance) The College continues to monitor its internal control processes to determine the quality of services offered and timeliness. Services include the procuring of resources as well as building code compliance and safety. 2. <u>Expected Outcomes 4, 5, and 6</u>: The Committee recommends that Resource Specialist coordinates the assessment of resources used that include repairs, maintenance, and new constructions in consultation	1. <u>Expected Outcome 1</u>: (Quality Assurance) The College identifies a cycle for the continued development of the five-year Comprehensive Maintenance Plan to include an annual assessment that coincides with the annual budget call process. 2. <u>Expected Outcome 2</u>: The Committee recommends that Resource Specialist coordinates the assessment of resources used that include repairs, maintenance, and new constructions in consultation

position has been created in 2019 as a mean to address this need. 2. <u>Expected Outcomes 4 and 5:</u> (Quality Assurance) The Committee recommends the continued updating/developing of the Comprehensive 2021-2026 Maintenance Plan. 3. <u>Expected Outcome 6:</u> The College must continue to determine/seek revenue sources for physical structural maintenance and annual increasing costs.		the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process. 3. <u>Expected Outcome 5:</u> The College identifies a sustainable cycle for the continued review, assessment, and evaluation of the five-year Comprehensive Maintenance Plan that coincides with the annual budget call process. The plan should include internal maintenance and new construction plans linked to a proposed budget based on local fund or Federal Capital Improvement Plans (CIP) funds and other applicable grant funding sources.	with the Administrative Services officers to ensure the assessment of the College's Comprehensive Maintenance Plan and resources. Note: Due to the many committees that require the attendance and participation of all administrative services leaders, the Resource Specialist position has been created in 2019 as a mean to address this need.	with the Administrative Services officers to ensure the assessment of the College's Comprehensive Maintenance Plan and resources. Note: Due to the many committees that require the attendance and participation of all administrative services leaders, the Resource Specialist position has been created in 2019 as a mean to address this need.
--	--	---	---	---

IV. STRATEGIC STAFFING PLAN			
Staffing Plan - Goal 1: Objective 1	Staffing Plan - Goal 2: Objective 1	Staffing Plan - Goal 3: Objective 1	
1. <u>Expected Outcomes 1, 2, and 3:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards. 2. <u>Expected Outcomes 1 and 2:</u> The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.	1. <u>Expected Outcome 1:</u> The Committee recommends that the Vice President of Administration and Finance in collaboration with the Accreditation Standard III Resources committee to propose an update to the College's 2003 approved ASCC General Pay Schedule to remove all classification ranges that are below minimum wage and to submit the changes for the President's review and approval of the Board. 2. <u>Expected Outcome 2:</u> The Committee recommends to provide clarifications on the ASCC General Pay Schedule to define clauses linked to scope/professional responsibility for all classified staff. Descriptions defined coincide with the grade ranges on both General and Teacher scales. 3. <u>Expected Outcomes 3 and 4:</u> (Quality Assurance) A process is identified and documented to ensure a cycle for the evaluating of all performance instruments used to evaluate ASCC personnel. The process shall include data statistics compiled by the Human Resources Office to aid in the decision-making processes.	1. <u>Expected Outcome 1:</u> (Quality Assurance) Recommend to continue the clarification of the College's classification system to include an annual cycle and meeting digital archives. 2. <u>Expected Outcomes 2 and 3:</u> (Update) A reclassification for faculty proposal was submitted in 2018 by the Dean/Acting VP of Academics in collaboration with the Executive Director of IE, and HRO. The proposal has been reviewed in 2019 in comparison to the approved ASDOE new classification for teachers. Modifications were made to ensure higher ranges for postsecondary faculty to include specialized areas (hard to fill positions). Beginning in the Fall 2019, the Vice President of Administration and Finance worked collaborative with admin services leaders and the HRO to revisit the College's classification system in respect to positions and salaries. A continued review is still in progress. The Committee recommends to continue the clarification of the College's classification system to include an annual cycle and meeting digital archives.	

