



**AMERICAN SAMOA
COMMUNITY COLLEGE
BOARD OF HIGHER EDUCATION**

RESOLUTION 2026-001: Board Work Sessions

Title: Resolution Authorizing Compensation, Per Diem, and Reimbursements of Board Work Sessions

Author: American Samoa Community College Board of Higher Education (ASCC BHE)

WHEREAS, The Board of Higher Education Trustees of the American Samoa Community College ("the Board") is committed to conducting its affairs with proper authority, appropriate decorum, and transparency as required by its Code of Ethics; and

WHEREAS, the Board has determined that certain work sessions are necessary to fulfill its governing responsibilities and advance the mission of American Samoa Community College; and

WHEREAS, the Board recognizes that participation in identified work sessions requires a significant commitment of time and effort from its Trustees; and

WHEREAS, the Board shall not receive any stated salary for their services

WHEREAS, the Board finds it reasonable that participating Trustees may be allowed a fixed per diem sum, compensation, and/or reimbursement for reasonable out-of-pocket expenses for designated work sessions; and

WHEREAS, the Board may opt to provide room and board in addition to meals for Trustees during designated work sessions; and

WHEREAS, no existing Board policy or governing document addresses compensation or reimbursement for Trustees participating in work sessions; and

WHEREAS, the Board desires to establish clear, fair, and transparent guidelines for such compensation and reimbursement;

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. Purpose

The Board of Trustees hereby establishes this Resolution to provide guidance and authorization for the payment of stipends, per diem, and/or reimbursement to Trustees participating in designated weekend work sessions.



**AMERICAN SAMOA
COMMUNITY COLLEGE
BOARD OF HIGHER EDUCATION**

Section 2. Authorization of Stipend

2.1 Each Trustee who participates in a designated work session shall receive a stipend in the amount of \$ 400 per day of participation.

2.2 The stipend is intended to recognize the time and effort of Trustees and is considered taxable compensation subject to applicable federal, state, and local tax requirements.

2.3 Trustees shall receive appropriate tax documentation, including but not limited to Form 1099-NEC or Form W-2, as determined by the American Samoa Tax advisor.

Section 3. Authorization of Per Diem and Reimbursement

3.1 Each Trustee who participates in a designated work session shall be entitled to receive the maximum allowable per diem pending location and venue of designated work session and reimbursement for necessary travel, lodging, and meal expenses incurred in connection with the performance of their official duties and attendance to said designated work sessions.

3.2 The per diem is intended to cover incidental expenses not otherwise reimbursed by the organization.

3.3 The per diem rate shall be consistent with applicable IRS guidelines and shall be adjusted to account for meals and lodging already provided by the organization.

3.4 Each Trustee is entitled to reimbursement upon approval by the Board for items purchased for Board activities.

Section 4. Room and Meals

4.1 The institution shall continue to provide room and meals for Trustees during designated work sessions as previously established and at the preference of the Board.

4.2 The per diem allowance authorized in Section 3 shall account for and not duplicate the value of room and meals already provided.

Section 5. Eligibility

5.1 All Trustees in good standing are eligible to receive compensation, per diem, and/or reimbursement authorized by this Resolution.

5.2 Trustees must be present and actively participating in the designated work sessions to receive compensation.

5.3 Partial day attendance shall be compensated on a prorated basis as determined by the Board Chair or designated officer.



**AMERICAN SAMOA
COMMUNITY COLLEGE
BOARD OF HIGHER EDUCATION**

Section 6. Payment Process

- 6.1 Compensation shall be processed and distributed within 1 to 2 business days following the conclusion of the designated work session.
- 6.2 Authorized per diem shall be processed and distributed 1 business day prior to the start of the designated work session.
- 6.3 The President/Executive Director/CFO/Designated Officer shall be responsible for administering and processing all payments in accordance with this Resolution.
6. All payments shall be funded through the Board's budget, be properly documented and recorded in the BHE financial records.

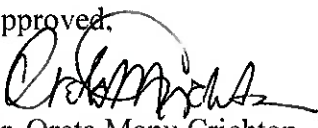
Section 7. Conflict of Interest

- 7.1 Any Trustee who has a personal financial interest in matters related to this Resolution shall disclose such interest and recuse themselves from the vote on this Resolution in accordance with the Board's Code of Ethics.
- 7.2 This Resolution has been reviewed and approved by disinterested Trustees of the Board.

Section 8. Review and Amendment

- 8.1 This Resolution shall be reviewed annually by the Board to ensure continued appropriateness and compliance with applicable laws and regulations.
- 8.2 This Resolution may be amended

Approved,


Dr. Oreta Mapu Crichton
Chairperson, ASCC BHE

Date: 6/18/26

Cc: ASCC Executive / BHE File