
ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

Board of Higher Education Review & Approval
June 2014, Annual Meeting

American Samoa Community College

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

I. Proposed and Revised Policies

Purpose: To ensure that review and approvals are documented and on record with the College.

These policies are provided for approval for the following reasons:

- to comply with requirements as set forth by new federal/local laws and/or regulations,
- changes in governing rules under accreditation standards,
- the policy was pre-approved, practiced, but not officially documented,

NOTE: Newly proposed and revised policies are ***ITALICIZED***

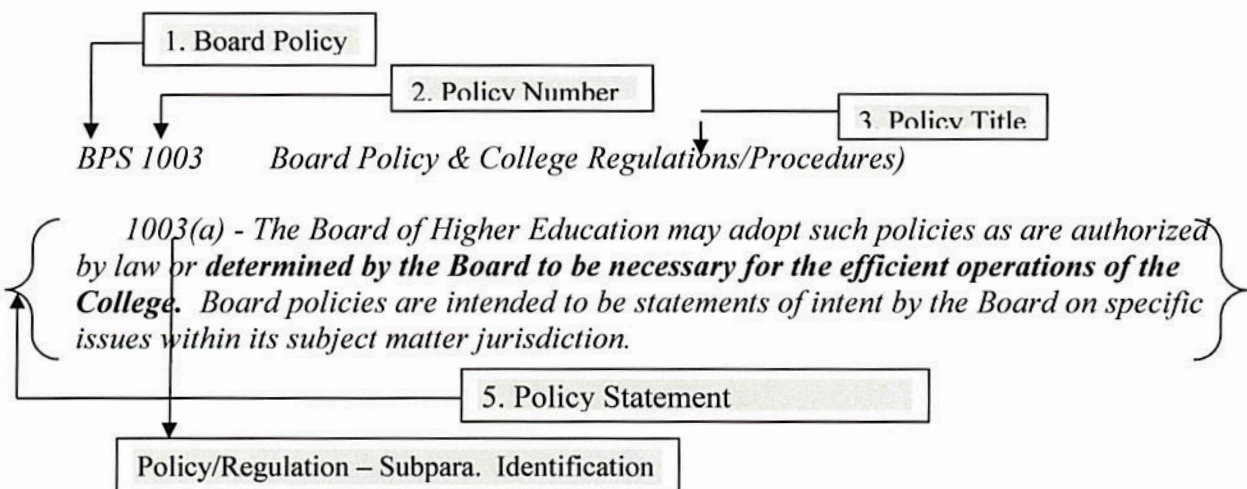
II. Proposed New Format of ASCC Governance Policy Manual

Purpose: The format identifies policy information table, and differentiate a Board Policy Statements from a College Regulation. (*further explained in BP1003*).

e.g. of a Policy information Table:

SECTION	Mission & Vision Statements & Organization Charts
REFERENCES:	<ul style="list-style-type: none">• <i>PL 22-30, Article 16.2004 Board of Higher Education – Powers & Duties</i>• <i>WASC Standard IVA Decision-Making Roles & Processes</i>• <i>WASC Standard IVB Board Administrative Organization</i>
SUPERSEDES:	<i>ASCC Governance Policies:</i> <ul style="list-style-type: none">• 2005- “Establishment of Board and College Policies” Approved: 9/2/08• 2004.2 – “Authority of Board Members” Approved 9/2/08• 3003 – “Developing, Recommending, and Implementing Approved College Policy” Approved 9/2/08
PURPOSE FOR POLICY/REGULATION	To clarify the Board Policy Statement and College Regulation, and to list references that authorizes/supports the policy.
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education & President of the College
ADOPTED: 9/2/08	APPROVED REVISION: Page 1 of 2

e.g. Policy Statement format:



ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

III. List of Policies for Review - CY 2014

Board Policy Statements

BPS	1001	COLLEGE ORGANIZATIONAL STRUCTURE
CR	1002	COLLEGE ORGANIZATIONAL CHARTS
BPS	1003	BOARD POLICY AND COLLEGE REGULATIONS/PROCEDURES
CR	1003.1	COLLEGE REGULATIONS/PROCEDURES
BPS	2002.2	BOARD SELF- EVALUATION
BPS	2004	BOARD TITLE, AUTHORITY AND DUTIES

Administrative Governance

BPS	3001.4	EVALUATION OF THE PRESIDENT
BP	S 3002	MONITORING THE PERFORMANCE OF THE COLLEGE
BPS	3010.1	COLLEGE ACCREDITATION
CR	3010.2	COLLEGE ACCREDITATION ADMINISTRATION
BPS	3020	ADMINISTRATIVE RESPONSIBILITIES
CR	3020.1	DELEGATION OF AUTHORITY TO "ACT"
BP	3026	UNAUTHORIZED USE OF COLLEGE NAME
BPS	3006	COMPENSATION AND BENEFITS

