Ohio Northern University
MEMORANDUM

May 8, 2008

To: Faculty and Staff

Re: University Faculty Meeting

The regular meeting of the Faculty for May will be held Tuesday, May 13, 2008 at 4:00 p.m. in the Activities Room of McIntosh Center. The agenda is as follows:

1. Call to order.

2. Invocation - Dr. Lisa Robeson

3. Action on minutes of April 8, 2008.

4. Unfinished business.

5. Approval of Spring Term Graduates - Mr. Richard Carpenter

6. Questions for the President

7. Report from University Council - Professor Terry Keiser
   a. Elections to Faculty Committees and Council

8. Reports of Constitutional Committees
   a. Budget and Appropriations - Dr. Nancy Woodley
   b. Academic Affairs - Professor Laurie Laird
   c. Student Activities - Dr. Andrew Roecker
   d. Personnel - Professor Indra Canagaratna

9. Reports of Operational Committees
   a. Committee on Athletics - Professor Thomas Simmons
   b. Cultural and Special Events - Dr. Laurie Bell
   c. International Affairs - Dr. Anne Lippert
   d. Religious Affairs - Chaplain Vernon LaSala
   e. Information Technology - Mr. George Gulbis

10. Other reports.


12. Announcements.


Reports will be interspersed with elections at this meeting.

Dr. David R. Sawyers
Secretary
UNIVERSITY COUNCIL

Prof. Terry Keiser

The resolution concerning the TIAA-CREF issue was withdrawn after an explanation by the Council chair concerning a letter of agreement by the president in resolving the issue. The University has agreed to meet the requests of the parties affected. This is a matter that affected approximately 45 members of the faculty and staff, active and retired only. It did not affect the great majority of us. Other business included a vote by the Council on a proposal pertaining to 'conflict of interest' policy for the Faculty Handbook. The Council approved the policy. (Attachment 1)

CONSTITUTIONAL COMMITTEES

Budget and Appropriations
Dr. Nancy Woodley
The committee will be meeting on Wednesday, May 7th to wrap up for the year.

Academic Affairs
Prof. Laurie Laird
The committee has been assigned (by the Semester Transition Committee) the responsibility of proposing the new semester-based calendar. The committee will begin discussions in Fall 2008 but is collecting information regarding constraints on the calendar now. The committee requests that each department and/or college provide information that will potentially have impact on the calendar to Laurie Laird or their Academic Affairs Committee representative. Items that may impact the calendar include, but are not limited to, accreditation standards, preferences regarding the length of the semester, standard length of classes, possibility of half-semester courses, inclusion of a "mini-term", the days of the week on which classes meet, a dedicated time for chapel and university meetings, etc.

Student Activities
Dr. Andrew Roecker
No report

Personnel
Prof. Indra Canagaratna
The committee discussed the recommended faculty salary increase proposed for next year’s budget. The committee concluded that its December 20, 2007 recommendation covers the amount of faculty salary increase needed to meet inflationary pressures and that all available funds for faculty salary increases should be allocated to core performance if said funds are insufficient to meet inflationary pressures as reflected by the Consumer Price Index.

Committee on Athletics
Prof. Thomas Simmons
No report

Cultural and Special Events
Dr. Laurie Bell
The committee held their last meeting of the academic year on Friday, April 18, 2008. Subcommittee reports for next year's programming were presented.

Information Technology
Mr. George Gulbis
No report

Religious Affairs
Rev. Vern LaSala
The Faith Lift schedule for fall is complete.

International Affairs
Dr. Anne Lippert
The Committee met on April 21. Changes in procedures for awarding the Shuhaibar Scholarship for international students were approved.
To: Professor Terry Keiser, Chair/University Council

From: Professor Indra Canagaratna, Chair/Personnel Committee

Date: 25th April 2008

I am sending the amended Policy on Conflicts. The bold font in the body of the text represent the changes.

