

Comments Document: This document breaks up lines 6 to 49 of the Governance Committee's draft of the Employee Benefits Committee description into various sections and, for each section, makes comments and proposes amendments. A list of all of the amendments, in the order they are proposed in the Comments Document, can be found in the Amendments Document (see the Amendments Document).

Governance Committee Draft

6 **Membership:** Voting membership of the committee shall consist of one faculty
...
24 available, a proxy representing that faculty's college is acceptable.

Comments

The section on membership (lines 6 to 24) is not easy to read because it discusses membership, terms of service, and committee meeting attendance all in one big chunk of text.

Amendments

Lines 4 to 34 of the Amendments Document

Lines 4 to 34 break up the membership section into logical units thereby enhancing readability. Lines 4 to 16 discuss membership, lines 18 to 26 discuss terms of service, and lines 27 to 34 discuss committee meeting attendance. Each of these units is then subdivided into smaller logical units using enumeration [e.g., (1), (2), (3), and so on].

Governance Committee Draft

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, ...

Comments

This section is ambiguous. Is it only the professional librarian that is selected by the Faculty Senate or is it the faculty members from each college and the professional librarian? I assume it is the latter.

Amendments

Lines 4 to 7 of the Amendments Document

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.

Governance Committee Draft

8 ... (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.) ...

Comments

This section is ambiguous. Are the phrases "faculty member" and "faculty membership on the committee" meant to include the Chair of the Faculty Welfare and Concerns Committee (who is a faculty member and on the committee) or are the phrases only referring to the faculty members selected by the Faculty Senate? I assume it is the latter.

Amendments

Lines 7 to 9 of the Amendments Document

(At least one **of the** faculty members **selected by the Faculty Senate** shall be a **F**aculty **S**enator, but **F**aculty **S**enators should not **hold** **constitute** a majority of **the** faculty membership **on the committee.**)
selected by the Faculty Senate.

Governance Committee Draft

9 ... the
10 Chair of the Faculty Senate Faculty Welfare and Concerns Committee ...

Comments

None

Amendments

Line 10 of the Amendments Document

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

Governance Committee Draft

10 ... 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 ...

Comments

This section is ambiguous. Is it only the two staff members from the executive and/or professional/nonfaculty categories that are selected by the Staff Congress or is it all four staff members? I assume it is the latter.

Amendments

Lines 11 to 13 of the Amendments Document

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

Governance Committee Draft

14 ... 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.

Comments

None

Amendments

Lines 14 to 16 of the Amendments Document

(4) The Chair of the Staff Congress Personnel Policies and Benefits Committee
(5) and The Director of Budgets and Management Information or his/her designee.
The nonvoting member of the committee shall be the Director of Human Resources.

Governance Committee Draft

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. ...

Comments

This section is ambiguous. Is it one fourth of all of the selected individuals that will be replaced each year or is it one fourth of the individuals selected by Faculty Senate and one fourth of the individuals selected by Staff Congress that will be replaced each year? I assume it is the latter.

Amendments

Lines 18 to 22 of the Amendments Document

~~Term of service for those selected staff and faculty shall be four years with one fourth of the members being replaced each year.~~

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.

Governance Committee Draft

18 ... 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. ...

Comments

I have no substantive comments other than the section could be better written.

Amendments

Lines 23 to 29 of the Amendments Document

~~The Chairs of the Faculty Senate Faculty Welfare and Concerns Committee and the Staff Congress Personnel Policies and Benefits Committee will serve 1 year terms. The Chair of Faculty Welfare and Concerns will participate on EBC throughout the calendar year; terms begin and end August 15 for this position.~~

(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.

Governance Committee Draft

22 ... Faculty teaching during summer
23 or Maymester will participate in EBC committee meetings. ...

Comments

This section is ambiguous. Is the phrase "faculty teaching during summer or Maymester" directed at all faculty who teach during summer or Maymester regardless of whether or not they are on the EBC or is the phrase directed only at faculty who are on the EBC and who teach during during summer of Maymester? I assume it is the latter. Also, the phrase "will participate in EBC committee meetings" is not explicit about which committee meetings. I assume it is committee meetings held during summer or Maymester.

Amendments

Lines 30 to 32 of the Amendments Document

~~Faculty teaching during summer or Maymester will participate in EBC committee meetings.~~

(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.

Governance Committee Draft

23 ... If faculty are not

24 available, a proxy representing that faculty's college is acceptable.

Comments

I interpret this sentence to mean "Any faculty member on the EBC who cannot attend a committee meeting may designate a proxy representing that faculty member's college." If that is the correct interpretation, then why is this courtesy not extended to staff members on the EBC?

Amendments

Lines 33 and 34 of the Amendments Document

If faculty are not available, a proxy representing that faculty's college is acceptable.

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

Governance Committee Draft

26 **Duties & Responsibilities:**

27 To periodically review existing or proposed employee benefits programs

28 and/or plans and recommend additions, deletions, or other modifications.