Personnel Governance

CR	4607.2	PAYABLE ADDITIONAL COMPENSATION AND OVERLOAD
BP	4405	SMOKING PROHIBITED
CR	4405.1	SMOKING PROHIBITED ENFORCEMENT ON CAMPUS
BPS	4500	EMPLOYEE LEAVE
CR	4500.4	GRANTING OF LEAVE
CR	4509	LEAVE SHARING POLICY
BPS	4203.1E	SELLING, SOLICITING AND ADVERTISING
CR	4203.2	SELLING, SOLICITATION & ADVERTISEMENT

Site Facilities Governance

BPS	6220	CAMPUS SAFETY
CR	6220.1	CLASSROOM VISITORS
CR	6220.2	CHILDREN ON CAMPUS

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	1000 –Mission & Vision Statements, Organization Charts	
SUBSECTION(s):	1000. II – College Organization	
TITLE	1001 – Governance & Organization Structure 1002 – Organizational Charts	
REFERENCES:	<ul style="list-style-type: none"> • PL 22-30, Article 16.2004 Board of Higher Education – Powers & Duties • WASC Standard IVA Decision-Making Roles & Processes • WASC Standard IVB Board Administrative Organization 	
SUPERSEDES:	ASCC Governance Policy 1001 & 1002	
REVISION PURPOSE	Policy re-written to clarify the Board Policy Statement and College Regulation and to list references that authorizes/supports the policy.	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education & President of the College	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 1

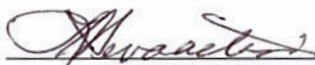

BPS 1001 COLLEGE ORGANIZATIONAL STRUCTURE *Board Policy Statement*

1001(a) - ASCC shall prepare and publish major organization, department and division charts for the purpose of communicating reporting relationships and functional responsibilities of its employees and more specifically of its management structure. The President shall establish organizational charts that delineate lines of responsibility, and general duties of employees within the College.

1001(b) - The Board and President shall have exclusive authority to approve and authorize the major and associated organization charts of the College.

CR 1002 COLLEGE ORGANIZATIONAL CHARTS *College Regulation*

1002(a) - The College's organizational charts shall be made available to all division supervisors and the college website. The major organizational chart will be updated as assessed. Divisional organization charts shall be approved to include changes by President and appropriate Vice President and a final approval and copy filed with the President's Office.

Date: 7/18/14	Signature	
BP 1001: Approve	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	
BP 1002: Endorsement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
CR 1002: Approve:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	
		Rev. Dr. Leanavaotaua Sekuini Seovaetasi, BHE Chair Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Mission & Vision Statements & Organization Charts	
REFERENCES:	<ul style="list-style-type: none"> • PL 22-30, Article 16, 2004 Board of Higher Education – Powers & Duties • WASC Standard IVA Decision-Making Roles & Processes • WASC Standard IVB Board Administrative Organization 	
SUPERSEDES:	ASCC Governance Policies: <ul style="list-style-type: none"> • 2005- “Establishment of Board and College Policies” Approved: 9/2/08 • 2004.2 – “Authority of Board Members” Approved 9/2/08 • 3003 – “Developing, Recommending, and Implementing Approved College Policy” Approved 9/2/08 	
PURPOSE FOR POLICY/REGULATION	To clarify the Board Policy Statement and College Regulation, and to list references that authorizes/supports the policy.	
RESPONSIBLE ADMINISTRATOR(S)	Board of Higher Education & President of the College	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 2

BPS 1003 BOARD POLICY AND COLLEGE REGULATIONS/PROCEDURES

Board Policy Statement

1003(a) - The Board of Higher Education may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operations of the College. Board policies are intended to be statements of intent by the Board on specific issues within its subject matter jurisdiction. The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to the American Samoa government and federal activities. All college employees are expected to know of and observe all provisions of law, policies and regulations pertinent to their job responsibilities.

1003(b) - College Regulations and procedures shall be approved by the President in accordance with Board policy statements and apply to all students and personnel employed by the College, including the President and college administrators, and, where applicable, to agents and consultants of the College and the Board. College Regulations/procedures are to be issued by the President as statements of method to be used in implementing Board Policy Statements. College Regulations/procedures may be revised as deemed necessary by the President.

1003(c) - The President shall provide the Board with copies of the College Regulations. The Board reserves the right to direct revisions of the regulations/procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

CR 1003.1 COLLEGE REGULATIONS/PROCEDURES

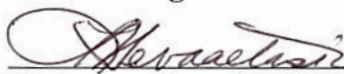
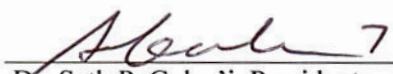
College Regulation

1003.1(a) - College regulations shall be proposed by any employee of ASCC and submitted to their supervisor to be reviewed. A standard form shall be used in the submission and forwarded to the appropriate lines of authority as delineated in the organizational/divisional charts. Any policy that evolves from federal regulations, local laws, and other documents in which compliance is required shall be reviewed by the College designated legal counsel.

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Mission & Vision Statements & Organization Charts	
SUBSECTION(s):	1003 – Board Policies & College Regulations Procedures	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 2 of 2

1003.1(b) - Divisions shall develop internal rules specific to the operations of the division which shall be approved by the Division supervisor and endorsed by President or the appropriate Vice President. A copy shall be forwarded to the President's Office for the record. Internal rules shall be posted in an area that is visible to the employee.

