

University-wide Committees

Updated February 2021

Purpose

University-wide Committees perform an important function in the operation of Mount St. Joseph University ("University") through shared governance and the involvement of representatives of various constituencies in the University community. The qualifications for service on any University-wide Committee, the election and appointment processes for University-wide Committees, as well as responsibilities and obligations of service on University-wide Committees is set forth in the [Mount St. Joseph University Procedures and Requirements for University-Wide Committees](#).

1) Athletic Committee

Charge: The Athletic Committee has a primary role of ensuring the primacy of academic standards in the University's athletic program consistent with the requirements of Division III of the NCAA, for monitoring athletes' educational experience and the policies relating to the athletes' educational experience and for other actions consistent with its responsibilities.

Reporting Line: President

Chair: The chair of the Athletic Committee is appointed by the President from the four faculty members of the committee who do not serve as the FAR.

Responsibilities of the Athletic Committee:

- To review and monitor the philosophy, standards, and objectives of the Intercollegiate Athletic Program and the external agencies which govern the program
- To ensure that the educational values, practices and policies comply with the University's Academic Standards, *i.e.* normal academic progress, academic achievement, and sound selection of course work
- To ensure through review of athletic program policies that athletes have an adequate opportunity to pursue educational goals. Review should be made of those policies which can impact athletes' academic performance, such as those relative to travel, training, practice and game schedules, etc. for athletes. The committee's concerns should be raised with the following people in the order listed: the FAR, the Athletic Director, and the Head Coach
- To consider appeals of institutional eligibility requirements from student-athletes, and make final decision as to their merit
- To receive an annual report on the financial impact of the Athletic Department program on the University
- To review and recommend policies relating to recruitment, financial aid, publicity, and fund raising
- To perform additional duties as appropriate to the charge of the committee

Frequency of meetings: Monthly or as needed to meet the objectives of the committee.

Athletic Committee Composition:

| Number | Status | Process | Role | Other |
|---------------|---|---|---------------------------------|--|
| 2 | Faculty (no coaches) | Elected by faculty | Voting | |
| 2 | Faculty (no coaches) | Appointed by the President | Voting | |
| 1 | Faculty Athletic Representative (faculty or administrator who holds faculty rank but does not hold a position in the Athletic Department) | Appointed by the President | Voting | The FAR represents the institution and its faculty in the institution's relationships with NCAA and the HCAC. The FAR is responsible for insuring that participants are academically eligible to practice and compete in athletics, and represents the University's interests to the NCAA and HCAC. The FAR serves once every eight years as president of the HCAC under the Conference's current governance structure. The FARs and Presidents, as a group, are the decision making body of the HCAC. There is no term for this position. |
| 1 | Staff from Registrar's Office or Advising Center (no coaches and NCAA requirement) | Elected by staff | Voting | |
| 1 | Staff (no coaches) | Appointed by President | Voting | |
| 1 | Student | Recommended by the Student Athletic Advisory Committee and appointed by the President | Voting | |
| 1 | Athletic Director | Automatic | <i>Ex officio</i> | |
| 1 | Senior Woman Athletic Administrator | Automatic | <i>Ex officio</i> and nonvoting | |
| 1 | Athletic Retention Coordinator | Automatic | <i>Ex officio</i> and nonvoting | |

2) Budget Committee

Charge: The Committee has a primary role in the Mount's integrated planning and budgeting process with the responsibility for reviewing, prioritizing, and rejecting and/or accepting action plans submitted by administrative and academic departments through the appropriate administrative officer. The Committee is also responsible for recommending the appropriate level of funding for accepted action plans.

Reporting Line: Chief Financial Officer

Chair: The chair of the Budget Committee is appointed by the CFO from the elected and appointed faculty and staff members of the committee.

