

Board of Trustees Committee Charters

Updated July 2019

Executive Committee

Purpose: The Executive Committee shall have and may exercise, to the extent permitted by the Code of Regulations, all powers of the Board of Trustees as may be delegated to it by the Board of Trustees (except that the Executive Committee shall not have the power to amend the Code of Regulations, to fill vacancies in the Board of Trustees, or to elect officers).

Responsibilities:

- Manage the affairs of the Board of Trustees between meetings of the full Board;
- Receive major reports of committees and take action as needed;
- Review annually past performance and planning for future goals with the president;
- Review matters referred to it by the Board; and

Act on all matters except those specifically reserved to the Board of Trustees.

Financial Sustainability Committee

Purpose: The purpose of the Financial Sustainability Committee (“FSC”) is to provide oversight to the University regarding financial matters, facilities, and information technology, to ensure financial stability and long-term economic health of the University.

The FSC will have the following Subcommittees:

1. Investment Subcommittee
2. Audit Subcommittee
3. Building, Plant, and Information Technology Subcommittee

Responsibilities:

The FSC will have the following duties and responsibilities:

- Review and recommend to the Board long term financial goals and strategies to achieve those goals;

- Review and recommend to the Board for approval multi-year and annual operating and capital budgets that integrate strategic objectives and initiatives;
- Provides oversight to the University for major capital improvements, construction projects, and information technology matters.
- Monitor the financial performance of the University;
- Provide oversight regarding the financial statement, U.S. Department of Education Uniform Guidance, and benefit plan audits, as well as tax return filings 990 and 990-T, and, where necessary, make recommendations to the Board;
- Monitor, at least annually, the capital structure and any financial and liquidity ratios on outstanding debt;
- Integrate the work of the Investment, Audit, and Building, Plant, and Information Technology Subcommittees and report as appropriate to the Board.
- Monitor investment performance of the portfolio. Meet with the investment advisor at least once quarterly, and meet with each individual manager at least once annually;
- Develop investment policies (subject to approval of the Board) and guidelines regarding asset classes/styles, asset allocation ranges, rebalancing procedures, investment manager benchmarks, Socially Responsible Investment guidelines, restrictions on certain types of securities, and endowment spending policy;
- Review annually Conflicts of Interest declarations from Board of Trustee members.
- Annually reviews the FSC charter and recommend proposed changes, if any, to the Governance Committee.
- Periodically review FSC processes and procedures to improve FSC effectiveness.

Monitor the University's Information Technology infrastructure including its ability to enable the University's mission and safeguarding of the University's data assets.

Governance Committee

Purpose: The purpose of the Governance Committee is to determine the most effective composition of the Board and its committees, and to develop practices and recommend strategies and policies that attract, orient and train, organize, motivate, and assess the performance of the Board of Trustees. Through its work, the Committee provides the Board with the trustee resources that permit the Board to exercise its responsibilities for institutional governance at the highest level of excellence.

Responsibilities:

This information is part of Mount St. Joseph University's Employee Handbook.

- To serve as the nominating committee and to ensure that Board membership will continue to support the goals of the University as it goes forward to fulfill its mission.
- Develop and review the Board orientation and “board mentorship” programs to determine the effectiveness of each.
- Provide the full Board with an evaluative report on these initiatives.
- Ensure that the Board membership has representation of diverse populations and expertise.
- Develop Board development and leadership succession processes.
- To lead the Board’s biennial board evaluation process.

To periodically review the Trustees’ governance guidelines and committee descriptions.

Mission & Vision Committee

Purpose: The purpose of the Mission & Vision Committee is to oversee and affirm that the mission and vision of Mount St. Joseph University are integrated into the work of the Board, its committees, and institutional leadership.

Responsibilities:

To provide opportunities for the Board to broaden its awareness of the mission and vision and to discuss how it can more fully integrate them into its work.

- To be the Board’s primary source for ensuring that the institution’s mission and vision are kept in focus.
- To oversee and review how the University fulfills its mission and vision to students, faculty, staff, parents, alumni, the community and other constituencies.

To monitor those parts of the strategic plan that are designed to further the mission and vision.

Student Experience Committee

Purpose: The purpose of the Student Experience Committee is to ensure that academic and student life programs and enrollment management efforts are consistent with the institutional mission, vision, and strategic plan.

Responsibilities:

- Ensure that strategies for improving and maintaining enrollment, retention and graduation support student success and are consistent with the mission and strategic plan of the University.
- Ensure that the Institution regularly evaluates factors that impact students' academic experiences including the quality of academic programs and academic support services, teaching and learning technology, assessment of student learning, student outcomes and issues related to the hiring, retaining and support of quality faculty.
- Ensure that the institution is evaluating and improving extra-curricular student experiences to support student recruitment, retention and success.
- Draw upon Board member experience, expertise and contacts to support and facilitate Institutional strategies related to enrollment, retention and academic and co-curricular student experiences.

Approve new programs or majors as presented by Cabinet and recommend those programs to the full Board for approval.

University Advancement Committee

Purpose: The purpose of the University Advancement Committee is to support, advocate, and serve as an advisor and resource for university advancement activities across a broad range of constituencies and stakeholder groups with special emphasis on fundraising, marketing, and institutional communications.

Responsibilities:

- Coordinating with and supporting advancement programs and priorities;
- Assisting in the identification, cultivation, solicitation and stewardship of prospective and current major benefactors to the university;
- Providing advice and counsel to the university president and MSJU professional advancement staff engaged in fundraising; offering insight and advice on trustee and volunteer training;
- Partnering with the Governance Committee to recommend potential board candidates consistent with responsibilities and goals of the University Advancement Committee;
- Engaging in the review and approval of policies and procedures that support a professional advancement practice for Mount St. Joseph University, as well as advising and approving recommendations made on best practices consistent with professional standards as recommended by the Council for the Advancement and Support of Education.
- Oversee the application of the University's brand equity across the various media and constituencies.

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Oversee the consistent communications/messaging across the target audiences