To: Faculty and Staff

Re: University Faculty Meeting

The regular meeting of the Faculty for May will be held Tuesday, May 11, 2010 at 4:00 p.m. in the Activities Room of McIntosh Center. The agenda is as follows:

1. Call to order.
2. Invocation – Dr. John Berg.
4. Unfinished business.
5. Approval of Spring Term Graduates – Ms. Tammy Bash.
7. Report from University Council – Dr. Sunny Zank.
8. Reports from Constitutional Committees
   a) Budget and Appropriations – Professor Ron Beashler
   b) Academic Affairs – Professor Laurie Laird
   c) Student Affairs – Dr. Andrew Roecker
   d) Personnel – Dr. William Theisen
9. Reports from Operational Committees
   a) Athletic Events - Professor Thomas Simmons
   b) Cultural Events – Dr. Laurie Bell
   c) International Affairs – Dr. Julie Hurtig
   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.

David R. Sawyers
Dr. David R. Sawyers
Secretary
UNIVERSITY COUNCIL

Dr. Sunny Zank

University Council met for the last meeting of this academic year on Tuesday, May 4, 2010. The attachments were all approved (Attachments A, B, & C). There was a lively discussion of faculty absentee voting.

CONSTITUTIONAL COMMITTEES

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
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<tbody>
<tr>
<td>Budget and Appropriations</td>
<td>Prof. Ron Beaschler</td>
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<td>The committee continues to work on language concerning functions of the Budget and Appropriations Committee. We have reviewed the energy audit report that was conducted for the university and receiving monthly reports on the current year budget status.</td>
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<tr>
<td>Academic Affairs</td>
<td>Prof. Laurie Laird</td>
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<td>The committee is continuing discussion of two items: zero-billing credit hours and certificate programs. Criteria for each of these will be developed for when we go to semesters. Input from faculty on these two issues is welcome.</td>
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<td>Student Activities</td>
<td>Dr. Andrew Roecker</td>
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<td>No report.</td>
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<td>Personnel</td>
<td>Dr. Bill Theisen</td>
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<td>The committee sent a “telecommuting policy” for certain situations to University Council. The committee is discussing the issue of “phased retirement” for certain situations.</td>
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<td>Committee on Athletics</td>
<td>Prof. Thomas Simmons</td>
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<td>No report.</td>
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<td>Cultural and Special Events</td>
<td>Dr. Laurie Bell</td>
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<td>No report.</td>
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<td>Information Technology</td>
<td>Mr. George Gulbis</td>
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<tr>
<td>No report.</td>
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<td>Religious Affairs</td>
<td>Rev. Vern LaSala</td>
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<tr>
<td>No report.</td>
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<tr>
<td>International Affairs</td>
<td>Dr. Juliet Hurtig</td>
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<td>The World Student Organization hosted the Multicultural Fair 2010 on April 19, 2010. Three students received Shuhaibar Scholarships: Chi Wo Wu (Accounting), Shardool Patel (Pharmacy), and Mahsa Dehleh Hossein Zadeh (Pharmacy). Kwaku Nsiah Peprah (Biology) was recognized for his academic achievement and campus involvement. A request to add two additional staff members to the International Affairs Committee was submitted to University Council.</td>
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TO: Dr. Sunny Zank, Chair – University Council
FROM: Pr. Laurie Laird, Chair – Academic Affairs Committee
SUBJECT: GPA Calculation
DATE: April 30, 2010

The Academic Affairs Committee was requested by the College of Law to review the way that grade point averages are reported in their college.

After some discussion and input from University Council, the committee recommends that for all colleges at Ohio Northern University (Arts & Sciences, Business Administration, Engineering, Pharmacy and Law), the GPA on the student transcript shall be rounded as appropriate to two decimal places. The reporting of quality points (used in calculating the GPA) shall remain the same – truncated to two decimal places.

