

1 **Amendments Document:** This document lists all of the amendments that are proposed in the
2 **Comments Document (see the Comments Document).**

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4 **Membership:**

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

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

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

11 (3) Two staff members from the secretarial/clerical, technical/paraprofessional, skilled crafts, or
12 service/maintenance categories and two other staff members from the executive or professional-
13 nonfaculty categories all selected by the Staff Congress.

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

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

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

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18 **Terms of Service:**

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

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

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

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

27 Regarding committee meeting attendance, all of the following apply.

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

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

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

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36 **Duties and Responsibilities:**

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

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

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

42 (4) To improve communication among university participants and to obtain information from

43 employees about the health and benefits challenges they encounter.

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45 **Support:**

46 To aid the Employee Benefits Committee with its duties and responsibilities, the following
47 actions shall be taken.

48 (1) All materials regarding benefits data and benefits market survey materials shall be shared
49 with the Employee Benefits Committee Chair within forty-five days of their receipt in the Office
50 of Human Resources.

51 (2) Any benefits program/plan formulated by the Office of Human Resources shall not be
52 presented to the University President, the Faculty Senate, and campus units *until* the Employee
53 Benefits Committee has reviewed the program/plan and produced a set of recommendations
54 regarding the program/plan.

55 (3) The Office of Human Resources, in consultation with the Employee Benefits Committee,
56 shall conduct open forums at least twice per year on health and benefit related topics.

57 (4) The Office of Human Resources, in consultation with the Employee Benefits Committee,
58 shall construct and run (through Institutional Research) a survey in the last week of January on
59 current and desired benefits and on problems and issues so as to inform discussions for the next
60 year's benefit model. Together, the Office of Human Resources and the Employee Benefits
61 Committee shall produce a formal report of the survey's results and deliver the report to the
62 University President, the Faculty Senate, and the Staff Congress.

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