

## 1    **EMPLOYEE BENEFITS COMMITTEE**

2    **Revision Date:** Standing Committee, last ~~version in April 2004~~ revised  
3    November 3, 2022.

4    **Purpose:** To review and make recommendations to improve existing or proposed  
5    employee benefit programs and/or plans.

6    **Membership:** Voting membership of the committee shall consist of one faculty  
7    member from each college and a professional librarian selected by the Faculty  
8    Senate, (At least one faculty member shall be a Faculty Senator, but Faculty  
9    Senators should not hold a majority of faculty membership on the committee.) the  
10   Chair of the Faculty Senate Faculty Welfare and Concerns Committee, two staff  
11   members from the secretarial/clerical, technical/paraprofessional, skilled crafts,  
12   and/or service maintenance categories, and two other staff members from the  
13   executive and/or professional/nonfaculty categories selected by the Staff  
14   Congress, the Chair of the Staff congress Personnel Policies and Benefits  
15   Committee and the Director of Budgets and Management Information or his/her  
16   designee. The nonvoting member shall be the Director of Human Resources.  
17   Term of service for those selected staff and faculty shall be four years with one  
18   fourth of the members being replaced each year. The Chairs of the Faculty Senate  
19   Faculty Welfare and Concerns Committee and the Staff Congress Personnel  
20   Policies and Benefits Committee will serve 1-year terms. The Chair of Faculty  
21   Welfare and Concerns will participate on EBC throughout the calendar year;  
22   terms begin and end August 15 for this position. Faculty teaching during summer  
23   or Maymester will participate in EBC committee meetings. If faculty are not  
24   available, a proxy representing that faculty's college is acceptable.  
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### 26    **Duties & Responsibilities:**

- 27        • To periodically review existing or proposed employee benefits programs  
28        and/or plans and recommend additions, deletions, or other modifications.
- 29        • To review ALL Office of Human Resources benefits data and benefits  
30        market survey materials. Any materials regarding benefits data and benefits  
31        market survey materials must be shared with the EBC Chair within **seven**  
32        **working days** **forty-five days** of its receipt in the Human Resources office.  
33        • Any health and/or benefits plan formulated by HR **must be approved**  
34        **discussed and recommended** by EBC prior to its presentation to University  
35        President, Faculty Senate, other campus units. Committee minutes should  
36        reflect this approval.  
37        • To review proposals for servicing employee benefits programs and/or plans  
38        by also seeking input from constituency groups, and to **approve discuss**  
39        **and recommend** benefits in concert with university administration.

- 40 • To improve communication among university participants, obtain more  
41 information from faculty members about the health and benefits challenges  
42 they encounter.
- 43 • The Office of Human Resources shall conduct open forums at least twice  
44 per year on health or benefit related topics.
- 45 • ~~EBC~~ The Office of Human Resources will construct and run (through IR) a  
46 survey in last week of January on current and desired benefits, problems,  
47 and issues so that it will inform discussions for the next year's benefit  
48 model. A formal report from EBC based on the survey will be delivered to  
49 Faculty Senate, Staff Congress, and the President.

50 **Officers:** A Chair and a chair-elect (who shall serve as chair in absence of the  
51 Chair) to be selected by the committee from the membership. The Chair shall  
52 have at least one year of experience on the committee prior to beginning a term of  
53 service. The chairmanship shall alternate yearly between members who are  
54 classified as Faculty and those classified as Staff. The position of Secretary shall  
55 be filled by a non-member from the Office of Human Resources.

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57 **Frequency of Meetings:** As required. Meetings shall occur monthly to allow for  
58 faculty and staff to be involved in the continuing process of health and other  
59 benefits selection. Meetings may be called by the Chair weekly if necessary.

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61 **Reporting Channels:** Recommendatory to the President through the Vice  
62 President for Administration and Fiscal Services/ Chief Financial Officer.  
63 Recommended changes in policies and procedures shall be reported to the Faculty  
64 Senate and Staff Congress.

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66 **Minutes & Proposals Copied to:** The Library, Faculty Senate, Student  
67 Government Association, and Staff Congress.

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69 **Support Services:** Office of Human Resources.

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## 71 **MEMBERSHIP**

72 The procedure for resignation from a University Standing Committee is written  
73 notification to the University Standing Committee chairperson, Faculty Senate  
74 secretary, and the faculty member's Department Chair. In the absence of a  
75 University Standing Committee Chairperson, the notification may be sent to the  
76 Faculty Senate secretary and the faculty member's Department Chair.

- 77 • Stephen Brigham, Chair of FS Faculty Welfare and Concerns, Position  
78 Filled

- 79 • Ahmad Hassan, CBT, 2020-2024
- 80 • Jeannie Justice COE, 2023-27
- 81 • Ryan McGillicuddy, CCAHSS, 2021-25 CHAIR
- 82 • Emmalou Schmittzehe, COS, 2022-26
- 83 • Leeann Potter, Chair, SC Per. Benefits, Position Filled
- 84 • Amanda Lewis, Exec/Manag, 2019-23
- 85 • Rick Wagoner, IT, 2020-24,
- 86 • VACANT, Prof/NF, 2019-23
- 87 • VACANT, Sec/Clerical, 2019-23
- 88 • Jessica Cooper, Director Budgets, Position Filled
- 89 • Caroline Atkins, Human Resources
- 90 • Tom Kmetz, Librarian, 2021-25

91 **\*All 1 year terms end Aug. 15 of each fiscal year.**