

Student Health Insurance Advisory Committee (SHIAC) By-Laws Updated Summer 2017

As voted in by students and passed by the UC Regents, the University requires that all eligible students have major medical insurance, and provides the Berkeley Student Health Insurance Plan (SHIP) to meet this requirement. SHIP includes medical, dental and vision coverage. More information about SHIP is available at:
<https://uhs.berkeley.edu/ship>

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ARTICLE 1: MEMBERSHIP

SECTION 1.1 – Membership number, representation and voting

The membership of the Student Health Insurance Advisory Committee (SHIAC) includes appointed students and staff from University Health Services. SHIAC is advisory to University Health Services (UHS) leadership and to campus administration including the Chief Financial Officer to whom UHS reports.

Voting members

There are nine voting members, all registered Berkeley students. These include two representatives each from the ASUC, Committee on Student Fees and the Student Health Advisory Committee as well as three representatives from the Graduate Assembly. It is preferred but not required that voting members be enrolled in the Student Health Insurance Plan so that they are making recommendations on a plan of which they are a member.

Non-voting members

Non-voting members include:

- Berkeley student representative(s) to the UC Student Health Insurance Forum (SHIF). UC Office of the President allows one undergraduate and one graduate student member per campus. While open to recommendations from student leadership, UHS decides who the SHIF representatives will be.

- UHS staff, including but may not be limited to, the Berkeley SHIP Insurance Manager and other UHS Administration staff. Other staff that may attend some or all meetings such as the Administrative Director, the Executive Director and Financial Analyst.
- A representative from the insurance broker may also attend some meetings at the request of UHS.

SECTION 1.2 – Appointments and removals

Appointments happen at the beginning of fall semester. UHS actively seeks input from the following officers but is ultimately responsible for the appointment and removal of members.

- ASUC: Academic Affairs Vice President
- Committee on Student Fees: Chair
- Graduate Assembly: Campus Affairs Vice President
- Student Health Advisory Committee: Student Coordinator

The removal of a SHIAC member is highly unlikely. However, if someone is unable to meet the expectations set forth for members below, then UHS may choose to remove a member.

SECTION 1.3 – Terms of office

Since student leadership recommends students for appointments, the terms of office will be one academic year so that incoming student leaders may recommend new membership. Note that the committee typically does not meet the full year. Instead, the committee usually convenes in mid/late fall through mid-spring semester.

SECTION 1.4 – Duties as a committee

As a committee, SHIAC:

- Discusses the health of the Berkeley SHIP.
- Discusses and provides input to campus on the cost of the premium and plan design changes.
- Discusses regulatory and other external issues that may impact Berkeley SHIP.
- Serves as an advisory body to UHS leadership and campus administration.
- Advises on SHIP communications.

SECTION 1.5 – Member expectations

SHIAC members are expected to:

- Attend all SHIAC meetings.
- Educate constituents and gather input in a timely manner.
- Abide by SHIAC's community agreements (to be developed at the first meeting).
- Actively participate in discussions. Thus, members are expected to conduct themselves respectfully and in a manner that allows for others to participate as well.
- Recognize that some information that is shared is proprietary (owned by the health insurance companies or the insurance broker) and this information is not to be disclosed to others outside of SHIAC. UHS will clearly let members know when this is the case and will help members understand the take-away messages from the information that can be shared with constituents.

ARTICLE 2: OPERATING PROCEDURES AND MEETINGS

SECTION 2.1 – Quorum

Quorum shall be defined as more than 50% of all voting members. All voting procedures shall operate normally if quorum is reached. If quorum is not reached, the meeting may continue with information and discussion but no vote will be taken. A person may be considered present if they are an active participant of the conversation (i.e. telephone or skype acceptable but not preferred).

Proxies of voting members shall be considered valid voting members.

SECTION 2.2 – Records

Records are owned by the University. UHS will seek committee input on the bylaws but will make final decisions. Meeting summaries will be taken by UHS staff and posted on the UHS website (see <https://uhs.berkeley.edu/shiac>). To help foster an open and safe discussion space, the summaries will not attribute specific comments to specific individuals.

SECTION 2.3 – Timeline

Typical annual campus/UC activities include:

- Fall: UC Office of the President releases waiver criteria for the following year.
- Typically November and/or early February: UHS leads and/or participates in SHIP agenda item at ASUC, Graduate Assembly and SHAC meetings.
- February 28: Deadline to inform Berkeley campus partners of premium rates for following year. This deadline enables campus with activities such as financial aid packaging. Please note, this deadline may change depending on changes to the academic calendar.

In years where there is a request for proposals for new carriers, there will be additional activities and the timeline will be distributed to SHIAC when it begins meeting that fall.

SECTION 2.4 – Decision-making

Selection of carriers, premium rates and benefit changes are decided by campus administration, currently the Chief Financial Officer to whom UHS reports. Students are key stakeholders and their input is influential. Other campus stakeholders include Financial Aid and Scholarships Office, Graduate Division and Student Affairs Division. Decisions about waiver criteria are made by the UC Office of the President. Decisions about SHIP operations (e.g., marketing, enrollment procedures, etc.) are made by UHS leadership.

SECTION 2.5 – SHIP survey

UHS plans to conduct a SHIP survey approximately every other year or in years in which there is a big renewal happening. UHS will seek advice from SHIAC on the content of the survey.