Responsibilities of the Budget Committee:

- To recommend to President's Cabinet action plans with appropriate funding which reflect the priorities of the strategic plan for approval by the Board of Trustees
- To provide advice to the President on optimum utilization of human, physical and fiscal resources in order to reallocate funds among MSJ initiatives
- To request strategic priorities from President's Cabinet in order to review and prioritize action plans/requests for funds
- To incorporate requests for new faculty and staff positions into the Budgeting Process
- To seek clarification and additional information as necessary from resource persons, school deans, department chairs, directors, and Cabinet members
- To gather sufficient data to evaluate and recommend budget priorities
- To prioritize accepted action plans/requests for funds and determine appropriate level of funding
- To make recommendation to President's Cabinet relative to accepted action plans/requests for funds
- To communicate the status of requests through appropriate channels after committee consideration
- To meet deadlines established by the President's Cabinet, the Chief Financial Officer and the Audit/Finance Committee of the Board of Trustees
- Additional duties as appropriate to the charge of the committee

Frequency of Meetings: Semimonthly or as needed to meet established deadlines.

Budget Committee Composition:

| Number | Status | Process | Role | Other |
|---------------|-------------------------|---|-------------------|--|
| 1 | Chief Financial Officer | Automatic | <i>Ex officio</i> | |
| 1 | Controller | Automatic | <i>Ex officio</i> | |
| 2 | Faculty | Recommended by ECFA and appointed by the CFO | Voting | |
| 1 | Faculty | Recommended by ECFA and appointed by the CFO | Voting | Serve on the Financial Sustainability Committee of the Board of Trustees |
| 2 | Staff | Recommended by CRSA and appointed by the CFO | Voting | |
| 2 | Students | Recommended by the SGA and appointed by the CFO | Voting | |

3) Committee for the Mediation and Resolution of Disputes

Charge: The Committee for Mediation and Resolution of Disputes has the primary responsibility to facilitate the resolution of disputed personnel matters, such as working conditions, employment practices, or differences of interpretation of policy, within the University which are introduced into the Mediation and Resolution of Disputes Process in a confidential and neutral manner. The process is described in the *Employee Handbook*. Members will be trained annually in mediation techniques in order to effectively exercise their responsibilities on this committee. Committee members personally involved in a dispute have a conflict of interest and will be replaced by their alternate until the dispute concludes. The Provost, the Director of the Wellness Center, and Director of Human Resources will serve as resource persons when appropriate.

Reporting Line: Vice President Compliance, Risk and Legal Affairs/General Counsel

Chair: Committee members select one faculty co-chair and one staff co-chair from the elected committee members (not alternates).

Responsibilities of the Committee for the Mediation and Resolution of Disputes:

Advising

- To counsel faculty and staff on how they may be heard through appropriate use of the process.
- To counsel faculty and staff on protocol dictated by grievance procedures covered under the [Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy](#) and the [Equal Opportunity and Non-Discrimination Policy](#) are not subject to the mediation process and will be addressed under their own protocols.

Mediation

- To preserve confidentiality of all parties involved
- To offer resources in conflict resolution to differing parties through face-to-face negotiation
- To facilitate a mediation process for disputes which will enable both parties to communicate their interests, explore options, propose solutions, and mutually settle their differences

Resolution

- To ensure an opportunity to be heard
- To expedite all steps of the mediation process to facilitate a resolution
- To facilitate an appropriate resolution procedure in the event that mediation attempts prove unsuccessful

Reporting Line: The committee reports to the parties involved and to the appropriate administrative officer(s).

Frequency of Meetings: Annually for trainings, and on an as needed basis.

Committee for the Mediation and Resolution of Disputes Composition:

| Number | Status | Process | Role | Other |
|---------------|---------------------------|---------------------------------|---|--|
| 3 | Faculty | Elected by the Faculty Assembly | Voting | Must have completed two years of employment to be eligible |
| 3 | Staff | Elected by Staff Assembly | Voting | Must have completed two years of employment to be eligible |
| 1 | Buildings & Grounds Staff | Elected by Staff Assembly | Voting | Must have completed two years of employment to be eligible |
| 1 | Faculty Alternate | Elected by the Faculty Assembly | Voting in the event a faculty member of the committee has a conflict of interest | Must have completed two years of employment to be eligible |
| 1 | Staff Alternate | Elected by the Staff Assembly | Voting in the event that a staff member of the committee has a conflict of interest | Must have completed two years of employment to be eligible |

4) Council on Inclusive Excellence

Charge: The Council on Inclusive Excellence serves in an advisory capacity to the Chief Diversity and Inclusion Officer (CDIO) on the development of policy and procedures for the University related to diversity, equity and inclusion. In addition, the council will recommend and assist in the implementation of actions, policies, and procedures that promote and maintain a culture of inclusive excellence on in the University’s community. The Council on Inclusive Excellence has the responsibility of assisting the CDIO in partnering with departments, offices, and organizations across campus and within the Greater Cincinnati community to better recruit, retain and serve underrepresented minority faculty, staff, and student populations.