Date: <u>7/18/14</u>		Signature
BP 1003: Approve	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	 Rev. Dr. Leanavaotaua Sekuini Seevaetasi, BHE
CR 1003: Endorse	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Chair		
CR 1003: Approve:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	 Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Board Governance	
SUBSECTION(s):	2000. II - Board Role & Responsibilities	
REFERENCES:	<ul style="list-style-type: none"> • PL 22-30, Article 16.2004 Board of Higher Education – Powers & Duties • WASC Standard IVA Decision-Making Roles & Processes • WASC Standard IVB Board Administrative Organization 	
PURPOSE	This policy was written and effective as of September 2010, but not officially signed approved and documented per College records.	
REVISION	To change the Policy #2009.9 to BPS 2002.2	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education & President of the College	
ADOPTED: 10/2009	APPROVED REVISION:	Page 1 of 1

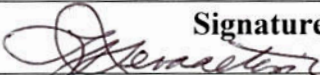
BPS 2002.2 BOARD SELF-EVALUATION

Board Policy Statement

2002.2(a) - *In order to evaluate progress towards its stated goals, the Board will annually schedule a time and place at which all of its members will participate in a formal self-evaluation.*

2002.2(b) - *The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal Board operations and performance. The Board members shall develop goals against which the Board will be evaluated. A self-evaluation instrument will be based on these goals.*

2002.2(c) - *The evaluation process shall include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the following year's evaluation.*

Date: <u>7/18/14</u> BP 2002.2: Approve: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	Signature  Rev. Dr. Leanaota Sekuini Seevaetasi, BHE Chair
---	---

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Board Governance	
SUBSECTION(s)	2004 – Board Authority	
REFERENCES:	<ul style="list-style-type: none"> PL 22-30, Article 16.2003 Establishment of – Board of Higher Education PL 22-30, Article 16.2004 Board of Higher Education – Powers & Duties WASC Standard IVA Decision-Making Roles & Processes WASC Standard IVB Board Administrative Organization 	
SUPERSEDES:	ASCC Governance Policies: <ul style="list-style-type: none"> 2004 – “Authority & Functions of the Board, Committees, and Members – approved 9/2/08 2004.2 – “Authority of Board Members – approved 9/2/08 	
PURPOSE	This policy was re-written to include PL 22-30 and to supersede ASCC Governance policies listed above.	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education & President of the College	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 1

BPS 2004 BOARD TITLE, AUTHORITY AND DUTIES


Board Policy Statement

2004(a) - The governing board of the College shall be known officially as the Board of Higher Education of the American Samoa Community College. It derives its authority from the American Samoa Code annotated Chapter 20, PL-2230. A Board member has no authority except when in an official meeting or except when acting with official authorization of the Board.

2004(b) - The Board shall serve in a supervisory capacity and function to supervise the implementation of the powers and duties of the College, in addition to the provisions of PL 22-30:

- 1) Elect its chairman and other officers;
- 2) May change the name of the college, with approval of the Legislature;
- 3) Shall review and approve the education program of the College;
- 4) Shall grant diplomas, certificates, degrees or other honors;
- 5) Shall adopt a Seal of the College;
- 6) Formulate policies for the operation of the College;
- 7) Serve as the link between the college and the community;
- 8) Enact written policies at the broadest level to address the Mission, Executive Limitations, Governance Process and Board Staff Relationship;
- 9) Monitor the College and the President's performances against Board policies on college mission/vision, goals and Executive Limitations.

2004(c) - Each Board member must provide a copy of their biography as required by the accreditation commission.

Date: <u>7/18/14</u> BP 2004: Review/Approve: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	Signature  Rev. Dr. Leanavaotaua Sekuini Seevaetasi, BHE Chair
--	---

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Administrative Governance	
SUBSECTION(S)	I. 3000 - President of the College, 3001.4 – Evaluation of the President II. 3000 – President’s Performance, 3002 – Monitoring the President’s Performance	
REFERENCES:	<ul style="list-style-type: none"> • PL 22-3, Article 16.2004 Board of Higher Education – Powers & Duties • WASC Standard IVA Decision-Making Roles & Processes • WASC Standard IVB Board Administrative Organization • ASCA Article 7.0101 Government Employee Laws 	
SUPERSEDES	<ul style="list-style-type: none"> • 3002 – “Monitoring the President’s Performance” • 3002.1 – “Internal and External Monitoring Reports • 3002.2 – “Direct Board Inspection” 	
PURPOSE	To revised Board Policy 3001.4 approved 9/2/2008 and rewritten to combines and to supersede the listed ASCC Governances above.	
RESPONSIBLE ADMINISTRATOR(S)	Board of Higher Education & President of the College	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 1

BPS 3001.4 EVALUATION OF THE PRESIDENT

Board Policy Statement

3001.4(a) The Board will evaluate the performance of the President annually during an executive session. However, a formative evaluation may be conducted as the Board desires within 6 months into the contract. In reviewing the accomplishments, the Board provides feedback to the President on observed strengths and any areas needing improvement for the upcoming academic year. (see also, *Policies:2004.a – General Duties and Responsibilities of the Board, and 3002, Monitoring the President’s Performance*).

