

Membership:

The voting membership of the committee shall consist of all of the following.

(1) One faculty member from each college and a professional librarian all selected by the Faculty Senate. At least one of the faculty members selected by the Faculty Senate shall be a faculty senator, but faculty senators should not constitute a majority of the faculty members selected by the Faculty Senate.

(2) The Chair of the Faculty Senate Faculty Welfare and Concerns Committee

(3) Two staff members, selected by the Staff Congress, belonging to one or more of the following categories—secretarial/clerical, technical/paraprofessional, skilled crafts, or service/maintenance

(4) Two staff members, selected by the Staff Congress, belonging to one or more of the following categories—executive or professional-nonfaculty

(5) The Chair of the Staff Congress Personnel Policies and Benefits Committee

(6) The Director of Budgets and Management Information or his/her designee

The nonvoting member of the committee shall be the Director of Human Resources.

Terms of Service:

(1) Committee members selected by the Faculty Senate shall serve four-year terms with one fourth of the members being replaced each year.

(2) Committee members selected by the Staff Congress shall serve four-year terms with one fourth of the members being replaced each year.

(3) The Chair of the Faculty Senate Faculty Welfare and Concerns Committee shall serve a one-year term beginning August 15 of the current year and ending August 15 of the following year.

(4) The Chair of the Staff Congress Personnel Policies and Benefits Committee shall serve a one-year term.

Regarding committee meeting attendance, all of the following apply.

(a) The Chair of the Faculty Senate Faculty Welfare and Concerns Committee shall participate in all committee meetings that are held during the Chair's term of service.

(b) A committee member who is a faculty member and who teaches during maymester or summer shall participate in all committee meetings that are held during maymester or summer, respectively.

(c) A committee member who is unable to attend a committee meeting may designate a proxy representing that committee member's unit.

Duties and Responsibilities:

(1) To review existing or proposed employee benefits programs/plans and recommend additions, deletions, or other modifications.

(2) To review Office of Human Resources benefits data and benefits market survey materials.

(3) To seek input from constituency groups regarding existing or proposed employee benefits programs/plans.

(4) To improve communication among university participants and to obtain information from employees about the health and benefits challenges they encounter.

Support:

To aid the Employee Benefits Committee with its duties and responsibilities, the following actions **should/shall** be taken.

- (1) Benefits data and benefits market survey materials **should/shall** be shared with the Employee Benefits Committee Chair within forty-five days of its receipt in the Office of Human Resources.
- (2) Any health or benefits program/plan formulated by the Office of Human Resources **should/shall** be reviewed by the Employee Benefits Committee *prior to* its presentation to the University President, the Faculty Senate, and campus units.
- (3) The Office of Human Resources **should/shall** conduct open forums at least twice per year on health and benefit related topics.
- (4) The Office of Human Resources, in consultation with the Employee Benefits Committee, **should/shall** construct and run (through Institutional Research) a survey in the last week of January on current and desired benefits and on problems and issues so as to inform discussions for the next year's benefit model.

Can a **committee description dictate/legislate the duties, responsibilities, and actions of an entity other than the committee itself? If so, then use the word "shall". If not, then use the word "should".**