

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.**