



**MEMORANDUM**

**To:** Donna E. Shalala, President

**From:** Stephen Sapp  
Chair, Faculty Senate

A handwritten signature in black ink that reads "Stephen Sapp". The signature is written in a cursive style with a large, prominent "S" at the beginning.

**Date:** July 16, 2007

**Subject:** Faculty Senate Legislation #2007-30(B) --Change of Employee Benefits Committee to Employee Benefits Advisory Council on Faculty Manual

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On April 25, 2007 the Faculty Senate approved a change in the wording of Faculty Manual section regarding Employee Benefits Committee to Employee Benefits Advisory Council. This change becomes effective upon your approval.

The changes to the Faculty Manual are shown as underlined additions and ~~strikethrough~~ deletions in the enclosed document. For your reference, also enclosed is a clean version of the document that incorporates all of the changes.

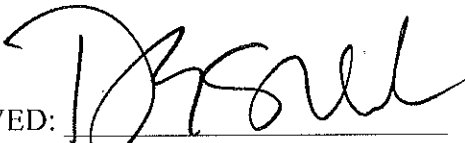
This legislation is now forwarded to you for your action.

SS/ib

**cc:** Thomas LeBlanc, Executive Vice President and Provost  
David J. Birnbach, Vice Provost for University Administration and Faculty Affairs

Faculty Senate Legislation #2007-30(B) – Change on Faculty Manual of Employee Benefits  
Committee to Employee Benefits Advisory Council

**PRESIDENT'S RESPONSE**

APPROVED:  DATE: 7-30-07  
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Faculty Senate ; SR. VP NATOLI

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_  
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_

To replace the section "The EMPLOYEE BENEFITS COMMITTEE" under  
"FACULTY-ADMINISTRATIVE COMMITTEES" (p. 132 of the *Faculty Manual*):

The EMPLOYEE BENEFITS ADVISORY COUNCIL reviews and makes recommendations to the administration and, through its representatives, to the Faculty Senate concerning changes in non-retirement benefits proposed by the administration. It may also initiate examination and evaluation of possible changes that arise within the Council's discussions. The Council meets regularly throughout the year, providing advice, guidance, and meaningful input on benefits and playing an active role in educating employees about their benefits. The Senior Vice President for Business and Finance chairs the Council, which consists of 16 members, selected to be representative of the University's workforce and drawn from all campuses and employment categories. Four faculty members shall be appointed by the Faculty Senate Chair, including two from the Miller School of Medicine. The other members of the Council are appointed by the Senior Vice President for Business and Finance. Consideration shall be given to appointing members who have a genuine interest in issues relating to benefits and who are willing to express their views to the Council and to the administration. Members serve staggered three-year terms, and no member may serve more than two consecutive terms. The Vice President for Human Resources, the Associate Vice President for Medical Human Resources, and the Assistant Vice President of Benefits Administration are *ex officio* members of the Council.

If approved, this change will necessitate two others:

- 1) Under "COMMITTEE REPORTS TO:" on p.131, "Employee Benefits" to "Employee Benefits Advisory Council"
- 2) In B4.6 ("The BUDGET AND COMPENSATION COMMITTEE"), "One of the two Employee Benefits Committee representatives appointed by the Faculty Senate shall be designated to serve *ex officio* on the Budget and Compensation Committee" to "One of the four Employee Benefits Advisory Council representatives appointed by the Faculty Senate shall be designated to serve *ex officio* on the Budget and Compensation Committee."

