North Carolina State University is a land-grant university and a constituent institution of The University of North Carolina.

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July 1, 2009

MEMORANDUM

TO: 2009-10 Group Insurance & Benefits Committee

FROM: James H. Woodward
Chancellor

SUBJECT: Appointment to University Standing Committee on Group Insurance & Benefits

You have been recommended by the Committee on Committees to serve as a member of the University Standing Committee on Group Insurance & Benefits. Your willingness to accept this responsibility is very much appreciated.

The objectives of this committee are:

1. GIBC was created in accordance with North Carolina General Statute ï¿½58-31-60. The Group Insurance and Benefits Committee is concerned with all types of group insurance and retirement programs for employees. It is also concerned with other fringe benefits that promote the welfare of the faculty and/or staff of the University.

2. It is the responsibility of the Committee to make policy recommendations to the Benefits Office relative to maintaining and strengthening our present programs and developing new programs. The Benefits Office will then forward these recommendations as appropriate to the Associate Vice Chancellor for Human Resources who will carry forward pertinent issues to the Vice Chancellor for Finance and Business.

3. Group Insurance Bylaws.

4. Consult with the Faculty Senate's Personnel Policy Committee for consideration of policies, procedures or other matters pertaining to faculty concerns.

The committee is reminded of the importance of following provision of General Faculty Bylaws, Article VII, Section 4, http://ncsu.edu/faculty_senate/general-faculty/GF-Bylaws.php which requires that "All University standing and ad hoc committees shall forward reports simultaneously to the Faculty Senate and the appropriate administrator. Any action of the Faculty Senate in response to the report will be forwarded to the administrator." The reports are to be

accessible from the committee's University Standing Committee web site no later than May 28, 2010. This provision enables the Faculty Senate to review and comment on the recommendations of your committee in a timely fashion. It has generally been understood to include any formal committee minutes where these are regularly posted on the committee's web site and formal recommendations that are submitted for administrative review and approval.

The committee is expected to select a chair-elect from among the continuing members and forward that name to Vicki Walton no later than February 1. Each committee member is normally appointed to a three-year term, which is subject to annual review.

Committee chairs are to use the committee's web page provided at http://www.provost.ncsu.edu/governance/standing-committees. Please contact yvette_griffin@ncsu.edu for assistance in using the web site and other administrative needs to support the committee's work.

Please be aware that your committee must abide by the UNC General Administration interpretation of the (August 9, 1996) North Carolina Open Meetings Law. Procedures for doing so are to be found at http://www.provost.ncsu.edu/governance/openmeet/index.php.

Again, your willingness to serve on this committee is appreciated.