

*Not acceptable. Please see my
comments.*
Ref 9/21/23

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.
25

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 X
32 working days of its receipt in the Human Resources office.
- 33 • Any health and/or benefits plan formulated by HR must be approved by
34 EBC prior to its presentation to University President, Faculty Senate, other X
35 campus units. Committee minutes should reflect this approval.
- 36 • To review proposals for servicing employee benefits programs and/or plans
37 by also seeking input from constituency groups, and to approve benefits in
38 concert with university administration.
- 39 ✓ • To improve communication among university participants, obtain more
40 information from faculty members about the health and benefits challenges
41 they encounter.

Who will conduct the forum?

- 42 • Conduct open forums at least twice per year on health or benefit related
- 43 topics.
- 44 • EBC will construct and run (through IR) a survey in last week of January
- 45 on current and desired benefits, problems, and issues so that it will inform
- 46 discussions for the next year's benefit model. A formal report from EBC
- 47 based on the survey will be delivered to Faculty Senate, Staff Congress, and
- 48 the President.

Already being done by HR. Does EBC want

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

to do it!

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

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

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

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

69

70 MEMBERSHIP

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

- 76 • Timothy Hare, Chair of FS Faculty Welfare and Concerns, Position Filled
- 77 • Ahmad Hassan, CBT, 2020-2024
- 78 • Mike Kessinger, COE, 2019-23
- 79 • Ryan McGillicuddy, CCAHSS, 2021-25
- 80 • Emmalou Schmittezehe, COS, 2022-2026

- 81 • Rianna Robinson, Chair, SC Per. Benefits, Position Filled
- 82 • Amanda Lewis, Exec/Manag, 2019-23
- 83 • Rick Wagoner, IT, 2020-24, CHAIR
- 84 • Annette Hines, Prof/NF, 2019-23
- 85 • Maurice Ian Savard, Sec/Clerical, 2019-23
- 86 • Jessica Cooper, Director Budgets, Position Filled
- 87 • Caroline Atkins, Human Resources
- 88 • Tom Kmetz, Librarian, 2021-2025

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