3. <u>Expected Outcomes 3 and 4</u>: The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards. 4. <u>Expected Outcome 4</u>: Recommend to continue the clarification of the College’s classification system to include an annual cycle and meeting digital archives. The College’s classification system differentiates the levels of qualifications, certification, linked to performance evaluations. 5. <u>Expected Outcome 5</u>: The College has an existing committee structure with a similar purpose currently under the Accreditation Standard III.A Committee. It is recommended that the Accreditation Chair for Standard III.A – Vice President of Administration and Finance and Accreditation Lead – Human Resources Officer continue to facilitate and document an annual cycle of constant reviews consistent with EO 1, 2, 3, 4, 5, and that of the Accreditation Standards.		3. <u>Expected Outcome 4</u>: (Quality Assurance) The Committee recommends that the College continue to review data on students transitioning to the workforce as a mean to assess the entrance salaries in comparison to the Governor’s beginning salary mandates (High school diploma, AA/AS, BA/BS, and MA/MS). The Committee recommends that salary ranges be monitored in the public and private sectors as a mean to provide a review of the College’s employee classification system.
--	--	---

V. STRATEGIC TOTAL COST OF OWNERSHIP (TCO) PLAN

TCO Plan - Goal 1: Objective 1	TCO Plan - Goal 1: Objective 2	TCO Plan - Goal 1: Objective 3
1. <u>Expected Outcomes 1 and 2</u>: (Update) The Vice President of Administrative Services and Finance has implemented a plan with the Administrative Services officers (Finance, Procurement, HRO, PFM, and IO) to implement the fixed inventory assessment and plan to include all equipment purchases less than \$5,000.00 for accountability purposes. This directive was prompted due to a finding in the College’s 2019 Audit Report whereas an inventory on fixed assets has not been done during that audited period and the fact that there are too many items in the fixed asset inventory that have not been reassessed. The Committee recommends that a cycle and processes is defined and followed to ensure that the College conducts an annual fixed asset inventory to include all physical equipment as well as purchases less than \$5,000.00. This will provide	1. <u>Expected Outcomes 1, 2, and 3</u>: (Quality Assurance) The Committee recommends that the College continues to review the effectiveness of its plans and resources allocated to conduct timely repairs/maintenance of facilities. It is important that the College assesses and documents yearly damages incurred as a result of limited funding. The Resource Specialist continue to coordinate the implementation and assessment of the College’s air-condition units utilizing the template developed to monitor the cost per year for regular maintenance and repairs. 2. <u>Expected Outcomes 4 and 5</u>: The Committee recommends to allocate financial resources to the Trade and Technical Department to expand its curricula/certification programs in technical specialized areas that include maintenance of air-conditioners, carpentry, IT, and engineering as a mean to	1. <u>Expected Outcomes 1 and 2</u>: (Update) A second mandate was released by the Governor’s Office for the classifying of pay for High school diploma and AA/AS degree holders. The Committee recommends that the College reassess all position accordingly to the mandate and to devise a plan that emphasizes the impact caused to existing salaried positions. 2. <u>Expected Outcomes 3 and 4</u>: (Quality Assurance) The Committee recommends that the Administrative Services officers coordinate and compile data following its program review processes to solicit data from faculty and staff based on the need that include: 1. Systems, hardware, software 2. Access (electronic/physical) 3. Professional Development

accurate documentation of the College's fixed asset inventory. The Committee also recommends that the fixed asset inventory coincide with the disposing processes for all damaged equipment or bidding processes for selling end-of-life equipment. 2. <u>Expected Outcomes 3 and 4:</u> (Update) MIS staff in 2020 participated in the teaching of the College's Apprenticeship program certification courses in the areas of network communications, website, and computer hardware courses. There appears to be a flaw in the 2018 recommendation whereas MIS services currently offered in these areas are critical. The College however has assured the appropriate trainings for current and new technologies that were purchased through COVID – 19 funding. Trainings include MOODLE, Zoom, and G-Suite email. The College continues to offer trainings for these technologies for precautionary purposes in response to the coronavirus. The Committee recommends that the College includes in its 2021-2026 Comprehensive Maintenance Plan, plans to ensure annual or biennially training based on system upgrades and new technologies that coincide with the technological assessment needs of students, faculty and staff. 3. <u>Expected Outcome 5:</u> (Quality Assurance) The Committee recommends that the College continues to review the effectiveness of its technology plans and resources allocated to conduct timely upgrades/maintenance of application, system, multimedia resources. It is important that the College assesses and documents yearly damages incurred as a result of limited funding. 4. <u>Expected Outcome 6:</u> The Resource Specialist continue to coordinate the implementation and assessment of the College's technological resources utilizing the template developed to monitor the cost per year for regular maintenance and repairs. (Quality Assurance) The Committee recommends that the College links the President's annual priorities to the 2021-2026 Comprehensive Maintenance Plan.	address the needs of the College. Update: Several Physical Facilities and Maintenance staff participated in the Apprenticeship certification courses offered in 2019 and 2020.	4. Facility Maintenance 5. Safety and Campus Life 6. Budget 7. Personnel 8. Equipment 3. <u>Expected Outcomes 5 and 6:</u> (Quality Assurance) The Committee recommends the continued updating/developing of the Comprehensive 2021-2026 Maintenance Plan.
--	---	--

All recommendations were reviewed and reorganized using theming and coding processes to eliminate duplication/repetition for each recommendation. After grouping all recommendations according to theme, the coding process was utilized to align all original recommendations to each of the stand-out themes. The list of codes represents the Section Plan Number (*Italic # - I*), followed by the

Goal Number (G#), Objective Number (O#), and Recommendation Number (R#). Each of the plans are number by section: Technology Plan (II), Physical Facilities and Maintenance (III), Staffing (IV), and Total Cost of Ownership (V).