Reporting Line: President

Chair: Chief Diversity and Inclusion Officer

Responsibilities of the Council on Inclusive Excellence:

- Make recommendations on how to increase the diverse representation of our faculty and staff (recruitment and retention)
- Make recommendation on how to increase the diverse representation of our student body (recruitment and retention)
- Assist in promoting and maintaining a campus community that embraces inclusive excellence
- Advise on policy and procedures that will enhance inclusivity on campus

Frequency of Meeting: Once a month or as needed.

Council on Inclusive Excellence Committee Composition:

| Number | Status | Process | Role | Other |
|---------------|--|---|-------------------|--------------|
| 1 | CDIO | Automatic | | |
| 2 | Faculty | Recommended by ECFA and appointed by the CDIO | Voting | |
| 2 | Staff | Recommended by CRSA and appointed by the CDIO | Voting | |
| 2 | Undergraduate students | Recommended by the SGA and appointed by the CDIO | Voting | |
| 2 | Graduate students | Self-nomination and appointed by the CDIO | Voting | |
| 2 | Non-alumni members of the Greater Cincinnati community | Selected by the CDIO | Voting | |
| 1 | Alumni | Recommended by the Alumni Board and appointed by the CDIO | Voting | |
| 1 | Director of Mission Integration | Automatic | <i>Ex officio</i> | |
| 1 | Representative from Office of Human Resources | Automatic | <i>Ex officio</i> | |

5) Emergency Response Team

Charge: The University’s Emergency Response Team is responsible for review, revision and execution of the MSJ Disaster and Emergency Response Plan and initializing the emergency process set forth in the plan.

Reporting Line: Vice President Compliance, Risk and Legal Affairs/General Counsel

Chair: MSJ Chief of Police

Responsibilities of the Emergency Response Team:

- Be a full-time employee (year round)
- Attend approximately six Emergency Response Team meetings each year. There will be a meeting after each incident and any drill. Consequently, the number of meetings could be higher. ERT meetings last an hour
- Have a solid working knowledge of the University’s Disaster, Emergency Response, and Notification Plan
- Be trained on and understand when and how to use MountSafe and any other University notification system
- Be willing to immediately respond when the individual receives an Emergency Response Team alert

- Actively participate in discussions about how the University should address disasters/emergencies, and offer suggestions on improvements
 - Maintain confidentiality related to all Emergency Response Team matters
- Frequency of meetings:** As needed, but at least quarterly

Composition of the Emergency Response Team Committee:

| <u>Number</u> | <u>Status</u> | <u>Process</u> | <u>Role</u> | <u>Other</u> |
|---------------|---|--|-------------|--------------|
| | CFO | Automatic | Voting | |
| | MSJ Chief of Police | Automatic | Voting | |
| | Lieutenant, MSJ PD | Automatic | Voting | |
| | Dean of Students | Automatic | Voting | |
| | Director of Buildings & Grounds | Automatic | Voting | |
| | Associate Provost for Campus Technology | Automatic | Voting | |
| | VP of University Communications | Automatic | Voting | |
| | Associate Provost for Academic Affairs | Automatic | Voting | |
| 1 | Faculty | Full-time/Twelve Month. Appointed by the Provost | Voting | |
| 1 | Staff | Full-time/Twelve Month. Recommended by CRSA and approved by the President. | Voting | |
| 1 | Athletic Department | Full-time/Twelve Month. Appointed by the Athletic Director | Voting | |

6) Health Professions Advisory Committee

Charge: The committee has primary responsibility for advising and guiding undergraduates pursuing health care careers as they prepare for admission to professional programs and educating the campus community about the requirements for admissions to professional schools.