BPS 3002 MONITORING THE PERFORMANCE OF THE COLLEGE

Board Policy Statement

3002(a) - Monitoring executive performance is synonymous with monitoring the College’s performance against Board policies and College regulations, Mission, Vision, and Executive Limitations. College policies shall be monitored in one or more of three ways:

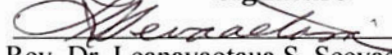
- 1) Internal Reports – May include but not limited to: Institutional Strategic Plan, College and Objectives in Quarterly Reports, Bi-weekly Reports, and Annual Reports.
- 2) External Reports – and not limited to: Audit Reports, ASG Performance Quarterly Accreditation Report.
- 3) Direct Board Inspection - The Board shall direct the President to conduct and inspection of documents, activities, or circumstances which allow a test of policy compliance.

Date: 7/18/14

BP 3001.4: Approve: ☒ Yes ☐ No ☐ w/revisions

BP 3002: Approve ☒ Yes ☐ No ☐ w/revisions

Signature


Rev. Dr. Leanavaotua S. Seevaetasi, BHE Chair

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Administrative Governance	
SUBSECTION(s):	IV. 3000 – President’s Responsibilities	
REFERENCES:	• ACCJC & ACCSC/WASC Standards	
PURPOSE	To be in compliance with ACCJC & ACCSC/WASC standards and to ensure ASCC the Board policy and College regulations are in place to meet and sustain U.S. accreditation eligibility.	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education & President of the College Accreditation Liaison Officer	
ADOPTED: 10/2009	APPROVED REVISION:	Page 1 of 1

BPS 3010.1 COLLEGE ACCREDITATION

3010.1(a) - *The American Samoa Community College is accredited by the Accrediting Commission for Community and Junior Colleges of Western Association of Schools and Colleges.*

3010.1(b) - *The President shall ensure the College complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges, Senior Colleges and of other College programs that seek special accreditation.*

CR 3010.2 COLLEGE ACCREDITATION ADMINISTRATION

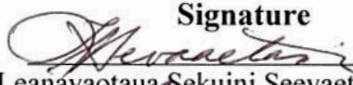
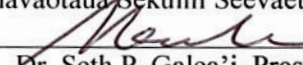
3010.2(a) *In accordance with the standards of the Accrediting Commission for Community and Junior and Senior Colleges, the college shall conduct a comprehensive self study as scheduled and host a visit by an accreditation team. Mandatory reports are prepared and submitted to the Accrediting Commission when due.*

3010.2(b) - *Those employees who are responsible for the functions related to the accreditation standards must be involved in the self study and team visit. There will be active, campus-wide involvement of administrators, faculty, staff, and students in the development of the Accreditation Self-Study.*

3010.2(c) - *The process for producing the Self Study shall include appointments by the President for:*

- *Accreditation Liaison Officer (ALO)*
- *Chair or co-Chairs for Accreditation Standards, and*
- *Committees to represent the Institutional Strategic Plan: Institutional Planning Executive Core Committee (IPECC), and committees for priorities identified through Institutional Program Review/Assessment /Planning*

When the Self Study is completed, it shall be reviewed and approved by the Board of Higher Education prior to submission to the Accrediting Commission prior to the team visit.

Date: 7/18/14		Signature	
BP 3002.3: Approve:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions		Rev. Dr. Leanavaotaua Sekuini Seevaetasi, BHE Chair
CR 3002.3: Endorse:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
CR 3002.3: Approve:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions		Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Administrative Governance	
SUBSECTION(s):	IV. 3000 – President’s Responsibilities	
REFERENCES:	• <i>Education Code, Section 92000</i>	
PURPOSE	To prohibit the unauthorized use of the College name in any and all capacities by any personnel affiliated or employed by the ASCC.	
RESPONSIBLE ADMINISTRATOR(s)	Board of Higher Education & President of the College Accreditation Liaison Officer	
ADOPTED: 10/2009	APPROVED REVISION:	Page 1 of 1

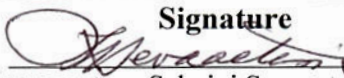
BP3026

UNAUTHORIZED USE OF COLLEGE NAME

3026(a) - No employee or student of the college shall intentionally use the College name without written consent from the President or designee:

- 1) Use the name of the College to endorse a product or service offered by any person or organization other than the College;*
- 2) Use the name of the College to endorse or sponsor any occasion or event;*
- 3) Use the name of the College to endorse a political ideology, party, or candidate;*
- 4) Attribute to the College any editorial opinion, political ideology or philosophical position or idea;*
- 5) Seek or obtain any organizational membership in the name of the College; and/or*
- 6) Contribute any funds in the name of the College to any person or organization.*

3026(b) - This policy shall not be construed to prohibit any person from identifying himself/herself as a student, employee, or faculty member of the College as long as such person does not attribute to the College any statements or actions in violation of the foregoing prohibitions.

