



Enterprise Risk Management Planning Committee

CHARTER

Background

Enterprise Risk Management (ERM) is a structured, institution-wide approach to identifying, assessing, responding to and monitoring enterprise risks - *strategic, reputational, operational, compliance and financial risks* – within the University’s risk tolerance, to provide reasonable assurance of success in fulfilling the University’s mission and strategic plan.

Purpose

The purpose of the ERM Planning Committee (Committee) is to draft ERM framework for the University, to integrate into existing strategic and operational decision-making processes and meet the objectives below.

Paul Mueller, Director of Risk, Compliance and Policy Services (Committee Chair) performed much of the research in identifying a practical ERM framework. ISO 31000, a recognized international risk management standard adopted by many higher education institutions, is scalable and tailorable and may be a good fit for the University. This ERM framework will be presented to the Committee for consideration.

The Committee will conclude when the ERM framework is complete.

Convening Authority and Reporting

The Committee is appointed by and reports to the Vice President for Business and Financial Affairs.

Objectives

The ERM framework developed by the Committee will satisfy the following objectives:

1. Recognize best practices in higher education
2. Be simple and pragmatic
3. Tie to institutional mission and strategic plan
4. Establish a clear definition of “enterprise risk”
5. Engage Western’s Board of Trustees and executive, divisional and academic leadership in the drafting of the framework
6. Define clear roles and responsibilities for Board of Trustees, University leadership, committees and others who serve within the ERM framework
7. Establish clarity regarding ownership of and responsibility for enterprise risks
8. Leverage and align with existing and related processes, like SCOT Assessments, Internal Audit Surveys, Compliance Surveys, etc.
9. Integrate enterprise risk identification, assessment, response and monitoring into existing decision-making, strategic planning and budgeting processes

10. Establish a reporting and monitoring plan for ongoing and emergent enterprise risks. This includes reports to the Board of Trustees as it deems appropriate
11. Allow a safe environment for disclosure of enterprise risks
12. Develop resources to assist with implementing the ERM process, such as:
 - Risk matrix and heat map
 - Common terminology
 - An institutional structure to drive and coordinate the ERM process at the institutional level
 - Division and college structures, or perhaps employing existing leadership groups, to advance ERM within their areas
 - Determine an ongoing ERM cycle or schedule

Time Frame

Committee formed and begins to meet in October 2017. The ERM framework will be ready for presentation to campus leadership in January 2018 and to the Board of Trustees at their February 8, 2018 meeting.

Members

Mark Brovak, Senior Director and COO, WWU Foundation

Brian Burton, Associate Vice President for Academic Affairs, Provost's Office

Paul Cocke, Director, Office of Communications and Marketing

Austin Cooper, Assistant Director, Academic Budgeting and Administration, Provost's Office

Nicole Goodman, Compliance Manager & HIPAA Privacy Officer, Risk, Compliance and Policy Services

Chuck Lanham, Vice Provost for Information Technology/Chief Information Officer

Paul Mueller, Director, Risk, Compliance and Policy Services (Committee Chair)

Rob Olson, Assistant Attorney General

Brian Sullivan, Associate Vice President, Business and Financial Affairs

Sue Sullivan, Director, Environmental Health and Safety

Janai Symons, Research Compliance Officer, Research and Sponsored Programs

Sara Wilson, Special Assistant to the Vice President for Enrollment and Student Services

Antonia Allen, Director, Office of Internal Audit – *Ex Officio*