Reporting Line: Director of Career and Experiential Education Center and the Provost

Chair: The chair of the committee will be determined by a vote of the members of the committee.

Responsibilities of the Health Professions Advisory Committee:

- Individual and group advising for students interested in health care careers in addition to the academic advisor
- Developing and updating career overviews, including a listing of Tristate professional schools, required and recommended courses, required exams, and other helpful information
- Offering and conducting committee interviews and preparing letters of recommendation for professional programs

- Working with the Career and Experiential Education Center, as well as other campus organizations and departments to offer programs and workshops to help students become acquainted with various health care fields and prepare for the application process
- Being members of and attending conferences for the Ohio, regional and national organizations for health professions advising
- Developing and maintaining contacts with local professional schools and practicing professionals
- Assist the CEEC in developing and maintaining contracts with local healthcare systems and clinicians to secure observation/shadowing and clinical experiences for pre-health students
- Working with Admissions to educate prospective students about potential preparatory tracks for health care careers through individual meetings and representation at outreach events
 - Maintenance of enrollment and retention data of HPAC students
 - Assist Alumni Affairs office in maintaining contact with program graduates
 - Maintenance of application and acceptance rates for professional schools for advised students

Frequency of meetings: Monthly or as needed

Health Professions Advisory Committee Composition:

| <u>Number</u> | <u>Status</u> | <u>Process</u> | <u>Role</u> | <u>Other</u> |
|---------------|-------------------|--|-------------|---|
| 8 | Faculty | Appointed jointly by the Deans of the Schools of Behavioral and Natural Sciences and Health Sciences | Voting | The Provost will make final decisions on appointments if the Deans cannot reach agreement |
| 2 | Staff (Admission) | Appointed by the Associate Provost for Academic Support | Voting | |
| 1 | Staff (Career) | Appointed by the Associate Provost for Academic Support | Voting | |

7) Mission Committee

Charge: The Mission Committee of Mount St. Joseph University promotes and supports living the ideals and values of the mission by all members of the University community. The committee provides opportunities annually to learn and experience living the mission through programs, speakers, and events. The committee explores ways to integrate the legacy and heritage of the Sisters of Charity in all aspects of the University's life.

Reporting Line: President

Chair: Director of Mission Integration

Responsibilities of the Mission Committee:

- To provide support and assistance to the Office of Mission Integration
- To oversee the selection and recognition of the St. Elizabeth Ann Seton Mission Awards and other programs recognizing employee participation in living the mission of the University
- To coordinate ongoing educational opportunities for the University community about the mission
- To interface with the Board of Trustees Mission and Vision Committee as requested
- To make recommendations to the President and the President’s Cabinet that enhance the University’s mission culture and activities

Frequency of meetings: Monthly or as needed

Mission Integration Committee Composition:

| Number | Status | Process | Role | Other |
|---------------|--|--|---------------------------|--------------|
| 1 | Director of Mission Integration | Automatic | <i>Ex officio</i> , Chair | |
| 1 | Assistant Director of Mission Integration | Automatic | <i>Ex officio</i> | |
| 1 | Program Director of Religious and Pastoral Studies | Automatic | <i>Ex officio</i> | |
| (4) Faculty | Faculty | 3- Faculty are recommended by ECFA and appointed by the President 1-Faculty is ECFA elected and appointed by the President. They will serve as the faculty rep on M&V Board Committee | Voting | |
| 1 | Dean of Students | Automatic | <i>Ex officio</i> | |
| 3 | Staff | Recommended by CRSA and appointed by the President | Voting | |
| 2 | Students | Recommended by Chair | Voting | |
| 1 | Sisters of Charity representative | Automatic | Voting | |

8) Retirement Plans Oversight Committee

Charge: Mount St. Joseph University Retirement Plans are intended to provide eligible employees the opportunity to generate the long-term accumulation of retirement savings through contributions to individual participant accounts and the earnings thereon. The Plans are employee benefit plans intended to comply with all applicable federal laws and regulations including the Internal Revenue Code of 1986, as amended, and the Employee Retirement Income Security Act of 1974 (ERISA), as amended. The Plan Sponsor appoints Mount St. Joseph University’s *Retirement Plans Oversight Committee* (the “Committee”), created June 12, 2012, and delegates authority to the Committee to choose and monitor plan funding options.

