Council will meet on Tuesday, November 15, 2011 at 6:00 p.m. in Dicke Hall 230.

I. Minutes of November 1, 2011 meeting

II. Reports from Constitutional Committees
   a. Budget & Appropriations   Liaison: Young    Chair: Beachler
   b. Academic Affairs         Liaison: Lomax    Chair: Lomax
   c. Student Activities       Liaison: Walton   Chair: Walton
   d. Personnel                Liaison: Zekany   Chair: Zekany

III. Reports from Operational Committees
   a. Athletics                Liaison: Crago    Chair: Simmons
   b. Information Technology   Liaison: Hurtig   Chair: Gulbis
   c. Cultural & Special Events Liaison: Allison  Chair: Riess
   d. International Affairs   Liaison: Pickett   Chair: Crago
   e. Religious Affairs       Liaison: Stauber   Chair: Stauber
   f. General Education       Liaison: Hurtig   Chair: Hurtig

VI. Other Reports
   a. Vice-Presidents
      i. Academic Affairs   Liaison: Crago
      ii. Financial Affairs Liaison: Young
      iii. University Advancement Liaison: Block
      iv. Admissions and Financial Aid Liaison: Lesick
      v. Student Affairs     Liaison: Thompson-Bradshaw
   b. Deans
      i. Arts and Sciences   Liaison: Albrecht
      ii. Engineering       Liaison: Baumgartner
      iii. Pharmacy         Liaison: Sprague
      iv. Business Administration Liaison: Fenton
      v. Law                Liaison: Crago
   c. Student Senate        Liaison: McMunn
   d. Health Services Advisory Committee Liaison: Young

VII. Announcements

VIII. Questions for the President

IX. Unfinished Business
   a. University Council Procedural Rules (see Attachment A)

X. New Business

XI. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

*Budget and Appropriations – Ron Beaschler*

*Academic Affairs – John Lomax*
Academic Affairs will next meet on Monday, November 21. We have nothing to report for now.

*Student Activities – Jenny Walton*
The first Student Activities Committee Meeting will be Monday November 21st.

*Personnel – Kay Zekany*
The Personnel Committee will be considering the sabbatical applications and will submit our recommendations to the VPAA on January 12th.

*Committee on Athletics – Tom Simmons*

*Information Technology – George Gulbis*

*Cultural and Special Events – Nils Riess*

*International Affairs – Clyde Picket/Julie Hurtig*

*Religious Affairs – Rory Stauber*

*General Education – Julie Hurtig*

OTHER COMMITTEES

*Student Senate – Marsha McMunn*

*Health Services Advisory Committee – Roger Young*
UNIVERSITY COUNCIL OPERATIONAL PROCEDURES

RE: Actions of University Council on reports and recommendations from Constitutional Committees and Operational Committees.

1. For Committee reports:
   a. Receive and consider the report without comment.
   b. Receive and consider the report and provide guidance to the committee for further study.

2. For committee recommendations:

   Council shall not take any formal action on a recommendation during the meeting at which the recommendation is first placed on the floor of Council, though Council may debate the recommendation at that time. In the case of the original submission of a recommendation to Council, the recommendation will not be subject to amendment except upon the motion of the council Liaison from the submitting committee. Any motion to amend upon an original submission made by any member of Council other than the appropriate Committee Liaison shall be interpreted as motion to refer the recommendation back to the committee pursuant to item (b) below. After Council has followed the procedures in the paragraph above, Council may:
   a. Transmit the recommendation to the President with endorsement.
   b. Refer the recommendation back to the committee for reconsideration in total or in specified parts.
   c. Refer the recommendation to the University Faculty and request that it act on the matter.
   d. Reject the recommendation and request the committee to discontinue consideration.

3. For committee recommendations resubmitted to Council (per 2.b):

   a. Transmit the recommendation or an amended recommendation to the President with endorsement.
   b. Refer the recommendation to the University Faculty and request that it act on the matter.
   c. Reject the recommendation and request the committee to discontinue consideration.

