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Senator Romig moved and Kirschenbaum seconded motion 94-3:

To change the description of the University Benefits Committee.

a portion of the Nov. 1993 Faculty Senate minutes

After review and approval by the Senate, the Committee is responsible for recommending employee benefits policies to the President. The Committee is concerned with but not necessarily confined to insurance and retirement provisions for employees of the University. The membership of the Committee shall consist of four members of the Faculty of Instruction, one of whom is a member of the Budget and Business Affairs Committee, appointed to staggered two-year terms by the Executive Committee; the Director of Human Resources; the Drake University Treasurer, *a representative of the Provost's office*, a representative of clerical; and a representative of the professional/technical staff. The clerical and professional/technical representatives are selected by their fellow employees and serve two-year terms. The Chair is appointed by the Executive Committee.

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Senator Frank asked if the committee's work would be restricted by requiring approval before submission to the President and if this approval is appropriate for a committee with non-faculty membership. The discussion pointed out that the committee is formed by the Faculty Senate and this reporting approval is appropriate. The changes do not prohibit the President from being informed of the committee's activities before the final report is submitted. The motion passed with one no vote and one abstention.

Senator Hanson moved and Klipec seconded motion 94-4:

the fifth paragraph of the Faculty Senate Election Procedures shall be modified to read:

Faculty of Instruction, as outlined in the Drake University Academic Charter article I Section A, 2 and 3, are entitled to cast ballots in Senate elections and the At-Large Candidate list is sent to all persons whose names are on the ballot. An attempt is made to provide an election opportunity to faculty currently on leave or sabbatical.

The motion passed unanimously without discussion.

Senator Strentz raised a question concerning the use of campus mail by outside groups. The examples presented included an EDCO and an automobile insurance mailing. The response was that these are believed to be authorized groups that have an association with the university to have access to the employees. President Ferrari said the campus mail access guidelines would be reviewed.

On proper motion and second the meeting closed at 4:45 p.m.

Submitted by, Nancy Geiger, Secretary.

5.05 UNIVERSITY BUDGET AND BUSINESS AFFAIRS COMMITTEE

The Committee shall insure that academic concerns are the central focus in Drake University's short and long-range financial planning in the development of the Drake University budget. The Committee shall advise the President and his/her cabinet on a continuing basis about University financial planning and the development of the University budget. The Committee shall also deal with matters concerning affirmative action, insurance and retirement provisions, copyrights and patents, Faculty House, investments and development. One member of the Committee shall be selected by mutual agreement with the Vice President for Institutional Advancement to serve as a liaison non-voting member of the Institutional Advancement Committee of the Board of Governors.

The Committee consists of eight members of the Faculty of Instruction, four of whom are members of the Faculty Senate appointed by the Executive Committee for two-year staggered terms using the principle of broad representation. The Chair and Vice Chair are appointed by the Executive Committee before the close of the Spring semester.

The members are as follows:

- *Reynolds, James (92-94) (Pharm) Chair (3938)
- Clapham, Steve (93-95) (BUS) (Benefits Liaison)
- *Hunter, Robert (92-94) (LAW)
- *Skidmore, David (93-95) (A/S)
- *Strentz, Herb (93-95) (JMC)
- Stoppel, William (92-94) Vice-Chair
- *Symonds, Deborah (93-95) (A/S)
- Williams, Hilda (93-95) (ED)

5.06 UNIVERSITY BENEFITS COMMITTEE

The Committee is responsible for recommending employee benefits policies to the President. The Committee is concerned with but not necessarily confined to insurance and retirement provisions for employees of the University. The membership of the Committee shall consist of four members of the Faculty of Instruction, one of whom is a member of the Faculty of Instruction, one of whom is a member of the Budget and Business Affairs Committee, appointed to staggered two-year terms by the Executive Committee; the Director of Human Resources; the Drake University Treasurer, the Vice President for Research and Strategic Planning; a representative of clerical; and, a representative of the professional/technical staff. The clerical and professional/technical representatives are selected by their fellow employees and serve two-year terms. The Chair is appointed by the Executive Committee.

The members are as follows:

- Klugman, Stuart - Chair (92-94) (4097)
 - Begleiter, Martin (93-95)
 - Clapham, Steven (93-94) Budget liaison
 - Vaughan, Therese (93-95) Clerical/Pro/Tech member: Donna Woodard (229)
- Ex officio:
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| Cioccio, Ellen L. | Treasurer |
| Decker, Barbara Q. | Director, Human Resources |
| Cheney, Michael R. | Associate Provost & Director of Research |

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Committee
description
and
membership
1993-1994

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