Date: <u>7/18/14</u> BP 3002.3: Approve: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	Signature  Rev. Dr. Leanavaotau Sekuini Seevaetasi, BHE Chair
---	--

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Administrative Governance	
SUBSECTION(S)	IV. 3000 – President’s Responsibilities , 3006 – Compensation and Benefits	
REFERENCES:	<ul style="list-style-type: none"> • <i>WASC Standard IVA</i> <i>Decision-Making Roles & Processes</i> • <i>ASCC Governance BPS 3006 – Compensation and Benefits</i> • <i>ASCC Governance BPS 5108 - Faculty Teaching Load</i> • <i>ASCC Governance BPS 4603.2 - Pay Schedule Placement Initial Appointment</i> • <i>ASCC Governance BPS 4120.3F -Employment Contract Agreement, Class Contracts</i> • <i>ASCC Governance Policy 4120 “Employment Contracts” Contract Specialist</i> 	
PURPOSE	To outline the college’s regulation limitation toward payment of additional compensation above regular salary to faculty and staff members from funds administered and paid by the American Samoa Community College.	
RESPONSIBLE ADMINISTRATOR(S)	Board of Higher Education & President of the College	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 2

BPS 3006 **COMPENSATION AND BENEFITS** Board Policy

3006(a) - The President must comply with local laws and rules governing employee ethics and conduct adopted by ASCC. The President shall develop college regulations to ensure controls are in place and procedures provided to ASCC staff in enforcement of compensations and benefit requirements.

3006(b) - The President may not jeopardize the College’s fiscal integrity or public image with respect to employment to include but not limited to:

- 1. Change of her/his compensation or benefits.*
- 2. Provide for or change in compensation and benefits of other employees except per the salary schedules and plans adopted by the Board.*
- 3. Promise or imply permanent or guaranteed employment.*
- 4. Grant fringe benefits not approved by the Board.*

CR 4607.2 **PAYABLE ADDITIONAL COMPENSATION AND OVERLOAD** *College Regulation*

4607.2(a) - In compliance with BPS 3006(a), this policy addresses compensation and overload payment. Unless specific authorization to the contrary is obtained as provided herein, the total salary payable during the fiscal year to an employee may not exceed that employee’s base salary annualized over a 12-month period.

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Administrative Governance	
SUBSECTION(S)	IV. 3000 – President’s Responsibilities , 3006 – Compensation and Benefits	
RESPONSIBLE ADMINISTRATOR(S)	Board of Higher Education & President of the College	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 2 of 2

46072(b) - *Additional compensation payable from funds administered by ASCC is permitted only under the conditions specified herein. Any such payments made for any reason is in violation of this policy and constitutes indebtedness from the recipient.*

4607.2(c) - *For the purpose of this regulation and procedure, the following definitions are applicable:*

- Additional Compensation – *Payment for services rendered as per Policy #4120.3F by an employee in addition to base salary payable under Policy #4603.2 or according to the terms of the contract.*
- Base Salary – *The total compensation approved in advance as the amount payable from ASCC funds for normal and expected working time and effort, not in excess of 100% as full time prescribed in Policy #5108 for faculty members in a 0-month period, and staff per BPS 4603- Salary Administration for 12-month period.*
- Overload status – *An employment condition in which the total percent of full-time work hours recorded on timesheet for all assignments held concurrently exceeds 100%.*


Date: 7/18/14

BP 3006: Approve: ☒ Yes ☐ No ☐ w/revisions

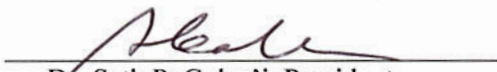
CR 4607.2: Endorse: ☒ Yes ☐ No

CR 4607.2: Approve: ☒ Yes ☐ No ☐ w/revisions

Signature



Rev. Dr. Leanavaotaua Sekuini Seevaetasi, BHE Chair



Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	PERSONNEL GOVERNANCE	
SUBSECTION(S)	3020 – Administrative Responsibilities	
REFERENCES:	<ul style="list-style-type: none"> • ASCC Governance Policy 3000 – Delegation to the President • ASCC Governance Policy 3020 – Administrative Responsibilities • ASCC Governance Policy 3022 – Communication Protocols 	
PURPOSE	To provide a regulation regarding “delegating of Authority to “Act” in an Administrator Position. Proposed College Regulation and drafted Sept 20, 2011	
RESPONSIBLE ADMINISTRATOR(S)	President of the College, VPs,	
ADOPTED:	APPROVED REVISION:	Page 1 of 2

BPS 3020

ADMINISTRATIVE RESPONSIBILITIES

Board Policy Statement

3020(a) – ASCC personnel designated by the President as administrators of a *division* or *program* are assigned administrative responsibilities that are considered the standard in the performance of their daily duties. The administrator is also required to inform his/her staff of the administrative organizational structure and the proper lines of communications within their *divisions* and per the ASCC organizational structure.

