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**SUBJECT: Bylaws of the University Benefits Committee**

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I. **PURPOSE:** To establish bylaws for the Benefits Committee which is charged with evaluating options and making recommendations to the President's Council on behalf of University employees for health (medical, pharmacy, dental, vision, Health Savings Account/Flex Spending Accounts, Employee Assistance Programs, etc.), life insurance, disability insurance, and retirement offerings of the University.

II. **POLICY:**

A. Responsibilities

1. Review, prioritize, and recommend to the President's Council benefit plan design changes each year based on changing circumstances and available funding.
2. Review and evaluate insurance performance (claims versus premiums) and make recommendations for plan adjustments based on results.
3. Review and recommend benefit providers based on Requests for Proposal (RFP) responses when necessary.

B. Membership

This committee is an advisory committee of the University and will consist of at least 13 voting members and 4 non-voting members.

Voting Members

1. Committee Chair appointed by the President
2. President of the Faculty Senate (or elected representative)
3. President of the Staff Association (or elected representative)
4. At least one full-time faculty member selected from each college/school
5. At least one benefited staff member selected from each vice-president's area

Non-Voting Members

1. Director of Human Resources
2. Assistant Director of Human Resources
3. Executive Assistant to the VP Finance & Administration serves as Secretary to the Committee
4. A representative from the Purchasing Office (ad-hoc based on RFP and other purchasing-related issues that require advisement)



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Qualifications of Membership

1. Faculty and Staff membership to be made up of a representative number of individuals in each insurance group (traditional and high deductible) as compared to the overall percentage of health insurance membership in each group.
2. Care should be taken to make sure that the membership is reflective of the differing groups on campus taking into consideration gender, marital status, age, etc.
3. Appointments to the advisory committee shall be made by President's Council based on nominations made by the Committee Chair in consultation with the Faculty Senate and Staff Association Presidents.
4. Each appointment of an advisory committee member shall be for a minimum of 5 years, except when the appointment is to fill an unexpired term. OR in the case of the President of the Faculty Senate and Staff Association who could serve for only one year during their tenure as President/elected representative of their respective organization.
5. A majority of the voting members will be retained each year with none serving more than ten successive years. Three years will expire before any outgoing member may be reappointed. At least two members will rotate off the committee each year, keeping in mind the balance of the Committee composition.
6. The term of a new committee member shall begin on July 1.
7. Individuals will automatically lose membership in the committee if they fail to attend three successive meetings without presenting in advance to the chair of the committee a valid reason for their absence.

C. Officers and Their Duties

The officers shall be: Chair and Secretary

The Chair duties shall be:

1. To preside at the meetings of the advisory committee;
2. To appoint special subcommittees, which may include persons other than advisory committee members.

The Secretary shall:

1. Keep records of the attendance of members at meetings;
2. Keep a record of discussion and recommendations;
3. Maintain a permanent record file of advisory committee activities;
4. Distribute minutes of advisory committee meetings and copies of other committee documents to committee members and others.



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy #13.17**  
**Date Approved: 3/20/15**  
**Date Amended: N/A**  
**Office of Responsibility: VP FA**  
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D. Meetings

There will be at least three (3) meetings of the advisory committee annually, with one being held each January and others scheduled as needed.

Additional meetings may be required during the plan evaluation process or when reviewing requests for proposals.