

Human Resources Committee for Academic Year 2020-2021 Assessment Date¹:

Introduction: (Summary of Scope)

The Human Resources Committee is a source of feedback, expertise and guidance for the Human Resources Department in the discharge of its program development, implementation and operational responsibilities. The Human Resources Committee reports its findings and recommendations to the Executive Council. Revisions to policy reviewed in the Committee and ultimately approved by the President and Board of Regents shall be incorporated in subsequent annual edition of the College's Human Resource Policy and Procedure Manual and/or the Faculty Handbook.

The Executive Vice President is its convening officer. As a Standing Committee of the College, the Human Resources Committee makes recommendations regarding matters within its purview.

OVERVIEW OF ACTIVITY/ACCOMPLISHMENTS

Meetings

Fall	Aug	Sept	Oct	Nov	Dec	Comments
Regular		1		1		First and second quarterly meetings
Special						
Spring	Jan	Feb	Mar	Apr	May	
Regular		1				Third Quarterly meeting
Special						
Summer	June	July/Aug				
Regular		1				Fourth Quarterly meeting
Special						
Special Meetings						
% of Regular Meetings Met						100%
Meeting Days Missed						
Average Attendance (of # of Voting members)						
# of meetings where no quorum was available						1
Meeting minutes are available online .						

¹ Standing Committee Assessments are due in August

Policies & Procedures Approved		Board Approved
Employee Family Education Benefit		August 18 th , 2020
Tuition Waiver for Employees		August 18 th , 2020
Housing Policy		August 18 th , 2020
Recognition on Attainment of a Higher Degree		October 6th, 2020
Hardship Differential Allowance		October 6th, 2020
Remote Work Policy		October 13th, 2020
Degree Requirement for Faculty		December 1 st , 2020
Faculty Overload and Adjunct Teaching Rates		May 25 th , 2021
Establishment of CMI Retirement Savings Plan		May 25 th , 2021

Documents Reviewed

4.1 Employee Attributes & General Standards of Conduct	
6.4.2 Transportation	
10.4 General Motor Vehicle Use Policy	
RSA- REVISED	
Revisions to the Human Capital Wapepe	
PMS Evaluation Plan	

Incomplete Activities or Unresolved Issues

1.11.a.Faculty of the College
Form 5.8.B(A) Adjunct Faculty Self Evaluation
Form 5.8.B(B) Adjunct Faculty Evaluation
4.2 Resolution of Workplace Issues
4.3 Employee Discipline
4.4 Grievance Resolution
Form 4.4A Formal Grievance

Other Activities

Education Sub-committee: 3 meetings- Aug 31, Oct 1st, April 15th Reviewed: 7 new applications and 3 on-going 6 completed- 4 Masters and 2 Bachelors Job Evaluation Committee: The JE committee met 5 times to evaluate new and revised positions. The committee evaluated and recommended for approval by the President: ● 9 new positions ● 3 revised positions PEMC: 5 meetings for PMS 2019-2020 cycle to consider PMS outcomes for faculty and non-faculty employees. Final outcomes including recommendations for contract renewals were submitted to the President for approval.

NARRATIVE OF ACTIVITIES/ACCOMPLISHMENTS

Three new policies were approved by the Board of Regents. The Remote Work policy was developed in response to the pandemic to enable employees stranded abroad to work remotely as well as to enable CMI to be ready to continue operations should there be a national lockdown. The Hardship policy supports the expansion of CMI academic programs through its DE Centers by incentivizing professional and academic employees appointed to DE Centers. The approval in May by the Board of employer contributions to the 401K Retirement Savings Plan for employees has enhanced employee benefits significantly. The Board also approved an increase to the Adjunct and Overload teaching rates improving CMI's ability to attract qualified individuals to teach as adjuncts. In addition, five current policies were revised and approved by the Board.

REFLECTIONS

One major challenge faced has been the process used by the Senates to obtain feedback and contribution in relation to new and revised policies from their membership. Some policies recommended by HRC have been returned by EC following concerns raised by Senate reps that their Senates have not had the opportunity to discuss the policies. This is in spite of the fact that the policies were discussed at 3 consecutive HRC meetings before being recommended to EC.

PREVIOUS YEAR'S REMEDIAL ACTIONS ADDRESSED

1. Creation of EC Secretariat position to manage meeting schedule	

OTHER REMEDIAL ACTIONS

1. HRC to work with Senates to put in place an effective process to ensure employee feedback is sought on new and revised HR policies.
2. Revise RSA to include specific date and time for HRC meetings and to include in the CMI calendar.

HRC Approval: August 23, 2021

Submitted By:

DocuSigned by:

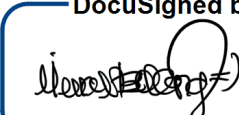


E289FEAE7696493...

Agnes Kotoisuva, HR Director
Chairperson, HRC

Received By:

DocuSigned by:

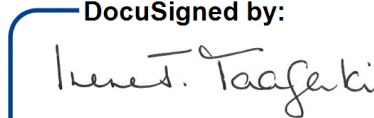


D04F36FDE82B468...

Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:



C3FD234EA9AD4E1...

President Dr. Irene J. Taafaki
Chairperson, Executive Council

EC Approval Date:

September 29, 2021