CR 3020.1

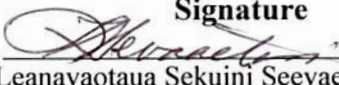

DELEGATION OF AUTHORITY TO “ACT”

College Regulation

3020.1(a) - Delegation of authority of “Acting” by a Division Dean, Director, Program Director to another official or a member of their staff must be consistent with the following principles:

- 1) The incumbent of the position has the knowledge and ability to accurately and judiciously exercise the authority.
- 2) The use of formal authority is necessary to meet the daily requirements of the job.
- 3) The delegation is consistent with ASCC policies and regulations.
- 4) The delegation can be clearly defined in writing and is not likely to raise jurisdictional questions.
- 5) The delegation will promote better balance in workload among positions.

All delegation of authority to “Act” shall be in writing for approval by the President and publicized college-wide.

Date: 7/18/14	Signature
BP 3020: Approve: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	
CR 3020.1: Endorse: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rev. Dr. Leanaotaui Sekuini Seevaefasi, BHE Chair
CR 3020.1: Approve: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions	
	Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Administrative Governance	
SUBSECTION(S)	VII. 4000 – Employee Conduct, BPS 4405 – Smoking, BPS 6314 – Smoke/Tobacco Free Environment	
REFERENCES:	<ul style="list-style-type: none"> American Samoa Smoke Free Environment Act, 2011 President's Memo 1/24/11 – Notification of Smoking: ASG smoking law & ASCC Smoking Policy 	
PURPOSE	To update into one policy per the President's Memo of 1/24/11 "Re: Notification of smoking; ASG smoking law and ASCC smoking policy.	
SUPERSEDES	<ul style="list-style-type: none"> ASCC Governance Policy 4405 ASCC Governance Policy 6314 President's Memo 1/24/11 – Notification of Smoking: ASG smoking law & ASCC Smoking Policy 	
RESPONSIBLE ADMINISTRATOR(s)	Vice President of Administrative Services	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 1

BP4405 SMOKING PROHIBITED

4405(a) - The Board of Higher Education intends to create a working and learning environment on campus that promotes the health and well-being of both college employees and students. American Samoa Community College shall be a smoke/tobacco-free campus. No one shall use tobacco products on any part of the college campus. The President shall designate smoking areas and regulations on use and maintenance.

CR 4405.1 SMOKING PROHIBITED ENFORCEMENT ON CAMPUS *College Regulation*

4405.1(a) - The College will designate specific smoking areas, and smoking will only be permitted in these areas. Signs will be posted to notify all employees and visitors while on campus of non smoking areas and designated smoking areas. Smokers are responsible for keeping the area clean and free of smoking debris. ASCC security will enforce the smoking policy and regulations, and report the violators to the Vice President of Administration.

4405.1(b) - In compliance with American Samoa Smoke Free Act violators will be fined up to \$50.00, and may also face possible disciplinary actions.

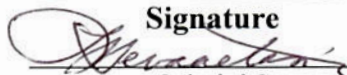
Date: 7/18/14

BP 4405.1: Approve: ☒ Yes ☐ No ☐

CR 4607.2: Endorse: ☒ Yes ☐ No

CR 4607.2: Approve: ☒ Yes ☐ No ☐

Signature



Rev. Dr. Leanavaotua Sekuini Seevaefasi, BHE Chair



Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Personnel Governance	
SUBSECTION(S)	VIII. 4500 – Employee Benefits and Services	
REFERENCES:	<ul style="list-style-type: none"> • ASCA Title VII, Chapter 12 • Federal Acts specific to Leave Benefits of Employees, FLSA & FMLA • ASCC Governance BPS 4500, 	
PURPOSE	<ul style="list-style-type: none"> • To align other types of leave benefits according to BPS 450 • CR 4500.4 – To provide specific authority to grant leave for how many hours/days. • CR 4509 - To establish a means for employees to transfer sick or annual leave to eligible employees in need of additional leave after exhausting their own accrued sick and leave hours due to a serious illness as defined under FLMA or certified by a certified medical doctor. 	
RESPONSIBLE ADMINISTRATOR(S)	Vice President Administrative Services and Director of Human Resources	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 3

4500 **EMPLOYEE LEAVE** *Board Policy*

4500(a) - ASCC recognizes that family or individual circumstances, official judicial or military obligations, and/or professional growth opportunities may require absence from the work place. For these reasons, the college offers a variety of leave categories which deal with matters such as vacation, bereavement, military service, illness and disability, Family and Medical Leave Act events, holidays, faculty and staff development, jury duty and court appearances. All leaves require the appropriate documentation and supervisory authorization, and the college reserves the right to request verification of the purposes for which certain leave is taken. In addition, each procedure defines the particular automatic leave sequence or the order in which leave will be used if not specified in advance by the employee.

4500(b) - *ASCC's leave policies shall be in alignment with ASCA Title 7, Chapter 12, and Federal Acts specific to leave benefits of employees.*

CR 4500.4 **GRANTING OF LEAVE** *College Regulation*

4500.4(a) Planned annual leave must be requested and approved prior to its taking. Failure to secure prior approval may result in a charge to leave without pay and/or disciplinary action against the offending employee. *Decisions in granting leave will be made in light of the needs of the college rather than solely the desires of the employee.* The ASCC application for annual leave must be completed and approved three (3) days before an employee may take leave. Exceptions to this rule (see Emergency leave).