(Faculty Manual pg. 132)

~~The EMPLOYEE BENEFITS COMMITTEE studies and provides recommendations to the Senior Vice President for Business and Finance regarding proposed changes in non-retirement benefits. It analyzes the impact of changes and examines cost implications and market data. The Committee consists of 12 members: two appointed by the Faculty Senate Chair<sup>1</sup>; two clinical faculty members appointed by the Senior Vice President for Medical Affairs and Dean; and eight appointed by the Senior Vice President for Business and Finance to represent all campuses and employment categories. The EMPLOYEE BENEFITS ADVISORY COUNCIL reviews and makes recommendations to the administration and, through its representatives, to the Faculty Senate concerning changes in non-retirement benefits proposed by the administration. It may also initiate examination and evaluation of possible changes that arise within the Council's discussions. The Council meets regularly throughout the year, providing advice, guidance, and meaningful input on benefits and playing an active role in educating employees about their benefits. The Senior Vice President for Business and Finance chairs the Council, which consists of 16 members, selected to be representative of the University's workforce and drawn from all campuses and employment categories. Four faculty members shall be appointed by the Faculty Senate Chair, including two from the Miller School of Medicine. The other members of the Council are appointed by the Senior Vice President for Business and Finance. Consideration shall be given to appointing members who have a genuine interest in issues relating to benefits and who are willing to express their views to the Council and to the administration. Members serve staggered three-year terms, and no member may serve more than two consecutive terms. The Vice President for Human Resources, the Associate Vice President for Medical Human Resources, and the Assistant Vice President of Benefits Administration are *ex officio* members of the Council.~~

(Faculty Manual pg. 131)

## **FACULTY-ADMINISTRATIVE COMMITTEES**

The administration appoints committees upon which faculty members may be asked to serve. The administration will advise the Faculty Senate of all such appointments. The following is a list of these committees showing the office to which each reports, and statements of the function and composition of each. Committees are expected to keep minutes of their meetings and to file copies of these in the appropriate offices.

### **COMMITTEE:**

Animal Care  
Budget Advisory  
Campus Sports and Recreation Advisory  
Building and Grounds  
Employee Benefits  
Employee Benefits Advisory Council

### **REPORTS TO:**

Vice Provost for Research  
Provost  
Student Affairs  
President  
  
Sr. V. P. for Business and Finance

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<sup>1</sup> 2003-08(B)

Employees' Retirement Plan Review Committee <sup>2</sup>	President
Information Technology	V. P. of Information Technology
Patents and Copyright	Vice Provost for Research
Strategic Planning	President
Student Organizations	Student Affairs
Student Publications Board	Student Affairs
Union Board of Governors	Student Affairs
Use of Human Subjects	Vice Provost for Human Subject Research
WVUM Advisory Board	Student Affairs

(Faculty Manual pg. 26)

B4.6 The BUDGET AND COMPENSATION COMMITTEE represents the faculty in the development of the annual budget of the University. It shall assess University needs, analyze University resources, and on the basis of these, shall present to the Senate each fall a proposal for changes in the next annual budget. The scope of its activities shall include recommendations for faculty salary increases and fringe benefits, including group insurance programs, retirement, tuition benefits and other benefits that are part of the compensation of the faculty, based upon its evaluation of economic and market conditions and faculty needs. On the basis of Senate action, it shall develop and present to the administration faculty views concerning budgetary matters. The chair or co-chairs of the committee will act as liaison representative(s) to the University Budget Committee, and <sup>3</sup>the Chair shall serve as an *ex officio* non-voting member of the Academic Standards Committee. <sup>4</sup>The Faculty Senate Chair shall be an *ex officio* non-voting member. <sup>5</sup>~~One of the two Employee Benefits Committee representatives appointed by the Faculty Senate shall be designated to serve *ex officio* on the Budget and Compensation Committee. One of the four Employee Benefits Advisory Council representatives appointed by the Faculty Senate shall be designated to serve *ex officio* on the Budget and Compensation Committee.~~

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<sup>2</sup> #2001-13(B)

<sup>3</sup> #2004-03(B)

<sup>4</sup> #2003-04(B)

<sup>5</sup> #2004-18(B)

CLEAN COPY

(Faculty Manual pg. 132)

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Building and Grounds	President
Employee Benefits Advisory Council	Sr. V. P. for Business and Finance
Employees' Retirement Plan Review Committee <sup>1</sup>	President
Information Technology	V. P. of Information Technology
Patents and Copyright	Vice Provost for Research
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