

December 7, 1995
Revised, October 15, 1996
Second Revision, March 12, 1997
Third Revision, March 1998

Charter of the University Benefits Committee

Actions Taken:

Staff: The Employee Assembly voted on December 6, 1995 to adopt the following as the charter of the university benefits committee.

Faculty: The Executive Committee of the Faculty Council of Representatives, succeeded by The Faculty Senate in January, 1996, adopted the following as the Charter of the University Benefits Committee.

Mission

The Mission of the University Benefits Committee is to act as the voice of Employees on all matters relating to Benefits.

Scope

The Committee will deal with the entire range of benefits. The complete list of Benefits includes social security, group life insurance, accidental death and dismemberment insurance, retirement-related benefits, short-and long-term disability, select (health) benefits, workers' compensation, unemployment insurance, holidays, military training leave, jury duty, training programs, extramural educational programs, employee assistance program (personal, job related problems), group auto insurance, health insurance and services, dental insurance, vacations, Cornell Children's Tuition Plan, Employee tuition aid, employee degree program.

The committee will deal with both Endowed and Statutory Benefits.

Goals

The Committee will have four major goals:

- A. As stated above, the committee will be the voice of employees on all matters relating to benefits;
- B. The committee may propose changes in benefits policies, arrangements, and modis operandi that will be forwarded to the Employee Assembly and the faculty for further action by the University Administration.
- C. The committee will react to issues and proposals raised by the same parties;
- D. The Committee will take both a short-run and long-run view of benefits issues.
- E. While retaining its right to comment on and make suggestions regarding modis operandi the Committee will not seek to "micro-manage" benefits.

Membership

- A. The Population Represented: This committee will represent ALL Employees. Both Faculty and Staff.
- B. Composition of the Committee:
- | | | |
|---|---|--|
| <u>Faculty</u> | 5 | <u>Selected by:</u> |
| Retired | 1 | Emeritus Professor's Association |
| Endowed | 1 | Faculty Senate |
| Statutory | 1 | Faculty Senate |
| At-Large
(either endowed or statutory) | 2 | Faculty Senate |
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| <u>Staff</u> | 5 | <u>Selected by:</u> |
| Retired | 1 | Cornell Retiree Association |
| Union Representative | 1 | The Unions |
| Endowed | 1 | Employees Assembly |
| Statutory | 1 | Employee Assembly |
| At Large | 1 | Employees Assembly |
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| <u>Administration</u> | 4 | <u>Ex Officio, Non-Voting</u> |
| | 1 | Senior Vice President and Chief
Financial Officer |
| | 1 | Vice President-Academic Programs,
Planning, Budget OR Director,
Statutory Financial and Business
Services |
| | 1 | Dean of the Faculty |
| | 1 | Director, University Human
Resource Services OR Manager,
Benefits |
- C. Terms: Members will be elected to 3-year terms.
- D. Officers, Meetings, Subcommittees
1. Chair and Vice Chair, or Co-Chairs, elected by voting members in the November Meeting for 1-year terms.
 2. Secretary: The Committee will have no "permanent" secretary. Instead, members will take turns in taking minutes of meetings.
 - A. Before submitting final "minutes", the secretary will have his/her draft reviewed by two committee members.
 3. Meetings: Normally, once a month. More often, as required.
 4. Ad Hoc Committees: The committee chair may appoint Ad Hoc Committees, as needed, to undertake specialized investigations and to report back information and recommendations to the parent committee. Each ad hoc committee will have at least one member

from the parent committee. Outsiders with relevant experience will be appointed as needed.

5. Relationship to University Human Resources (UHRS)
 - A. The Committee will act as a Sounding Board for UHRS on issues and proposals relating to Benefits. Similarly, UHRS will react to initiatives of the Committee.
 - B. As appropriate, UHRS staff members will meet with the Committee to share their expertise, information, analyses, research.
 - C. UHRS will alert the Committee as early as possible as to crises (rising health costs, etc.) and incipient developments so that the Committee can respond. In the case of changes in health benefits, the Committee should be consulted at the very beginning of developments, e.g., at the beginning/during summer.

Reporting

1. The committee will report regularly to the faculty senate and employee assembly.
 - A. Committee members will each report to the group that he/she represents.
2. Periodically:
 - A. As appropriate, the committee will prepare a Report to Cornell newsletter (of some such title) to be distributed through campus mail to each faculty member and staff member.
 - B. As appropriate, the committee will utilize the Cornell Chronicle, Cornell Work Place, Cornell Daily Sun and Networking to report on its activities.

Attendance Policy

- A. The goal is active, interested, informed participation. Members missing more than three consecutive meetings will become non-members and the group they represent will be asked to appoint a replacement.

Amendments

The initial Charter of the Committee did not specify how the Committee might modify its Charter or Operating Rules.

Nonetheless, the following actions were taken by the committee:

July 18, 1996

Quorum:

To take official actions, a Quorum of Six Voting Members must be present.

Terms

Future Terms will be Three Years.

The committee voted to have a Rotating Membership such that about one-third of members would be new each year while two-thirds would be continuing.

To effectuate this, the committee conducted a random drawing whose results are recorded in the minutes of July 18, 1996.

March 11, 1997

Quorum

If only 8 positions are currently filled, the Quorum will consist of Five Voting Members.