APPENDIX 27

Policy on Conflicts

1. **Introduction.** A University’s most valuable asset is its reputation for integrity. Inept handling of conflicts of interest can result in institutional embarrassment, lawsuits, government investigations, forfeiture of research funds, or worse. Involvement in activities which give the appearance of a conflict of interest is a serious matter, and employees should discuss any potential conflict of interest with the department chair, dean, or administrator before engaging in such activities.

2. **Definition.** A conflict of interest exists if an employee’s actions or activities on behalf of the University result in preferential treatment or an improper gain to the employee, the individual’s family or business associates, or conversely, has a detrimental effect on the University’s interests. It can include an instance in which an employee fails to exercise due care, skill, and judgment on behalf of the University in the performance of the individual’s duties because of a conflict of interest.

3. **Guidelines.**

   A) Full-time members of the faculty and professional and administrative staff owe their primary professional responsibility to the University, and their primary commitment of time and intellectual effort should be to their institutional responsibilities. Outside work for remuneration, including professional consultation and service, which does not interfere with the competent performance of professional responsibilities to the University may be undertaken if the employee notifies the Administration in writing of the proposed outside work prior to its commencement, on the approved University form. See Faculty Handbook, § 2.14. Approval by the Department Chair or Dean is required. No such notice is required for occasional, nonprofessional work which does not cause the absence of the faculty member from assigned professional duties.

   B) The University’s name may not be used in outside activities without prior approval.
Faculty members may identify themselves professionally in terms of their institutional affiliation, but care should be exercised to insure that professional involvements do not imply University sponsorship or sanction.

C) University resources (including space, facilities, equipment, supplies, and support staff) are not intended for use in outside activities. Substantial use of expendable resources or support staff for outside activities is not permitted without prior approval of and appropriate payment to the University. Employees may use office computers or phones for personal communications, provided such use is reasonable, and involves no significant cost to ONU.

D) Employees who have a financial or family interest in a business which furnishes goods or services, or contracts with the University, should not undertake to act for the University or enter into negotiations or contracts with that business, either directly or indirectly, on behalf of Ohio Northern. No employee may participate in the selection, award, or administration of a contract with any party with whom he or she is negotiating potential employment, or has any arrangement concerning potential employment.

E) Employees must provide full written disclosure of any business, financial enterprise, or activity which might influence, or appear to influence, decisions or actions concerning University matters. Disclosure should be made by completing a disclosure statement annually or whenever a significant change in interest occurs. The disclosure statement will be maintained in a confidential file by the appropriate dean or administrator.

F) Employees should not use confidential information or special knowledge acquired as a result of their relationship to the University to, inter alia, purchase or sell securities, real property, or other goods or services, or to in any way enhance their own personal financial well-being by using such inside information to their own advantage.

G) Employees must exercise the utmost discretion and avoid even the appearance of impropriety when using students or other employees of the University to perform services that are unrelated to the employees’ institutional responsibilities, including, but not limited to, baby sitting, lawn care, running personal errands, etc., for themselves or others.

H) Employees must not disclose information regarding the University’s intentions as to investments, property development, sale or acquisition or property, or the University’s purchasing and contracting activities.

I) Personal gifts or favors from persons with whom the University has a business relationship should be discouraged. To avoid improper influence, or the appearance or suggestion of such, personal gifts of more than nominal value should not be accepted. Special caution must be exercised by employees involved in awarding or administering all kinds of contracts. In certain cases, it is a crime to solicit or accept gratuities, favors or anything of value from contractors or potential contractors.
J) For personnel decisions involving an employee’s family member’s employment, evaluation, or advancement, see Faculty Handbook § 2.26

4. **Conclusion.** The highest standards of conduct and honesty are expected of all employees of Ohio Northern University. It is the obligation of all personnel to avoid involvement in activities which might conflict, or which might appear to conflict, with institutional responsibilities. The conflict of interest guidelines contained in this document are intended to help employees avoid involvement in actual or apparent conflicts of interest, and to protect both the employee and the University from potential legal prosecution, damage to its reputation, and financial loss. While it is useful to provide basic guidelines to assist employees in assessing potential conflict situations, no list can be so exhaustive as to provide direction for all the variable circumstances which may arise. Therefore, the personal good judgment of all employees is indispensable.