The Committee is responsible for maintaining a written record of its decisions and steps taken in

connection with the monitoring of the Plan's funding options

Reporting Line: CFO

Chair: Director of Human Resources

Responsibilities of the Retirement Plans Oversight Committee: With respect to management of the Plan, the Committee's responsibilities include the following:

- Recommend investment objectives and policies as outlined in the Investment Policy Statement (IPS)
- Establish a list of acceptable investments and portfolio guidelines
- Provide information regarding fund investment structure and performance against established objectives and policies
- Review and approve all Plan service agreements
- Recommend compensation arrangements for investment service providers
- Monitor the performance of all service providers including investment advisors, record keepers, and Third Party Administrators
- Provide guidance on educational and communication programs
- Evaluate plan design and administrative issues
- Select and terminate funding options
- Establish and maintain the IPS
- Creation and maintenance of fund "watch list"
- Control fees and expenses
- Generating communications to participants when necessary
- Develop an investment program that offers a diverse range of options
- Identify investment options (i.e. types of funds) which it deems appropriate and prudent to make available to plan participants
- Control and account for all investment, recordkeeping, and administrative expenses associated with the Plan
- Provide contribution and benefit information to the record keeper as appropriate
- Provide plan participants with prospectuses or other informational items as and when required by, and maintaining compliance with, the rules and regulation issued by the Department of Labor (DOL) pursuant to section 404(c) of ERISA
- Avoid prohibited transactions and conflicts of interest

Frequency of meetings: Quarterly and additional meetings as needed.

Retirement Plans Oversight Committee Composition:

| <u>Number</u> | <u>Status</u> | <u>Process</u> | <u>Role</u> | <u>Other</u> |
|---------------|--|----------------------------|-------------------|--------------|
| | CFO | Automatic | <i>Ex officio</i> | |
| | Director of Human Resources | Automatic | <i>Ex officio</i> | |
| | Assistant Director of Human Resources | Automatic | <i>Ex officio</i> | |
| | VP Compliance, Risk, Legal Affairs/General Counsel | Automatic | <i>Ex officio</i> | |
| 2 | Faculty | Appointed by the President | | |
| 2 | Administrative/Professional Staff | Appointed by the President | | |

9) Service Learning Committee

Charge: The Committee has primary responsibility to promote service and community-based learning experiences within the University community through the collaborative efforts of faculty, staff, community partners, and students.

Reporting Line: Provost

Chair: Manager of Service Learning & Civic Engagement

Responsibilities of the Service Learning Committee:

- To provide input to the Coordinator of Service Learning into the design, implementation, and evaluation of the service learning strategic and annual plans to oversee the development of service/community-based learning opportunities in which students are working with community based groups to address communities' needs and problems
- To encourage service/community-based learning through departmental and interdisciplinary courses in the curriculum
- To promote student participation in service/community-based learning efforts
- To oversee grant requests for service/community-based learning funding in partnership with Institutional Advancement
- To review, assess and evaluate ongoing service learning activities
- To maintain a presence and dialogue with regional and national service organizations
- To work with CCEP on those aspects of service/community-based learning which involve curriculum development

Frequency of meetings: Monthly and as needed.

Service Learning Committee Composition:

| <u>Number</u> | <u>Status</u> | <u>Process</u> | <u>Role</u> | <u>Other</u> |
|---------------|---|---|-------------------|---------------|
| | Coordinator for Service Learning, Chair | Automatic | <i>Ex officio</i> | |
| 4 | Faculty | Recommended by ECFA and appointed by the Provost | Voting | |
| 4 | Staff | Recommended by CRSA and appointed by the Provost | Voting | |
| 1 | Student | Recommended by the SGA. | | One year term |
| 2 | Students | Recommended by an advisor, faculty member or committee chair. | | One year term |
| 1 | Community Partner | Recommended by the Chair | | One year term |

10) Sustainability Committee

Charge: Sustainability is the practice of living and working so that we may meet the needs of the present without compromising the ability of future generations to meet their own needs. In keeping with the values and vision of the University, the Sustainability Committee assists the movement of the University community toward considerations that integrate environmental, economic, and socio-ethical perspectives.

