

---

**The Five Colleges of Ohio  
Committee Guidelines and Charges**

---

**4 April 2007**

Attached Documents

Page 1: Guidelines for Consortial Committees

Page 2: Operating Committee Charge

Page 3: Academic Committee Charge

Page 4: Library Committee Establishment and Charge

The Five Colleges of Ohio  
Guidelines for Consortial Committees

Effective: 4 April 2007

These guidelines are based on the history of the consortium as an organization founded to search out and implement endeavors that will result in cost-savings or cost-avoidance, as well as improved quality.

All consortial committees are charged with the development of endeavors that effect savings and improve the quality of functions, programs, resources, or services.

To facilitate the development of creative and innovative consortial endeavors, committees may request Board support for retreats, hiring of outside experts, or other activities.

Committee chairs are appointed by the Board at the annual membership meeting held in the fourth quarter of each fiscal year. Prior to the meeting, each committee may nominate a candidate to serve as chair for the following year. Although appointed annually, chairs normally serve two-year terms.

Committees submit proposals for endeavors and related agreements to the Board for approval. The proposals will include programmatic descriptions, staffing and infrastructure needs, projected costs and/or savings, and anticipated outcomes.

Upon request from the Board, the Operating Committee evaluates the administrative, financial, and legal implications of proposed endeavors and agreements.

Upon request from the Board, the Academic Committee evaluates the academic implications of proposed endeavors and agreements.

Committees oversee approved endeavors as directed by the Board, which may request periodic activity and financial reports.

Between Board meetings, committees confer with:

- the Operating Committee about administrative, financial, and legal matters; and
- the Academic Committee about academic matters.

Committee members confer with their direct campus supervisors about pertinent aspects of their work.

Committee chairs are responsible for managing the recruitment, supervision, and evaluation of consortial employees hired for their programs. Each committee oversees its related sub-committees.

Consortial expenditures are managed by the executive director who makes regular reports to the Board and the appropriate committees.

To insure funding for ongoing endeavors, budget requests are submitted to the executive director by October 1 for programs in the following academic/fiscal year. The executive director creates a combined consortial budget that is reviewed by the Operating Committee and presented to the Board at the annual membership meeting.

## Operating Committee Charge

Effective: 4 April 2007

***Code of Regulations Article 5.1*** establishes this committee, which shall consist of each person then serving as chief financial officer of each member of the Corporation.

The committee has the power to transact the administrative and financial business of the Corporation during the interim between meetings of the Board.

### A. Meetings

The Operating Committee meets regularly, at least four times a year. The Operating Committee may invite the executive director and/or others to attend the Operating Committee meetings and participate in committee work as is appropriate.

### B. Proposals for Endeavors

The Operating Committee develops proposals for endeavors that effect savings and improve the quality of administrative, business, and financial functions, programs, resources, or services.

The Operating Committee submits proposals for endeavors and related agreements to the Board for approval. The proposals will include programmatic descriptions, staffing and infrastructure needs, projected costs and/or savings, and anticipated outcomes.

Upon request from the Board, the Operating Committee evaluates proposals from other committees to determine the administrative, financial, and legal implications for the consortium and the institutions.

### C. Implementing Endeavors

The Operating Committee oversees approved operating endeavors and submits activity and financial reports to the Board.

Between board meetings, the Operating Committee: (1) is the primary contact for other committees for administrative, business, and financial matters. These would include contracts with outside agencies and legal agreements between or among member institutions and between or among the consortium and member institutions. (2) confers with the Academic Committee about academic matters.

The Operating Committee is responsible for recommending employment and compensation policies for consortial employees. The Operating Committee is responsible for the recruitment, hiring, supervision, and evaluation of consortial employees hired for administrative, business, and financial programs.

The Operating Committee oversees its sub-committees.

The Operating Committee submits budget requests for ongoing operating endeavors to the executive director following the procedures outlined in the document *The Five Colleges of Ohio Guidelines for Consortial Committees*.

