

OPERATING GUIDELINES

Committee on Equity and Human Resources

Purpose:

It is the purpose of The Committee on Equity and Human Resources to provide greater focus on broader human resource matters and awareness and accountability for advancing equity, inclusion, and diversity at Penn State University with the goal of ensuring that educational and employment equity has the full attention of the Board of Trustees.

As set forth in the Bylaws and in fulfillment of its governance responsibilities, the Committee on Equity and Human Resources, consider and report or recommend to the Board of Trustees on matters pertaining to:

1. Compensation, benefits, performance management, talent management, succession planning and leadership development for the broader University with a focus on diversity, equity and inclusion;
2. Recruitment, enrollment, retention, and graduation of students representing all aspects of diversity;
3. Enhancement of diversity in the racial, ethnic and gender composition of faculty and staff at all levels;
4. Accessibility, accommodation, and support for veterans and individuals with disabilities; and
5. Engagement by the University of qualified diversity business enterprises, including minority and women owned businesses, as suppliers of goods and services.

Composition:

The Committee will consist of not less than five members appointed by the Chair of the Board of Trustees in accordance with the University's Bylaws, together with any *ex officio* members. The Vice President for Human Resources and the Vice Provost for Educational Equity will serve as staff support to this Committee. The Vice President of Student Affairs, the Vice President and Dean for Undergraduate Education and the Associate Vice President for Affirmative Action may also serve as a resource to the committee. In addition, in accordance with the Board's Standing Orders, the Chair of the Board of Trustees is authorized to invite faculty representatives, student representatives, or other constituent representatives to attend and participate in the meetings of the Committee (other than executive sessions) as non-voting members.

Meetings:

The Committee shall meet at least five times each calendar year, or more frequently as needed at the discretion of the Chair of the Committee. Meetings shall take place during regularly scheduled sessions of the Board Committees and on an *ad hoc* basis as determined by the Chair of the Committee.

Authority/Responsibilities:

In addition to the responsibilities set forth in the Bylaws, the Committee's specific responsibilities will be to:

- Provide oversight of the University's policies, initiatives, and strategic goals related to diversity, equity, and inclusion.
- Review the University's annual comprehensive plan for diversity, equity, and inclusion.
- Receive annual updates on progress toward faculty, staff, student, and supplier diversity goals.
- Report to the board on the status of developing a strategy and goals for advancing educational and employment equity, inclusion, and diversity at Penn State University.
- Coordinate with the Governance and Long-Range Planning Committee to oversee the diversity of pipeline of candidates for the Board of Trustees, Commonwealth Campus Boards and the Board of Visitors at each College.
- Coordinate with the Governance and Long-Range Planning Committee to oversee Board related diversity, equity, and inclusion activities, such as board training, engagement, dialogue, and other activities.