This rule shall go into effect for all students in the College of Law in Fall semester 2010 and for all students in the Colleges of Arts & Sciences, Business Administration, Engineering and Pharmacy in Fall semester 2011 (coinciding with our change to semesters).

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Rationale:
Current practice for GPA calculation in all colleges at ONU is to report the GPA to two decimal places past the decimal point by truncating (not rounding).

Implementation of this rule in the undergraduate colleges at the same time as the change to semesters simplifies the Registrar’s process of validating the academic history (i.e. credit hours, quality points, GPA) for any student enrolled and continuing from spring or summer quarters 2010-11 to fall semester 2011-12.
To: Dr. Zank, Chair University Council
From: Dr. Theisen, Chair Personnel Committee
Re: Telecommuting Policy
Date: 05/03/10

New Addition to Faculty Handbook

APPENDIX 30

TELECOMMUTING POLICY

Ohio Northern University considers telecommuting to be a viable alternative work arrangement in cases where it is mutually beneficial for Ohio Northern and the employee. Telecommuting is defined as routinely working one or more days per week at a location other than an employee’s regularly assigned place of employment and under an agreement approved pursuant to this policy. This policy covers off-campus work arrangements for all or part of a work week on a regular basis. It is not intended to cover temporary, irregular situations.

Telecommuting is available at the University’s discretion only. The existence of a telecommuting agreement in no way alters an individual staff member’s employment relationship with Ohio Northern or the employee’s obligation to observe all applicable University rules, policies and procedures. All existing terms and conditions of employment, including but not limited to the job description, salary, benefits, vacation, leave and overtime remain the same as they would be if the staff member worked only at his or her regularly assigned location on or off campus where the employee usually and customarily reports for work. The regularly assigned place of employment is considered the employee’s workstation for all pay, leave and travel purposes.

A. Eligibility

The decision to allow telecommuting will be made on a case-by-case basis for each employee with the understanding that approval can be rescinded should circumstances change. Telecommuting is appropriate only when both the abilities of the employee and the nature of the work to be done meet the minimum feasibility criteria set out below. **The expectation is that it will not be available to faculty engaged in student instruction except in extraordinary circumstances.** Supervisors may apply more
rigorous criteria when determining whether an employee and a position are appropriate for telecommuting.

B. General criteria for considering a telecommuting arrangement:

- The employee has demonstrated sustained high performance, and the abilities to successfully organize and manage time and work independently and productively with minimal supervision with documentation.
- The employee has a thorough knowledge and understanding of the job functions and the equipment required to telecommute.
- The manager believes that the employee can maintain the expected quantity and quality of work while telecommuting.
- All or significant components of the work can be done at the off-campus work site. The employee’s position has an emphasis on the electronic production and/or exchange of information.
- The employee’s position involves measurable or quantifiable work product.
- Operational needs of the department are met.
- The employee is responsible for proper pick-up and delivery of work product.
- The employee agrees to attend pre-scheduled work meetings, training sessions and/or similarly required work-related events.
- There shall be no additional pay for telecommuting, nor shall mileage be paid or reimbursed for transportation between an employee’s telecommuting site and Ohio Northern University.
- The employee agrees to adhere to all conditions outlined in the Telecommunication Agreement.
- The employee is able to provide the security necessary to protect any University equipment and data used at the site.

C. General Criteria for when telecommuting should not be considered:

- The nature of the job requires the employee’s physical presence (for example, where the employee must supervise the work of other employees).
- The employee requires close or frequent supervision, direction or input from or to others who are on-site.
- The employee requires access to information or materials that are available only at the regularly assigned place of employment.
- The employee’s performance evaluations do not indicate sustained high performance, or do indicate a record of disciplinary action or a demonstrated attendance concern.

