

COLLEGE ORGANIZATION

Benedictine College, a coeducational college formed by the merger of St. Benedict's College and Mount St. Scholastica College, was incorporated July 1, 1971. It is a college of liberal arts and sciences. All matters pertaining to the operation of Benedictine College ultimately come under the jurisdiction of its own Board of Directors.

Governing Board

The governing body of Benedictine College is the Board of Directors. Board members are identified in the College Catalog.

Board membership is divided into three classes: three members of St. Benedict's Abbey chosen by its members constitute Class A; three members of Mount St. Scholastica chosen by its members constitute Class B; Class C members are elected by the entire Board.

The Board meets three times a year: October, February, and June, or at such other times as it deems appropriate. The Executive Committee of the Board meets between full board meetings and, subject to limitations specified by the Board, has all of the powers and duties of the full board.

The Executive Committee of the Board has power to act for the Board in the intervals between its regular meetings. The Chair of the Board is *ex officio* Chair of the Executive Committee. The President and the Provost of the College are *ex officio* members of the Executive Committee.

More detailed information regarding the structure and operation of the Board of Directors is contained in the By-laws of the College, a copy of which is located in the President's office.

Memorandum of Understanding

From the Board of Directors of Benedictine College to the President

The Board of Directors, after appointing the President, has reserved to itself the power to establish the academic, fiscal, personnel, and other policies of Benedictine College. The following are examples of such policies and are not exhaustive and shall not in any way limit the powers of the Board of Directors.

A. Fiscal

1. Arranging for an independent audit of business operations and receiving a confidential management report.
2. Approval of the annual operating budget and any extraordinary expenditure.
3. Supervision of funds.

B. Personnel

1. Administration
Approval of the President's appointment of administrators in charge of academic affairs, student affairs, business affairs, development and public relations, and religious affairs.
2. Faculty

- a. Approval of requisite minimal qualifications for various ranks.
- b. Approval of official salary scale and policies on fringe benefits, illness, and retirement.
- c. Approval of academic rank and granting tenure.

- d. Approval of sabbatical and other leaves-of-absences.

3. Non-academic

- a. Approval of policies for the employment of non-academic personnel.
- b. Serving as a court of final appeal in disciplinary matters concerning faculty, as well as other faculty grievances.

C. Educational Policies

1. Approval of College-wide degree requirements and major calendar changes.
2. Approval of adding or dropping academic majors or programs.
3. Approval of long-range plans submitted by the President.

D. Student Life

1. Approval of major policies regarding the use of dormitories and dining locations.

Administrative Organization

President: The President is the chief executive officer of the College appointed by and directly responsible to the Board of Directors. The President is responsible for the operation of all aspects of the College. The President is advised by a cabinet, made up of the following officers:

- **Provost:** The Provost is the chief academic officer of the College and is responsible for the academic programs and academic support services. The Provost acts as administrative head in the absence of the President.
- **Chief Financial Officer:** The Chief Business Officer is directly responsible for the college financial, accounting, and budgetary systems. The Chief Business Officer serves as the official representative and authorized officer of the College in all business transactions.
- **Vice President of Student Life, Dean of Students, and Athletic Director:** These officials are collectively responsible for student life and extracurricular activities, intercollegiate and intramural athletics, housing, student health, counseling, and College ministry.
- **Dean of Enrollment Management:** The Dean of Enrollment Management is responsible for all aspects of recruiting and enrolling students to the undergraduate program of Benedictine College. The Dean of Enrollment Management oversees the allocation of the financial aid budget, which is administered by the director of financial aid.
- **Vice President for Institutional Advancement:** The Vice President for Institutional Advancement is responsible for alumni relations and development activities for the College.
- **Vice President for College Relations:** The Vice President for College Relations is responsible for the marketing and communications activities of the college.
- **Executive Vice President:** The Executive Vice President's responsibilities include accreditation, fundraising, staffing and construction of the proposed Benedictine College School of Osteopathic Medicine.
- **Vice President-Operations:** The Vice President-Operations oversees the physical plant and facilities of the College.

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