4500.4(b) - **Delegation of Authority** – *The President shall delegate to Division Supervisors or designee to determine leave eligibility and grant/approved use of leave as noted below:*

1. **Division Dean/Director.** *Shall authorize leave up to 24 hours or 3 working days of annual and or sick leave. Annual leave requests shall be recommended by the immediate supervisor but require approval by the Division Dean/Director.*

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Personnel Governance	
SUBSECTION(S)	VIII. 4500 – Employee Benefits and Services	
RESPONSIBLE ADMINISTRATOR(S)	Vice President Administrative Services and Director of Human Resources	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 2 of 3

2. **Vice President/Dean-Director CNR**: Leave requests of more than 24 hours or 4 working days and up to 160 hours will be recommended by the Immediate Supervisor and Division Dean/Director and approved by the appropriate Vice Presidents' and Dean Director CNR.

3. **President**: All requests for leave beyond 160 hours or 21+ working days will be recommended by the Dean or Director of the division and the appropriate Vice Presidents' and Dean Director CNR for approval of the President.

Granting of Annual and Sick Leave Requests

<i>Pre-approvals</i>	<i>Final Approval</i>	<i>Working Hours</i>	<i>Working Days</i>
<i>Immediate Supervisor (Division)</i>	<i>Division Deans/Director</i>	<i>1-24</i>	<i>1-3</i>
<i>Immediate Supervisor Division Dean/Director</i>	<i>Vice President (appropriate)</i>	<i>25-160</i>	<i>4-20</i>
<i>Immediate Supervisor Division Dean/Director Vice President (appropriate)</i>	<i>President</i>	<i>161+</i>	<i>21+</i>

Table 45-III

CR 4509 LEAVE SHARING POLICY

College Regulation

4509(a) - All eligible ASCC employees with leave benefits, who have one year of continuous service with leave benefits are eligible to participate in the program to donate or receive accrued sick or annual leave to eligible employees in need.

4509(b) - For the purpose of this regulation and procedure, the following definitions are applicable:

- **Donor** – refers to an employee donating leave to the Leave Sharing Program
- **Recipient** – refers to an employee receiving the donated leave under the Leave Sharing Program.

- **FMLA** – Family Medical Leave Act (see Policy #4502)

An employee of ASCC is eligible for FMLA leave if he/she has worked for the College at least one year and at least 1,250 hours during the previous 12 month period. FMLA leave is a job-protected, unpaid leave. However, the employee may substitute appropriate paid leave if the employee has accrued annual and sick leave, of up to a total of 12 weeks in a given 12 month period. In addition, eligible employee may take job-protected, unpaid leave or substitute appropriate paid leave if the employee has accrued it, for up to 26 workweeks in a single 12 month period to care for a covered service-member with a serious injury or illness.

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

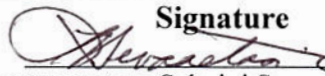
4509(c) - Leave Sharing Criteria

1. *The program covers employees' certified with a serious illness or injury that requires care of a physician through inpatient or home health care or defined under the Family Medical Leave Act. The medical certification must designate the employee as the caregiver.*
2. *The program does not include normal pregnancy, minor illness, family matters (fa'alavelave), or conditions resulting from any occupationally-related accident or illness and for which Workers' Compensation benefits have been awarded.*
3. *An employee must be absent 10 consecutive working days in order to be an eligible recipient for Leave Sharing. This leave may be retro during current month and an employee (recipient) will not be reinstated back to payroll unless he/she has received enough donated hours to cover the period of absences.*

Date: 7/18/14

BP 4500.: Approve: ☒ Yes ☐ No ☐
CR 4500.4: Endorse: ☒ Yes ☐ No
CR 4509: Endorse: ☒ Yes ☐ No
CR 4500.4 Approve: ☒ Yes ☐ No ☐
CR 4509: Approve: ☒ Yes ☐ No

Signature



Rev. Dr. Leanavaotaua Sekuini Seevaetasi, BHE Chair



Dr. Seth P. Galea'i, President

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

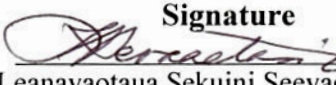
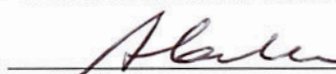
SECTION	Personnel Governance	
SUBSECTION(S)	4203 – Employee Conduct, 4203.1E – Selling, Soliciting and Advertising	
REFERENCES:	<ul style="list-style-type: none"> ASCC Personnel Manual: 42704 	
PURPOSE	<p>ASCC Policy: 4.2704 was established under the Personnel Manual. This policy was not included in Governance and re-written as BPS 4203.1E -Selling or Soliciting. Employees and other persons are prohibited from selling or soliciting for personal gain within a building occupied or used by ASCC without proper permission. This prohibition does not apply to:</p> <p>(1) Authorized or installed business activities: e.g. employee cafeterias, etc. (2) Solicitation for other approved purposes; and (3) Token solicitations for floral remembrances, retirement gifts, and similar purposes.</p>	
SUPERSEDES	ASCC Governance Policy 4203.1E	
RESPONSIBLE ADMINISTRATOR(S)	Vice President Administrative Services and Director of Human Resources	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 1

