



**Board Statement on Board Committees
Board of Trustees of Western Oregon University**

1.0 Standing Committees

Subject to the requirements of applicable law, the Board may establish such Standing Committees and Ad Hoc Committees as it deems appropriate or necessary from time to time and shall define the duration, existence, duties, membership and reporting requirements of such committees. The Standing Committees of the Board shall be the Executive, Governance, and Trusteeship Committee (EGTC), Finance & Administration Committee (FAC), and Academic and Student Affairs Committee (ASAC). Standing Committees may consist only of Trustees, continue until terminated by the Board, and develop a charter for approval by the Board. The Board Chair appoints the committee chairs of each Standing Committee and, in consultation with the committee chairs, appoints the members of the Standing Committees. To the extent practicable and advisable, the Chair will rotate some or all Standing Committee membership from time to time to provide Trustees with an opportunity to serve on different Standing Committees. The term of Ad Hoc Committees, if any, shall be one year or less. An Ad Hoc Committee shall include at least one Trustee, engage in information gathering and reporting only, and make any report or recommendation to the Chair of the Board or the Chair of a Standing Committee.

2.0 Executive, Governance, and Trusteeship Committee

2.1 There shall be a 5-member Executive, Governance and Trusteeship of the Board of Trustees.

2.2 The Board Chair shall serve as the Chair of the EGTC.

2.3 The EGTC shall operate under a charter approved by the Board. The charter will identify the committee's general areas of responsibility and will specifically identify any instance which the committee may act for the full Board.

2.4 As further described in its charter, the EGTC may consider and recommend actions to the Board on the following topics:

2.4.1. The hiring, employment, evaluation, and removal of the President of the University.

2.4.2. Matters pertaining to effective trusteeship, including, but not limited to board self-evaluation, the agenda for the board retreat, recommendations to the Governor when there are Board vacancies, and participation in educational or other activities to enhance the Board's effectiveness.

2.4.3. Litigation, legal services, and compliance, including, but not limited to reports on litigation from the General Counsel, board statements or policies to be considered by the Board, and, to the extent not addressed by the Finance & Administration Committee, issues of risk management and legal services.

2.4.4. Advocacy and advancement, including but not limited to strategies for University personnel to deploy in order to enhance the University's profile with external audiences, decision-makers, and government officials.

2.4.5. Input and recommendation on the University's strategic plan, as developed by the President and University, prior to adoption by the full Board.

2.5 The primary University personnel that will staff, advise and, assist the EGTC shall be the President of the University and the General Counsel.

3.0 Finance & Administration Committee

3.1 There shall be a 5-member Finance & Administration Committee (FAC).

3.2 The FAC shall operate under a charter approved by the Board. The charter will identify the committee's general areas of responsibility and will specifically identify any instance which the committee may act for the full Board.

3.3 As further described in its charter, the FAC may consider and recommend actions to the Board on the following topics:

3.3.1 The University's operating and capital budgets and requests for appropriation of state funds.

3.3.2 The University's investments, finances, financial accounts, and debt finance.

3.3.3 Tuition and mandatory enrollment fees.

3.3.4 The acquisition, management, development and disposal of real property.

3.3.5 The acquisition, management, development and disposal of personal property, tangible and intangible.

3.3.6 Human resources policies and practices.

3.3.7 Insurance, self-insurance programs, and other mechanisms designed to manage risk and reduce liability facing the University.

3.4 The FAC shall also serve, as appropriate, as the Board's Audit Committee. When sitting as the Audit Committee, the FAC shall consider matters pertaining to internal controls, enterprise risk management, internal or external auditors, as the Board or President shall use, and audit plans and reports.

3.5 The primary University personnel that will staff, advise, and assist the FAC shall be the Vice President of Finance & Administration.

4.0 Academic and Student Affairs Committee

4.1 There shall be a 5-member Academic and Student Affairs Committee (ASAC).

4.2 The ASAC shall operate under a charter approved by the Board. The charter will identify the committee's general areas of responsibility and will specifically identify any instance which the committee may act for the full Board.

4.3 As further described in its charter, the ASAC may consider and recommend actions to the Board on the following topics:

4.3.1 Faculty affairs, including the faculty's status and responsibilities, discipline and welfare.

4.3.2 Educational policy, including admissions requirements, enrollment strategies, instruction, curriculum, degrees, research, educational technology, distance learning, public services activities, and the establishment and disestablishment of educational and research organizational units.

4.3.3 The general welfare of students, including housing and food services, health services and health insurance, safety, extracurricular activities, sports programs, and policies governing student discipline and student organizations.

4.4 The primary University personnel that will staff, advise, and assist the ASAC shall be the Provost and the Vice President for Student Affairs.

5.0 Notice of Meetings of Standing Committees

Meetings of Standing Committees of the Board shall be held at such times and places as may be fixed by each committee or its chair. The Secretary shall cause the required notices of meetings of Standing Committees to be sent to each member of the Board. The Secretary shall also cause the preparation of the minutes, any audio recording, audio and video recording, streaming audio, or streaming audio and video of the meeting. The Secretary shall cause the minutes and any recording or transmission to be maintained in accordance with applicable records retention requirements.

6.0 Quorums

A majority of the members of a Standing Committee shall be necessary to constitute a quorum. The faculty and non-faculty staff members of any committee may not participate in any discussions or action by the committee or attend any executive session of the committee involving collective bargaining issues that affect faculty or non-faculty staff at the university.

7.0 Information Gathering and Investigation

The Chair of the Board, or the Vice Chair during the Chair's absence or incapacity, may appoint one to three members of the Board or one or more other persons to gather information and provide it to the Board or a Board Committee. The Chair of a Standing Committee may appoint one to three members of the Standing Committee or one or more other persons to gather information and provide it to the Standing Committee.