

Employee Benefits Advisory Committee Western Kentucky University

Function and Membership

Purpose

The Employee Benefits Advisory Committee serves as an advisory committee to University officials in matters relating to employee benefit and retirement programs as generally administered through the Department of Human Resources. These programs include group health insurance (i.e., Employee Health Plan), wellness programming, various group and individual insurance programs, the Optional Retirement Plan (defined contribution plan), vacation and sick leave benefits, tuition discounts and similar benefits provided to eligible employees by virtue of their employment with the University. Such benefits/programs are central to the employee value proposition and the strategic alignment of University resources with human capital. The Committee reports to the President through the Executive Vice President for Strategy, Operations and Finance.

Funding requests associated with the Health Plan and other benefits, as appropriate, are to be submitted to the Executive Budget Committee following the established process.

Responsibilities

In carrying out its responsibilities, the Committee may act on its own initiative or at the direction of the President or Executive Vice President for Strategy, Operations and Finance. Among other actions, the Committee may make recommendations that are intended to revise, modify, add to or delete certain benefits and related provisions. The Committee shall consider the University's budgetary capacity, legislative, regulatory and other factors important in formulating recommendations.

The Committee shall exchange information, ideas and reports as necessary and interact with designated brokers, vendors, consultants and providers. The Committee shall assist in the formulation of goals, strategy and the communication of benefit information. Confidentiality is considered critical to the Committee's body of work. Members shall commit to a high level of trust and cooperation in the review and discussion of confidential/sensitive matters. Committee members are expected to remain educated and informed of key issues affecting employee benefits. Members are to attend and participate in scheduled meetings.

Central to the Committee's responsibilities is oversight of the University's self-insured Employee Health and Wellness Plan. The Committee is to assume fiduciary-like responsibilities associated with the Plan. These responsibilities include annual forecasting and setting a premium structure to maintain objectives related to employer cost, employee cost and an appropriate financial reserve. The ultimate goal is to maintain a sustainable Employee Health and Wellness Plan that advances a healthy campus culture while remaining competitive with the marketplace in terms of benefits, coverage and cost.

The Committee is to work in concert with the Department of Human Resources in the formulation of communication and training methods for effective implementation of plans/programs and the timely release of information.

The Committee shall maintain written minutes of meetings.

Committee Membership

Leadership of the Committee shall be provided by co-chairs who are defined as permanent members: the Director of Human Resources and the Chief Financial Officer. The Manager, Employee Wellness and Benefits shall also be a permanent member. The balance of the committee membership shall be as follows:

Three (3) discipline-specific faculty appointees from the academic units of Mathematics, Public Health and Economics and who serve four-year, renewable terms.

Three (3) appointees having “faculty status”. These individuals may be members of the University Senate OR designated by the University Senate and who serve four-year, staggered terms and are renewable

Three (3) appointees having “staff status”. These individuals may be members of the Staff Council OR designated by the Staff Council and who serve four-year, staggered terms and are renewable

Individuals proposed for membership by the University Senate and Staff Council are to be communicated through the co-chairs and the Executive Vice President for Strategy, Operations and Finance. The University President shall approve all appointments.

August 28, 2019