



College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

HR Committee Assessment For 2016-2017

I. Overview of HR Committee actions

MEETINGS- HRC MEETS QUARTERLY			
Fall	3 (1 special)	10/27/16; 11/21/17; 12/01/16	
Spring	2 (1 special)	3/29/17; 5/10/17	
Summer	1 (0 special)	07/06/17	
Average attendance (of 9 Voting members)	7		
APPROVED POLICIES BY BOARD OF REGENTS			
NEW	POLICY NO.	REVISED	POLICY NO.
Performance Rewards and Recognition	5.2.18	Probation subsequent to Performance Evaluation	3.3.1c
Academic Honesty and Integrity	4.11		
Conflict of Interest	4.12	Faculty Workload	
		Annual Leave- Accrual Basis	7.3.2
HR Handbook 2016-2017	2016-2017	Salary Placement on Initial Hire	5.3.13
DRAFT POLICIES			
NEW		CURRENT STATUS	

Job Evaluation		Undergoing finalization
Employee Discipline		Revision in progress
APPROVED PROCEDURES		
REVISED	POLICY NO.	CURRENT STATUS
Recruitment Hiring Procedures	2.2	EC approved—now effective
Short Term Disability Procedures	7.5.3	EC Approved- now effective

The HR Committee met a total of 6 times during the year. There were a total of 9 voting members and the average attendance of voting members per session was 7.1 (77%).

II. Summary

POLICIES		PROCEDURES	
7	Approved	2	Approved
2	Draft		

III. Reflections

1. Policies and procedures are created or revised when there is a need. A total of 7 policies and 2 procedures were approved. These include three new policies and four revised policies. Two policies are in draft and will be submitted for consideration under the shared governance process.
2. Average attendance rate at HRC is around 77% which is the same as last the last academic year.
3. As recommended after the last assessment the change to quarterly meetings of the HRC was implemented in Q2 of AY2016-2017. Committee business was more than adequately addressed with the reduced number of meetings.

III. 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

Notes

[Chair]

Date: September 5th, 2017

Approved by EC September 6th, 2017