Telecommuting is not intended to permit employee to have time to work at other jobs, run their own businesses, or to provide child care or elder care during their scheduled work hours. Failure to fulfill normal work requirements, both qualitative and quantitative, may be cause for disciplinary action or termination of the telecommuting arrangement and/or the employment relationship.
D. Duration

All telecommuting arrangements are granted on a temporary and revocable basis, and may be discontinued by the University at any time and for any reason. In addition, an employee may discontinue participation in telecommuting at any time. The continued appropriateness of the telecommuting arrangement will be reviewed every 6 months, unless the agreement specifies more frequent reviews.

E. Guidelines and Requirements for Telecommuting Agreements.

Employees wishing to telecommute must complete and sign a Telecommuting Agreement each academic year. The Telecommuting Agreement also must be signed by the Dean, or the Head Librarian (if appropriate) and the Vice President for Academic Affairs. Approved Telecommuting Agreements will be included in the employee’s personnel folder.

Telecommuting employees are expected to follow established Ohio Northern University policies, procedures and guidelines. To ensure adherence to best practices for securing computer hardware and software, telecommuting employees and their supervisors should inform the Chief Information Security Officer of the telecommuting arrangement.

A specific work schedule, including work days and hours, must be established in writing. Telecommuting employees must maintain a normal workload, and when they are unable to work due to illness report their absence to their supervisor according to normal established departmental and University procedure. Employees who wish to be relieved of responsibility for work for all or part of a scheduled work day or days must follow departmental procedure for requesting time off, and must use vacation or unpaid time and/or a leave of absence as appropriate. Telecommuters are required to maintain accurate time records to support and substantiate their work hours and work products.

University equipment such as computers, printers, fax machines and other equipment located at the remote work site is subject to all policies and restrictions related to use of University-owned property. Telecommuting employees are responsible for any equipment and software that is used at the remote worksite and accept financial responsibility for any equipment that is lost, stolen or damaged because of the employee’s negligence, misuse or abuse.

F. Taxes and Insurance
Income taxes will be withheld based on employment at Ohio Northern University in Ohio, not on the location from which the employee telecommutes. Telecommuting employees are responsible for tax consequences and other legal implications that may occur, including local zoning restrictions.

The University assumes no liability for injuries occurring in the employee’s home workspace outside of work hours. Telecommuting employees are responsible for notifying the Office of Human Resources if they are injured while at the off-campus work site and in conjunction with their regular work duties. The employee is liable for any injuries sustained by visitors to the remote work site.

Rationale:
A standard policy for telecommuting similar to our peer institutions has been requested by both the administration and the faculty. *It should be noted that this policy is not intended to cover faculty engaged in student instruction except in extraordinary circumstances.*
TO: Dr. Sunny Zank, Chair – University Council
FROM: Dr. Julie Hurtig, Chair – International Affairs Committee
SUBJECT: Membership of the International Affairs Committee
DATE: April 20, 2010

The International Affairs Committee is requesting that two additional staff positions be added to the standing membership for this committee. The position of International Services Coordinator (currently within the Admissions Office) and the position of Study Abroad Coordinator (currently within the Academic Affairs Office) are relatively new to the campus and should be part of the International Affairs Committee. The current membership as stated in Appendix 1 of the University Faculty Handbook, University Faculty Bylaws, Bylaw 5, Section 2.D is:

D. International Affairs Committee
(1) Membership:
Director of International Affairs (Chair) (appointed by the President for a two year term)
Dean of Student Services
Director of Admissions
Registrar
Controller
One Faculty member appointed by the Department of Modern Languages (two year term)
Faculty Advisor of the World Student Organization
One faculty member from each of the five colleges, elected by their colleges (staggered two-year terms)
One student selected by the Student Senate and one student selected by the World Student Organization (one-year terms)
One faculty instructor of English as a second language appointed by the English Department

Rationale:
These two positions play a critical support role to our student body and are both key staff members with regards to matters handled by the International Affairs committee. They are both relatively new positions at ONU, and thus the committee membership needs updated to reflect these additional staff positions.