The Operating Committee submits a budget request for all consortial endeavors to the Board at the annual membership meeting held in the fourth quarter of the fiscal year.

Academic Committee Charge

Effective: 4 April 2007

***Code of Regulations Article 5.2*** establishes this committee, which shall consist of each person then serving as chief academic officer of each member of the Corporation.

The committee has the power to oversee the academic aspects of the Corporation during the interim between meetings of the Board.

A. Meetings

The Academic Committee meets regularly, at least three times a year. The chief academic officers may invite the executive director, associate academic officers and/or others to attend the Academic Committee meetings and participate in committee work as is appropriate.

B. Proposals for Endeavors

The Academic Committee develops proposals for endeavors that effect savings and improve the quality of academic functions, programs, resources, or services.

The Academic Committee submits proposals for endeavors and related agreements to the Board for approval. The proposals will include programmatic descriptions, staffing and infrastructure needs, projected costs and/or savings, and anticipated outcomes.

Upon request from the Board, the Academic Committee evaluates proposals from other committees to determine the academic implications for the consortium and the institutions.

C. Implementing Endeavors

The Academic Committee oversees approved academic endeavors and submits activity and financial reports to the Board.

Between board meetings, the Academic Committee: (1) is the primary contact for other committees about academic matters. (2) confers with the Operating Committee about administrative, business, and financial matters. These would include contracts with outside agencies and legal agreements between or among member institutions and between or among the consortium and member institutions.

The Academic Committee is responsible for the recruitment, hiring, supervision, and evaluation of consortial employees employed in conjunction with academic programs, following the consortial employment and compensation policies recommend by the Operating Committee.

The Academic Committee oversees its sub-committees.

The Academic Committee submits budget requests for ongoing academic endeavors to the executive director following the procedures outlined in the document *The Five Colleges of Ohio Guidelines for Consortial Committees*.

Library Committee Establishment and Charge  
Effective: 4 April 2007

The Board of Trustees establishes this committee, which shall consist of each person then serving as library director of each member of the Corporation.

A. Committee Definition

With the approval of the Chair of the Library Committee, each library director may on occasion, by written notice delivered to the other library directors, appoint an alternate to represent him or her at a particular meeting of the Library Committee.

The Library Committee has the power to oversee the library programs of the Corporation during the interim between meetings of the Board and exercises such authority subject to any restrictions established by the Board. The Library Committee is subject to the control and direction of the Board, which appoints the Chair of the Library Committee.

B. Meetings

The Library Committee meets regularly, at least four times a year. Meetings of the Library Committee generally are subject to the same requirements regarding notice, quorum, and similar matters as set forth in *The Five Colleges of Ohio Code of Regulations, Article 4* with respect to meetings of the Board.

The library directors may invite the executive director, the library systems manager, library staff members and/or others to attend the Library Committee meetings and participate in committee work as is appropriate.

C. Proposals for Endeavors

The Library Committee develops endeavors that effect savings and improve the quality of library functions, programs, resources, or services.

The Library Committee submits proposals for endeavors and related agreements to the Board for approval. The proposals will include programmatic descriptions, staffing and infrastructure needs, and projected costs and/or savings.

Upon request from the Board, programs and agreements will be evaluated by the Operating Committee (for administrative, financial, and legal implications) and the Academic Committee (for academic implications).

D. Implementing Endeavors

The Library Committee oversees the library aspects of approved endeavors and submits activity and financial reports to the Board. Between board meetings, the Library Committee confers with the Operating Committee about administrative, business, and financial matters, including contracts with outside agencies and agreements within the consortium, and with the Academic Committee about the academic aspects of its work.

The Library Committee is responsible for the recruitment, hiring, supervision, and evaluation of consortial employees hired for library programs, following the consortial employment and compensation policies recommended by the Operating Committee. The Library Committee oversees its sub-committees.

To ensure funding for ongoing endeavors, the Library Committee submits budget requests to the executive director following the procedures outlined in the document *The Five Colleges of Ohio Guidelines for Consortial Committees*.