



College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

HR Committee Assessment For 2017-2018

I. Overview of HR Committee actions

MEETINGS- HRC MEETS QUARTERLY			
Date	No of meetings	No of attendees	
October 17 th ,2017	1	6	
November 15 th , 2017	1	6	
Spring	Meeting cancelled	No quorum	
Summer- July 17 th , 2018	1	7	
Average attendance (of 9 Voting members)	3	6	
BOARD OF REGENTS APPROVED POLICIES			
NEW	DATE APPROVED	REVISED	DATE APPROVED
PMS Appeals Policy	September 23 rd , 2018	ABE Salary Scales and Adjunct Pay Rates	February 20 th , 2018
		Cycle 1 PMS Evaluation Report	September 23 rd , 2018
		Probation Policy	September 23 rd , 2018
		Faculty Performance and Behavior Assessment Rubrics	September 23 rd , 2018
		Non-faculty Performance and Behavior Assessment Rubrics	September 23 rd , 2018

EC APPROVED		
HRC RSA	Updating of PEMC Terms of Reference	October 18 th ,2017.
PEMC Terms of Reference	Updated TOR- PEMC Membership	October 18 th ,2017.
HRC APPROVED		
HR Policies and Procedures Handbook 2017-2018	Publishing of 2017-2018 version including BOR approved policies and procedures .	November 17th 2017.
DRAFT POLICIES/PROCEDURES/REPORTS		
CONSIDERED BY HRC		CURRENT STATUS
Degree Attainment- revised		Policy reverted to Staff Senate for feedback
Retirement Savings benefits Scheme		Awaiting Faculty Senate input.
APPROVED PROCEDURES/TOR		
REVISED	APPROVED BY	DATE
HRC TOR 2018-2019	EC	August 17 th , 2018

The HR Committee met a total of 3 times during the year. There were a total of 9 voting members and the average attendance of voting members per session was 6.6 (66%).

III. Reflections

1. The Adult Basic Education Faculty Salary Scales was revised following an upgrade to the PSC Salary Scale for High School teachers with a bachelors' degree and approved by the Board of Regents in November 2017. The ABE Program is funded by the PSS.
2. In accordance with Policy 5.1.5 Evaluation of the Performance Management System, an evaluation of the first PMS cycle was undertaken and completed. The evaluation process involved the three stakeholder groups of faculty, non-faculty and Management. The Evaluation report recommended the approval of a new policy on PMS Appeals, revision

of the Probation policy and a revision of the Performance and Behavior Rubrics for both faculty and non-faculty. The report and its recommendations was accepted and approved by the Board of Regents on September 23rd, 2018.

3. Average attendance rate at HRC decreased from 77% last year to 66% and the second quarterly meeting was cancelled due to a lack of a quorum.

II. Remedial Actions

Committee members' attendance has not changed although the meetings are now held quarterly. It is recommended that HRC relook at membership and meeting schedules.

Approved by HR Committee for submission to the Executive Committee



[Chair]

Date: October 23rd, 2018

Approved by EC November 21st, 2018