



**AMERICAN SAMOA COMMUNITY COLLEGE**  
**Office of Institutional Effectiveness**  
**"Public Information Release Form"**

All ASCC public information releases must first be approved by your Dean or Director. For any document requiring a payment, a Purchase Request form must be processed using Business Office procedures. (Solicitation letters and personal invitations to College events are not included in this process.)

The Division Dean/Director from which the public information document originates is responsible for:

- 1) Informing staff of the policies and guidelines for public information dissemination. (*President's 6 Oct 02 memo*)
- 2) Ensuring the factual correctness of the information.
- 3) Assigning an individual in his or her division to check the correctness of spelling, punctuation, grammar and appropriateness of language usage.
- 4) Taking steps to ensure the correctness and appropriateness of Samoan language translations.
- 5) Allowing at least two weeks for review of documents of substantial length. These include the College Catalog, Student Handbooks or policy manuals.
- 6) Informing internal stakeholders and the President of interviews with KVZK before they take place.

Briefly describe the release: To advertise "Grant Accountant" position  
via local free media. (KVZK-TV, ASCC Website)

**Signature Protocol:**

Author/Originator(s) AA/na

date 2/24/2020

Dean or Director [Signature]

date 02/24/2020

Director of SSI N/A

date \_\_\_\_\_

Director of IE [Signature]

date 2-25-20

VP of AA or AS [Signature]

date 2/25/20

President [Signature]

date 2/26/2020



# Website Change Request Form

Date: 2/24/2020

Reason for Change:

Proposed Changes:

To advertise "Grant Accountant"  
on ASCC Website.

Webpages Changed:

Brief Description of Content Types to be included with Change:

Text \_\_\_\_\_

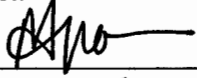
Image \_\_\_\_\_

PDF \_\_\_\_\_

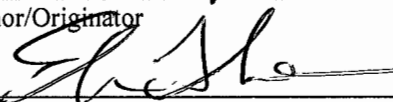
Other (Specify): \_\_\_\_\_

\*Please attach all content for Website Changes. Email [support@amsamoa.edu](mailto:support@amsamoa.edu) with a copy of the processed form and all additional content as indicated above.

Signature Protocol:

  
\_\_\_\_\_  
Author/Originator

2/24/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Officer, Dean, or Director

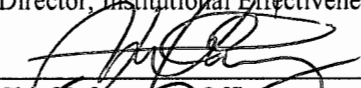
02/24/2020  
\_\_\_\_\_  
Date

N/A  
\_\_\_\_\_  
Director of SSI (When Applicable)

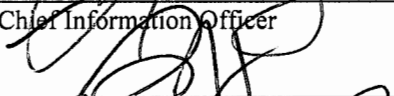
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director, Institutional Effectiveness

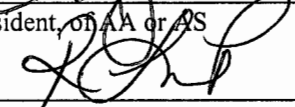
2.25.20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Information Officer

2.25.20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice President, of AA or AS

2/25/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
ASCC President

2/26/2020  
\_\_\_\_\_  
Date