BPS 4203.1E **SELLING, SOLICITING AND ADVERTISING** Board Policy

4203.1E(a) - Selling, and/or soliciting by employees and students and/or distribution of literature for solicitation purpose is prohibited unless approved and conducted according to the content, requirements and restriction of this policy as set-forth by the President in a college regulation statement.

CR 4203.2 **SELLING, SOLICITATION & ADVERTISEMENT** College Regulation

4203.2(a) - Proper written approval on an ASCC form must be obtained prior to the event being scheduled and approved by the appropriate Vice Presidents in the performance of their duties. The appropriate Vice President shall inform and keep the President abreast of all the approved solicitations prior to the scheduled event. The College reserves the right to withhold approval for any solicitation activities on property under its jurisdiction, and to regulate the time, place, manner and duration of approved solicitation, selling, or advertising.

ate: <u>7/18/14</u>		Signature	
BP 203.1E: Approve:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions		
CR 4203.2: Endorse:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rev. Dr. Leanaotaua Sekuini Seevaetasi, BHE Chair	
CR 4203.2: Approve:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> w/revisions		
		Dr. Seth P. Galea'i, President	

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Site Facilities Governance	
SUBSECTION(S)	6220 – Campus Safety	
REFERENCES:	<ul style="list-style-type: none"> ASCC Governance Policy 6220 – Campus Safety 	
PURPOSE	<p>To provide a new regulation as a guideline for visitors and to ensure safety and protection from legal liabilities.</p> <ul style="list-style-type: none"> 6220.1 and 6220.2- To provide guidelines and procedures to determine if individuals will be permitted to visit classes for which they are not enrolled, and to bring minors onboard campus. 	
RESPONSIBLE ADMINISTRATOR(S)	Vice President Administrative Services, Vice President of Academic and Student Affairs, and Director Human Resources	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 1 of 2

BPS 6220 **CAMPUS SAFETY**

Board Policy Statement

6220 (a) - ASCC endeavors to provide and maintain safe and healthful working conditions and to follow operating practices which provide safe working conditions and efficient operations. All levels of management have a primary responsibility for the safety and well-being of all employees and/ or students participating in their program. Safe practices on the part of all employees must be part of all operations. No job shall be considered efficiently completed unless the worker has followed every precaution and safety rule to protect the worker, fellow workers, and the public.

CR 6220.1 **CLASSROOM VISITORS**

College Regulation

6220.1(a) - *Only those persons enrolled in a class, or those persons who have authorization to be in attendance for a particular class, will be permitted to attend the class. Authorized personnel may include, but are not limited to:*

- 1) individuals hoping to gain a seat in a particular class pursuant to opening seats;*
- 2) persons in attendance to assist students identified by the Dean of Student Services for disability,*
- 3) guest speakers; and/or*
- 4) prospective student wishing to attend the college during an upcoming academic year with notice from the appropriate Dean.*

6220.1(b) - *If an unauthorized visitor refuses to leave a classroom or laboratory, assistance should be sought from the department chair, Dean's office, and/or Security.*

ASCC GOVERNANCE POLICY STATEMENTS & REGULATIONS

SECTION	Site Facilities Governance	
SUBSECTION(S)	6220 – Campus Safety	
RESPONSIBLE ADMINISTRATOR(S)	Vice President Administrative Services & Finances, Vice President of Academic and Student Affairs, and Director Human Resources	
ADOPTED: 9/2/08	APPROVED REVISION:	Page 2 of 2

CR 6220.2 CHILDREN ON CAMPUS

College Regulation

6220.2(a) - Employees and students of ASCC will not bring any child with them during scheduled work or classes. They are not to ask others to take responsibility for their child while on campus. The employee's supervisor or the student's instructor, in order to meet an emergency situation may approve a temporary exception to this rule. Exceptions are also made for ASCC-sponsored events or classes that specifically suggest bringing a child. However, under no circumstances are children on campus to be left unattended at any time. Employees and students are not to take responsibility for another employee's or student's child in the workplace or campus.

Date: 7/18/14

BP 6220.: Approve: ☒ Yes ☐ No ☐

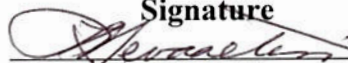
CR 6220.1: Endorse: ☒ Yes ☐ No

CR 6220.2: Endorse: ☒ Yes ☐ No

CR 6220.1: Approve: ☒ Yes ☐ No ☐

CR 6220.2: Approve: ☒ Yes ☐ No

Signature



Rev. Dr. Leanavaotaua Sekuini Seevaetasi, BHE Chair



Dr. Seth P. Galea'i, President