Reporting Line: CFO

Chair: Chairperson or Co-chairpersons

Responsibilities of the Sustainability Committee:

- To encourage environmental, economic, and socio-ethical sustainability programs across all aspects of campus life
- To assist in engaging the campus in an ongoing dialogue about sustainability and instilling a culture of sustainable long-range planning
- To advise on the development and implementation of campus sustainability action plans
- To partner and collaborate with the Sisters of Charity and other community partners both on and off campus to promote social, environmental and economic sustainability in the community
- To advise and recommend actions and policy to the President and administrative officers of the University
- To seek funding and other resources, in coordination with the University Institutional Advancement division that will help to accomplish its mission

Frequency of meetings: Twice each semester or as needed.

Sustainability Committee Composition:

| Number | Status | Process | Role | Other |
|---------------|------------------------------|---|-------------|--------------|
| | Chairperson or two Co-Chairs | Appointed by the President | | |
| 4 | Faculty | Recommended by ECFA and appointed by the President | Voting | |
| 4 | Staff | Recommended by CRSA and appointed by the President | Voting | |
| 3 | Students | Recommended by the SGA and appointed by the President | Voting | |
| 1-3 | Sisters of Charity | | | |

Other faculty, staff, students, Sisters of Charity, residents of Delhi Township and the surrounding communities, and members of local environmental groups or other appropriate organizations are welcome to attend Sustainability Committee meetings and may serve on sub- committees as determined by the Chairperson.

11) Wellness, Health and Safety Committee

Charge: To promote a campus climate that encourages wellness through a holistic approach to programming emphasizing individuals making healthy choices and decreasing high risk behaviors that may impede academic success.

In order to meet federal compliance requirements of The Drug Free Schools and Communities Act (34 CFR, EDGAR Part 86) and the Violence Against Women ACT (VAWA), the committee designs and implements holistic, prevention programming for students focused on all dimensions of Wellness. The committee membership is divided into three sub-committees responsible for policy review and outreach program implementation and assessment that will promote optimal health for the campus community.

1. Alcohol, tobacco and other drug use;
2. Campus safety including sexual violence, and
3. Other dimensions of wellness

Reporting Line: Provost

Chair: Co-Chairs, Director of Wellness Center and Faculty Member

Responsibilities of the Wellness, Health and Safety Committee:

- To seek funding and other resources, in coordination with the University, that will help to accomplish its mission
- To ensure compliance to the federal requirements mandated by the Drug Free Schools and Communities Act and the Violence Against Women Act (VAWA):
 - yearly notification of campus AOD policies to faculty, staff and students
 - biennial review of University wide prevention efforts

Frequency of meetings: Once a month.

Wellness, Health and Safety Committee Composition:

| Number | Status | Process | Role | Other |
|---------------|---|---|-------------------|--|
| | Wellness Center Director | Automatic | <i>Ex officio</i> | Co-Chair |
| | MSJ Chief of Police | Automatic | <i>Ex officio</i> | |
| | Dean of Students | Automatic | <i>Ex officio</i> | |
| | Student Athletic Advisory Committee Advisor | Automatic | <i>Ex officio</i> | |
| 1 | Representative from Office of Human Resources | Automatic | <i>Ex officio</i> | |
| 1 | Administrative/Professional Staff | Selected by the CRSA. Appointed by the President | Voting | |
| 3 | Faculty | Recommended by ECFA and approved by the Provost | Voting | At least one from Health Sciences. At least one to serve as Co-Chair |
| 1 | Student | Recommended by SGA or Dean of Students. | | One year term. |
| 1 | Student | Resident Assistant recommended by Dean of Students. | | One year term. |
| 1 | Student | Student Athlete recommended by Student Athletic Advisory Committee Advisor. | | One year term. |
| 1 | Student | Graduate Student recommended by Graduate Council. | | One year term. |