General Recommendations Coded:

1. The review committee recommends that the administrators of all administrative service division formalize a committee titled “Resource Committee” that will aid in the devising of a sustainable plan that encompasses a cycle and timeline for all ASCC resources. This Committee is recommended to be a Standing Committee bound by bylaws and chaired by the Vice President of Administrative Services and Finance to address the resource needs of the College as well as seeking potential funding through eligible grant programs that may assist the College. *(II:G1:O1:R1, IV:G1:O1:R1, IV:G1:O1:R2, IV:G1:O1:R3, IV:G1:O1:R5)*
2. The review committee recommends that a sustainable plan and clear processes for the Five Year(s) Comprehensive Maintenance Plan to include the following:
 - a. Ongoing Cycle System of Review *(II:G1:O1:R3, III:G1:O1:R2, III:G3:O1:R1, V:G1:O2:R1, V:G1:O3:R3)*
 - b. Coincides with the Annual Budget Process and Capital Improvement Plans *(III:G2:O1:R2, III:G2:O1:R3, III:G4:O1:R1)*
 - c. Timeline for the tracking of end-of-life equipment, replacement and disposal *(II:G1:O1:R3)*
 - d. Role of the Resource Specialist *(III:G1:O1:R1, III:G3:O1:R2, III:G4:O1:R2, V:G1:O1:R4)*
3. The review committee recommends that the College initiate the necessary Accreditation processes for the offering of Distance Education/Substantive Change Requirements *(II:G3:O1:R1)*
4. The review committee recommends that the Vice President of Administration and Finance develop an annual program review for all ASCC resources and administrative services. *(V:G1:O3:R2)*

Technology Recommendations Coded:

1. The review committee recommends that available Technology Resources and Training opportunities be conducted to faculty and staff. An annual or biennial plan is developed based on the needs of all ASCC personnel in areas of technology. *(II:G1:O1:R2, V:G1:O1:R2)*
2. The review committee recommends timely system maintenance and costs to determine the continued needs of the College and systems necessary and conducive to its needs. *(V:G1:O1:R3)*
3. The review committee recommends that the College develops rules and regulations and/or policies necessary for the solidifying of technology plans for purchasing, system access, and distribution of technological resources. *(II:G1:O2:R1, II:G2:O1:R1)*
4. The review committee recommends that that the College provide monthly network broadband reports on the usage of broadband services to determine the needed capacity for internet usage for students, faculty and staff. *(II:G2:O1:R2)*

Physical Facilities and Maintenance Plan Coded:

1. The review committee recommends that the College continue to advocate to seek opportunities in funding to support its operational needs. *(V:G1:O2:R2)*
 - a. Hard-to-fill areas are addressed *(Reclassification)*
 - b. Archiving of Blueprints for all College facilities
 - c. Physical Facility Improvements

Staffing Recommendations Coded:

1. The review committee recommends that the College thorough review its current classification system to ensure competitive classification grades for all personnel. *(III:G1:O2:R1, IV:G1:O1:R4, IV:G3:O1:R1, IV:G3:O1:R3, V:G1:O3:R1)*
 - a. Hard-to-fill areas are addressed – internal trainings and certification for staff
 - b. Clarifications of ASCC classification system versus ASG approved classifications
2. The review committee recommends that College provide an update to the ASCC approved 2003 General Pay Schedule to include mandates that were recently approved by the American Samoa Government. *(IV:G2:O1:R1, IV:G2:O1:R2)*
3. The review committee recommends that the College documents the review of the ASCC’s performance evaluation data and determine how this data is conducive to decision-making. *(IV:G2:O1:R3)*
4. The review committee recommends that the College devise an implementation plan for implementing the reclassification of faculty using a percentage of monies received from the Tobacco Tax. *(IV:G3:O1:R2)*

Total Cost of Ownership Recommendations Coded:

1. The review committee recommends that the College implement its processes for Fixed Asset Inventory regularly following an approved schedule and cycle. *(V:G1:O1:R1)*
2. The review committee recommends that the College work closely with its external stakeholders (Senators, District Representatives) to determine areas to fund the College’s subsidies as per Public Law 22-30. *(III:G1:O1:R3)*