

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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EMPLOYEE BENEFITS ADVISORY COMMITTEE (EBAC)	02-1911	1 OF 2
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVIEWED</b>
6Hx7-2.2 Internal Organization		February 22, 2016

**Purpose**

The purpose of this procedure is to recommend to the College President the employee benefits that are most beneficial to College employees and to the College. The Employee Benefits Advisory Committee, (EBAC), will review existing employee benefits and premiums, research current “market practices” and recommend benefit changes, deletions or enhancements to existing benefits, with regard to financial climate.

**Procedure**

- A. The EBAC will consist of six (6) members and the Chief Human Resource Officer (CHRO) as the chair. Members are selected as follows: two (2) representatives from each employee group (Faculty, Career, Administrative/Professional). Members are appointed by the employee group chairperson to serve a two-year appointment, and may be reappointed. Terms within each employee group will be staggered so that one member from each group will have their term expire each year. Terms will begin on July 1 each year.
  
- B. The following College staff will serve as “resources” to the Committee:
  - 1. Vice President of Business Services
  - 2. Chief Business Affairs Officer
  - 3. Director of Risk Management
  - 4. Director of Compensation and Benefits
  - 5. Other college staff may be called on as necessary
  
- C. Advisory Committee Operating Procedures:
  - 1. The CHRO will serve as the chairperson of this committee. The chairperson will only vote when it is necessary to break a tie.
  - 2. The EBAC will meet on an as needed basis when there are agenda items to be discussed. The committee will, however, meet at least one (1) time per year.
  - 3. Minutes will be kept and provided to all committee members as well as resource staff attending the meeting. The Office of Human Resources will maintain the file of record.
  - 4. A membership quorum will consist of one (1) member or designated representative from each employee group or four (4) members. If all employee groups are not represented, any item voted on must pass or fail by at least four (4) votes. If the four-vote majority is not attained, the item will be tabled until at least one (1) member from each employee group is present to vote. If all employee groups are represented, a simple majority of those present will be sufficient to pass or

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reject an item. A quorum must be present to vote on any agenda items. The EBAC may meet to discuss agenda items without a quorum being present.

5. Recommendations from the committee are advisory in nature and are submitted in writing to the College President's Cabinet and to the chairperson of each employee group.

**D. Member Responsibility:**

1. Committee members will be responsible for representing their employee groups, as directed by their appointing bodies.
2. The EBAC will review and make recommendations concerning employee and dependent benefits and retiree and dependent benefits to include, but not exclusively, the following:
  - a. Health Insurance
  - b. Dental Insurance
  - c. Vision Insurance
  - d. Life Insurance
  - e. Long Term Disability
  - f. Sick Leave Pool

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: March 26, 2002

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