Audit Finance Committee

**Purpose:** The Audit/Finance Committee is responsible to the Board of Trustees for recommending financial policy for the effective and efficient operation of the University. It will review, study, and make recommendations to the Board of Trustees for the following:

- A. The financial functions of the University including long range and annual budgets, salaries and benefits, tuition/fee schedules, financial planning, legal functions, auxiliary enterprises, and risk management, and developing contingency plans when needed;
- B. Major financial transactions not provided for in the annual budget;
- C. Capital and operating debt structures;
- D. The scope of the financial audit and related fees;
- E. The results of the annual financial statement audit and audit findings with respect to changes in accounting procedures and internal accounting controls;
- F. The annual Form 990 and 990T;
- G. The annual audit for the Tax Deferred Annuity Plan and the Defined Contribution Plan;
- H. The US Department of Education A-133 audit;
- I. Conflicts of Interest from Board of Trustee members, Corporate and Administrative Officers;
- J. Material Whistleblower complaints.

Building, Plant & Technology Committee

**Purpose:** The Purpose of the Building, Plant, and Technology Committee is to oversee the University’s physical assets: its land, buildings, equipment, and technology infrastructure. More specifically, to maintain the adequacy and condition of capital assets, to develop and periodically review operational policies, procedures, and processes, to advocate for new and renovated structures when needed, and to ascertain that adequate levels of funding exist for plant maintenance and operations, and technology infrastructure.

- A. It will review, study, and make recommendations to the Board regarding maintenance, improvement, energy efficiency, security, safety, utilization, and appearance of the physical plant and technology infrastructure using benchmark data when available.
- B. It will review the annual operating and capital budgets for Building and Grounds and Technology and recommend approval to the Audit/Finance Committee.
- C. It will act as the steering team for major capital improvements and construction projects.
- D. It will periodically review the condition of the plant and technology infrastructure by renewal and replacement assessments, audits, and benchmarking information.
Committee on Trustees

**Purpose:** The mission of the Committee on Trustees 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.

A. 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.
B. Develop and review the Board orientation and “board mentorship” programs to determine the effectiveness of each.
C. Provide the full Board with an evaluative report on these initiatives.
D. Ensure that the Board membership has representation of diverse populations and expertise.
E. Develop Board development and leadership succession processes.
F. To lead the Board’s biennial board evaluation process.
G. To periodically review the Trustees’ governance guidelines and committee descriptions.

Development Committee

**Purpose:** The Development Committee’s mission is to support and advocate for Institutional Advancement activities across a broad swath of constituencies and stakeholder groups with an interest in and relationship with Mount St. Joseph University with special emphasis on fundraising and alumni relations. Committee responsibilities include

A. Coordinating with and supporting advancement programs and priorities;
B. Assisting in the identification, cultivation, solicitation and stewardship of prospective and current major gift donors to the university;
C. 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;
D. Partnering with the Committee on Trustees to ensure that the Board represents a cross-section of the constituents it serves and from whom it seeks private resources;
E. The committee is engaged in reviewing and approving 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.
Enrollment & Marketing Committee

**Purpose:** The Enrollment and Marketing Committee shall serve as advisors and resources for the Enrollment Management division, which includes admission and marketing/communications. The Committee shall be responsible to the Board of Trustees for the:

A. Assessment of the recruitment, retention, admission and marketing strategies created to achieve the institutional goals.
B. Consistent application of the University’s brand equity across the various media and constituencies.
C. Consistent communications/messaging across the target audiences.
D. Identification & measurement against relevant metrics to evaluate recruitment and retention results
E. Assessment of efficiency and operations of institutional engagement related to recruitment and retention.

**Focus Areas are:**
- Serve as advisors and resources for long-range strategies and specific initiatives.
- Provide the full Board with an evaluative report on top-level initiatives.
- Provide the full Board with an evaluative report on our competitive landscape across major vectors such as tuition, financial aid/scholarship packaging, programming, community value, and student/parent satisfaction.
- Ensure committee development and succession processes, with marketing, admission, retention and analytics/metrics expertise.
- Recruit resources to support the initiatives set forth by the Enrollment Management division.
- Offering timely recommendations on new markets, emerging stakeholders, competitive strategies, positioning of the institution, and significant marketing opportunities.

Executive Committee

**Purpose:** The Executive Committee is authorized by the Board of Trustees to:

A. Manage the affairs of the University between meetings of the Board;
B. Receive major reports of committees and take action as needed;
C. Review annually past performance and planning for future goals with the president;
D. Review matters referred to it by the Board; and
E. Act on all matters except those specifically reserved to the Board of Trustees.

The Executive Committee shall report on all committee activity at the next regularly scheduled Board of Trustees meeting.
Institutional Programs Committee

Purpose: The Institutional Programs Committee of Mount St. Joseph University Board of Trustees is responsible for reviewing and recommending educational programs and policies to the Board that are designed to accomplish the Mission and objectives of the University.

The IPC receives and reviews information provided by the President and Chief Academic Officer, and through them oversees the academic affairs to ensure the following:

A. Consistency of the educational program with the institutional Mission and strategic plan;
B. Appropriate assessment of the effectiveness of the academic programs;
C. Assessment of student life development services and retention to accomplish the goals of the University;
D. Work toward maintaining competitive faculty salaries, work load and work environment so that they are assisting us in achieving our Mission;
E. Compliance of faculty personnel policies and procedures with academic priorities.

Investment Committee

Purpose: The Investment Committee is responsible for formulating the overall investment policies of the University, subject to Board of Trustees approval, and establishing investment guidelines in furtherance of those policies. The Committee monitors the management of the portfolio for compliance with investment policies and guidelines and for meeting objectives over time.

The responsibilities of the Committee will include, but not be limited to, the following:

A. 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;
B. Review proposals/interview for investment managers/investment advisory services and make appropriate decisions. Terminate managers/advisors as deemed appropriate;
C. Monitor investment performance of the portfolio. Meet with each individual manager at least once annually;
D. Report on the performance of the investment portfolio to the full Board at least quarterly.
Mission & Vision Committee

Purpose:

A. To oversee and affirm that the mission of Mount St. Joseph University is integrated into the work of the Board and its committees, and on the campus.
B. To provide opportunities for the Board to broaden its awareness of the mission and to discuss how it can more fully integrate it into its work.
C. To be the Board’s primary source for insuring that the institution’s mission is kept in focus.
D. To further the mission of the University through oversight and review of how it carries out its mission to faculty and staff, to students, to parents, alumni and other publics with whom it deals.
E. To monitor those parts of the strategic plan that are designed to further the mission.

Guiding Principles:

Is the idea consistent with Mount Mission, Catholic Identity, and Sisters of Charity (SOC) Heritage and Sponsorship?

- Is the idea philosophically grounded in Catholic Intellectual Tradition and values of the SOC as embraced by the Mount community?
- Is the idea consistent with our commitment to be Catholic in tradition, ecumenical in composition, Christian in environment, and Charity in heritage and spirit?
- Will the idea meet an anticipated need of society in 2020?
- Will the idea be responsive to anticipated changes in the SOC Congregation by 2020?
- Will the idea contribute to how we intentionally prepare our students for life-long success?