



College of the Marshall Islands

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HR Committee Assessment For 2015-2016

I. Overview of HR Committee actions

MEETINGS			
Fall		5 (0 special)	
Spring		4 (0 special)	
Summer		2 (0 special)	
Average attendance (of 9 Voting members)		7.11 (77%)	
APPROVED POLICIES BY BOARD OF REGENTS			
NEW	POLICY NO.	REVISED	POLICY NO.
Consultancy Policy	10.11	Housing	6.4.1
Performance Management System	5.1	Outside Employment	10.3
Review of PMS	5.1.6		
DRAFT POLICIES			
NEW		CURRENT STATUS	
Rewards and Recognition		With Staff and Faculty Senate	
Probation after unsatisfactory Performance Evaluation		With Staff and Faculty Senate	
Grievance Resolution Procedures		Draft was presented to HRC. Needs to be reviewed in conjunction with Appeals policy	

Appeals Policy		Need to go to the President's cabinet for review
APPROVED PROCEDURES		
REVISED	POLICY NO.	CURRENT STATUS
Professional Development	8.1	EC approved—now effective
Position Establishment	5.2.4	EC approved—now effective
Salary Scale(incl. of Steps between Min, Mid and Max ranges)	5.2.7	EC approved—now effective
CAP Minimum job Qualification		EC approved—now effective
RECOMMENDED FOR DRAFTING		
POLICIES		CURRENT STATUS
Emeritus Policy		Draft
Intellectual Property		Draft
Succession Plan		To be drafted
Paid Time Off (brings together vacation, sick and personal leave)		Need to review current policy
Notice of Resignation		Need to review current policy
Conflict of Interest		Draft Policy was withdrawn and is being revised

The HR Committee met a total of 11 times during the year. There were a total of 9 voting members. The average attendance of voting members per session was 7.1 (77%).

II. Summary

POLICIES		PROCEDURES	
5	Approved	4	Approved

3	Draft	1	Draft
6	Recommended for Drafting	0	Recommended for Drafting

III. Reflections

1. Policies and procedures are created or revised when there is a need. A total of 5 policies and 5 procedures were approved, 3 drafts under consideration and 6 draft policies under consultation for stakeholder input before submission to the HRC. On average it takes 2months to prepare a policy for consideration by HRC.
2. Average attendance rate at HRC is around 77% which is lower than the last period where it was 80%.
3. The need for monthly meetings should be reviewed based on agenda items, past activity and attendance rate at HRC meetings.

III. Remedial Actions

1. HRC to consider scheduling quarterly meetings rather than monthly. This gives sufficient time for agenda items to be developed and presented to the HRC. Secondly, members of the HRC also sit in other committees and therefore scheduling is a challenge.
2. Urgent or pressing agenda items that miss the scheduled quarterly meetings can be addressed through Special meetings.
3. Policy approval timelines to be synchronized with BOR meetings.

Approved by HR Committee for submission to the Executive Committee



[Chair]

Date: July 14, 2016

Approved by EC July 15th,2016