

# UNIVERSITY COMPLIANCE COMMITTEE CHARTER

## Purpose

The University's purpose and mission are impacted by a variety of risk and compliance issues. The University Compliance Committee enables the University to systematically share risk and compliance knowledge across major areas of the University.

## Composition and Meetings

The members of the Compliance Committee were selected by the Vice President of Legal Affairs and the Compliance Officer in conjunction with the Cabinet. The Vice President of Legal Affairs will co-chair the committee with the Compliance Officer.

The Compliance Committee will meet at least quarterly or more frequently as determined by the co-chairs.

The Compliance Committee may invite guest attendees to offer training or share information regarding specific risk or compliance topics.

Compliance remains the responsibility of everyone throughout the campus community.

## Reporting

Reports regarding the efforts of the Compliance Committee will be made by the co-chairs to the Cabinet and the Audit, Risk and Compliance Committee of the Board of Regents.

## Objectives

- 1) Define the key components of an effective compliance program:
    - a. Determine if key components are in effect and have been documented by each area of compliance jurisdiction
    - b. Critique the results of each unit's determination
    - c. Assess and prioritize risks in each area of jurisdiction
    - d. Identify significant compliance risks not being adequately addressed within a unit's organizational structure and assist that area to mitigate the risk
  - 2) Compile universe of compliance matters (laws, regulations, or other binding rule/agreement) related to each area of jurisdiction
  - 3) Participate in discussions aimed at identifying, prioritizing, and remediating institutional risks
  
  - 4) Share information relevant to other compliance functions to seek to determine best practices and streamline risks
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- 5) Aid in identification of cross-jurisdictional issues where exposures may not have been addressed
- 6) Evaluate the institutional risk associated with emerging compliance issues and ensure accountability has been established

### **Workgroups**

The Compliance Committee may establish workgroups to collaborate on projects or programs that would be beneficial to the University. Workgroups will not be formed without a clear written process and goals for the group. The goals for any workgroup that may be formed will include:

- 1) The work will improve the effectiveness of the University;
- 2) Provide a forum for the exchange of professional ideas;
- 3) Allow participants to share common experiences and situations related to a particular area of focus, i.e., health and safety, financial controls, security, etc.;
- 4) Act as subject matter expert advisors to the Compliance Committee;
- 5) Review information or risks regarding a specific area of focus and recommend a course of action to the Compliance Committee;
- 6) Review new or updated regulatory requirements regarding a specific major risk or compliance topic and recommend a course of action to the Compliance Committee.