Comments

To periodically review proposed programs seems to suggest that some proposed programs may be reviewed and others may not be reviewed. This contradicts a later statement (lines 33 to 35) that any proposed program formulated by the Office of Human Resources must be reviewed by the EBC prior to its presentation to various entities.

Amendments

Lines 36 to 38 of the Amendments Document

Duties & and Responsibilities:

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

Governance Committee Draft

29 To review ALL Office of Human Resources benefits data and benefits

30 market survey materials. ...

Comments

None

Amendments

Line 39 of the Amendments Document

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

Lines 30 to 36 of the Governance Committee Draft are discussed in later sections below.

Governance Committee Draft

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.

Comments

The phrase "to discuss and recommend benefits in concert with university administration" suggests that both the EBC and the administration must recommend a benefit program/plan before the program/plan can move forward. This is redundant with an earlier statement (lines 33 to 35) that any program/plan formulated by the Office of Human Resources must be discussed and recommended by the EBC prior to its presentation to various entities. Also, the phrase "To review proposals ... by also seeking input from constituency groups" can be stated more succinctly as in the amendment below.

Amendments

Lines 40 and 41 of the Amendments Document

~~To review proposals for servicing employee benefits programs and/or plans by also (3) To seeking input from constituency groups regarding existing and proposed employee benefits programs/plans, and to approve discuss and recommend benefits in concert with university administration.~~

Governance Committee Draft

40 To improve communication among university participants, obtain more
41 information from faculty members about the health and benefits challenges
42 they encounter.

Comments

The phrase "obtain more information from faculty members about ..." suggests that the EBC is concerned primarily with faculty members and not with employees in general.

Amendments

Lines 42 and 43 of the Amendments Document

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

Governance Committee Draft

30 ... 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.

Comments

This statement appears under Duties & Responsibilities. The statement does not describe a duty and responsibility of the EBC but, rather, legislates a duty and responsibility of the Office of Human Resources. Thus the statement belongs in a different section which I call Support.

Amendments

Lines 45 to 50 of the Amendments Document

~~Any materials regarding benefits data and benefits market survey materials must be shared with the EBC Chair within seven working days forty five days of its receipt in the Human Resources office.~~

Support:

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

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

Governance Committee Draft

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.

Comments

There are a number of issues associated with this statement. First, "health" appears for the first time in conjunction with "benefits" (i.e., "health and/or benefits plan"). Prior to this statement, only "benefits" was used and I assumed any health program/plan was considered a benefit program/plan. This statement seems to suggest that a health program/plan is not to be considered a benefit program/plan. I am confused. Perhaps what is needed is a definition of "benefit program/plan" somewhere in the document (e.g., in the Purpose section). Second, the phrase "must be" has been stricken. I believe this is an error. If "must be" is stricken, then any plan formulated by HR does not necessarily have to be discussed and recommended by EBC prior to its presentation to various entities. Third, the word "approved" was stricken and replaced with the phrase "discussed and recommended". I don't see the distinction. Before, if a plan formulated by HR was not approved by the EBC (i.e., the EBC said "We do not approve this plan"), then the plan was not presented to various entities. Now, if a plan formulated by HR is not recommended by the EBC (i.e., the EBC says "We do not recommend this plan"), then the plan is not presented to various entities. Fourth, the word "approval" is not stricken in the sentence "Committee minutes should reflect this approval." This seems to contradict the striking of "approved" earlier. Finally, lines 33 to 35 legislate a duty and responsibility of the Office of Human Resources—namely, the Office of Human Resources must forward any formulated plan to the EBC and wait for the EBC's recommendation before forwarding the plan to various entities. Thus lines 33 to 35 do not really belong under Duties & Responsibilities but, rather, are more appropriately placed under the Support section.

Amendments

Lines 51 to 54 of the Amendments Document

~~Any health and/or benefits plan formulated by HR must be approved, discussed and recommended by EBC prior to its presentation to University President, Faculty Senate, other campus units. Committee minutes should reflect this approval.~~

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

Governance Committee Draft

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.

Comments

These statements appear under Duties & Responsibilities. The statements do not describe duties and responsibilities of the EBC but, rather, legislate duties and responsibilities of the Office of Human Resources. Thus the statements belong under the Support section. Also, it is somewhat strange that the Office of Human Resources is tasked with conducting forums and constructing/administering surveys with no requirement for input from the EBC whereas the EBC is tasked with reporting the results of the surveys with no requirement for input from the Office of Human Resources. The Office of Human Resources and the EBC should be working together on these activities.

Amendments

Lines 55 to 62 of the Amendments Document

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

~~EBC (4) The Office of Human Resources, in consultation with the Employee Benefits Committee, will shall construct and run (through IR Institutional Research) a survey in the last week of January on current and desired benefits, and on problems, and issues so as to that it will inform discussions for the next year's benefit model. A formal report from EBC based on the survey will be delivered to Faculty Senate, Staff Congress, and the President. Together, the Office of Human Resources and the Employee Benefits Committee shall produce a formal report of the survey's results and deliver the report to the University President, the Faculty Senate, and the Staff Congress.~~
