



College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

HR Committee Assessment For 2019-2020

I. Role

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.

II. Overview of HR Committee actions

MEETINGS- HRC MEETS QUARTERLY		
Date	No of meetings	No of attendees
September 20 th , 2019	1	7
November 22 nd , 2019	1	7
April 8 th , 2020	1	7
July 7 th & 23 rd , 2020	2	7
Average attendance (of 9 Voting members)		7
BOARD OF REGENTS APPROVED POLICIES The Board of Regents approved the following policy revisions and new policies submitted by HRC and recommended by the Executive Council to its meetings of August 18 th , October 6 th and 13 th , 2020: <u>New Policies</u> 5.6 Remote work or Work from home 5.3.18 Hardship Differential Allowance <u>Revised Policies</u> 5.3.14 Recognition on attainment of a degree 6.4.1 Housing 8.6 Tuition waiver for employees		

iv. 6.2.4 Employee Family Education Benefit		
EXECUTIVE COUNCIL		
HRC RSA	Revised RSA for 2020-2021	Approved
HR Policies and Procedures	Recommended to the Board for approval by EC	Status
	<u>New Policies</u> iii. 5.6 Remote work or Work from home iv. 5.3.18 Hardship Differential Allowance <u>Revised Policies</u> v. 5.3.14 Recognition on attainment of a degree vi. 6.4.1 Housing vii. 8.6 Tuition waiver for employees	Approved by BOR
HUMAN RESOURCES COMMITTEE		
Approved	5.4 Degree Requirement for Faculty	Recommended for EC approval
Under consideration	1.11-5 Faculty of the College	Awaiting Participatory Governance Groups feedback
DRAFT POLICIES/PROCEDURES/REPORTS		
POLICY	CURRENT STATUS	
4.1 Standards of Conduct 4.2 Resolution of Workplace Issues 4.3 Employee Discipline 4.4 Grievance Resolution	Draft status for HRC	

Revision of Sick Leave Policy	Was approved by the BOR. Policy reverted to Senates for feedback following requests from Senates.
Retirement Benefit Savings Plan	On hold by BOR- pending further discussion. To be revisited

I. Meeting Attendance

The HR Committee met a total of 5 times during the year. There is a total of 9 voting members and the average attendance of voting members per session was 7 (77%).

II. Reflections

1. The average meeting attendance rate of 77% was an improvement when compared to the previous two years which was 66% for both 2018-2019 and 2017-2018.

III. Remedial Actions

The creation of the new position of Secretariat Officer for the Executive Council and its Standing Committees will greatly improve the management and recordkeeping of the HRC agenda, minutes and meeting schedules.

Approved by HR Committee for submission to the Executive Committee

Agnes Kotoisuva



----- Date: November 10th, 2020

[Chair]

Approved by the Executive Council: December 2nd, 2020