



FINANCE AND ADMINISTRATION COMMITTEE CHARTER

Purpose

The primary function of the Finance and Administration Committee (the “Committee”) is to assist the Board of Trustees in fulfilling its oversight responsibility for the fiscal management and general administration of the University. The Committee in exercising its duties is to ensure the University’s financial stability and long-term economic health. The Committee is to report its recommendations for action to the Board of Trustees.

Membership

The chairperson of the Board of Trustees will appoint Committee members, one of whom shall be appointed as chair. The Committee’s principal liaison is the senior vice president for finance and administration. Other university personnel may provide support to the Committee depending on the nature of the action to be considered.

Meetings

The Committee will meet in accordance with the meeting calendar established by the chairperson of the Board of Trustees and at other times as convened by the chairperson of the Board of Trustees in accordance with Ohio’s open meeting law. Meeting agendas will be prepared and provided in advance to members along with the appropriate briefing materials. A meeting summary will be prepared following each meeting and provided to the Board of Trustees for information.

Responsibilities

The Finance and Administration Committee shall:

- Consider all matters pertaining to the business management and general administration of the University, including finance, human resources, information services, and physical facilities, including approval of contracts in accordance with university policy 7-12
- Review and recommend to the Board the University’s annual operating budget.
- Review and recommend to the Board changes to tuition and fees.

- Receive and review reports on the financial performance of the University and its investments.
- Review and recommend to the Board policies of the University that relate to equal opportunity and employment, employee relations and general welfare of the faculty and staff.
- Review and make recommendations to the Board regarding faculty and staff compensation, excepting the President of the University, including salary and benefit plans, collective bargaining agreements and other personnel programs.
- Review staff personnel actions as recommended by the President.
- Review and make recommendations to the Board on matters relating to the grounds and buildings of all campuses and other real property of the university, campus master plans, capital project plans, major capital construction projects, and long-range development of the total physical environment of the university, including inherent standards of aesthetics and quality.
- Review and recommend to the Board any acquisition of land or other real property.
- Review and recommend to the Board any proposal concerning (a) the sale, lease, exchange or other disposition of any significant asset of the University, or (b) the merger or consolidation of the organization with or involving any other organization.