Approved by Council: March 15, 1983
Amended by Council: December 13, 1983
OHIO NORTHERN UNIVERSITY
UNIVERSITY COUNCIL
PROCEDURAL RULES

I. Meeting Time and Place

A. The University Council shall meet on a regular basis announced at the beginning of the academic year.

B. The Regular meetings will be held on Tuesdays for no longer than one and one half hours afternoon beginning promptly at 5:30 p.m. and concluding at or before 7:00 p.m., unless at least 14 a majority of the members present at a given meeting votes to remain in session beyond that time.

C. The University Council meetings shall normally be held in the Dicke Hall Forum, except that the Council may choose to meet elsewhere on occasions when a larger seating capacity may be needed to accommodate visitors.

D. Special meetings of University Council may be called at the discretion of the Chair, by vote of Council or upon written request of the Chair by three members of Council. Except in case of an emergency, adequate notice of time (at least 24 hours) and agenda shall be given to members of Council before any special meeting.

E. All University Council meetings are open to the University community unless a majority of the voting members of Council (including any designated non-voting members, other than the President, who may vote if they hold faculty rank) (Faculty Constitution Article V, Section 3) (14 or more) votes to meet in executive session.

II. Agenda, Minutes and reporting to Faculty

A. The Secretary in consultation with the Chair shall prepare the agenda for each meeting. The Secretary shall distribute copies of the agenda, together with any pertinent supporting documents, to all members no later than noon of the Monday preceding the meeting.

B. The agenda shall be distributed by electronic mail to all faculty, staff, and students as follows:

1. All members of Council
2. Four copies to Student Senate President for distribution as he/she desires
3. One copy each to WONB and The Northern Review
4. Two copies to the Director of McIntosh Center for display in the information area of the Center
5. One copy to be posted in 2 faculty lounges in McIntosh Center, in
Heterick Library, and in the four professional colleges.
6. One copy to each department chairman in the College of Arts and Sciences for
posting/circulation in that department.

C. The Secretary shall prepare the Minutes of each Council meeting and distribute them to members of Council, with the agenda for the next meeting whenever possible.

1. Once approved, one copy of the minutes shall be placed in a binder on reserve in Heterick Library (the contents of the binder to be placed in the University Archives at the beginning of each academic year), and one copy shall be placed in a binder on reserve in the Law Library (the second binder to be emptied at the beginning of each academic year). Minutes are also on the Academic Affairs web site.

D. Within five class days following any Council meeting, the Secretary shall prepare the written report to the Faculty provided for in Constitution Article V. Section 2C. At a minimum, the report shall include a record of all final substantive votes. Final substantive votes shall be recorded in the report by listing the number of yeas, nays, and abstentions, except that if a roll call vote is taken, the vote of each member responding shall be listed. The report may be in the form of draft minutes on the Academic Affairs web site.

1. The report shall be distributed as follows:

   (1) All Faculty and Staff (i.e., all University personnel represented on Council)
   (2) Four copies to Student Senate President for distribution as he/she desires
   (3) One copy each to WONB and The Northern Review
   (4) Two copies to the Director of McIntosh Center for display in the information area of the Center

E. The Chair, or other member of Council designated by him/her, shall report to the University Faculty in writing at the monthly Faculty meetings.

III. Matters for Council Consideration

A. Matters for Council consideration may be addressed to the Council by the Faculty of the University as a body, by the President of the University, by committees, or by any member of Council (see Constitution Article V, Section 2A).

B. The Dean of each College shall report to University Council any actions and, when possible, any anticipated actions of that College which may potentially impact upon the operation of any other colleges (See Constitution Article V, Section 2E).

IV. Parliamentary Procedures

A. Meetings of University Council are governed by Robert's Rules of Order, Newly
Revised (see Constitution Article VII).

B. A majority of the voting members of Council (as specified in Section I.E.) (14) shall constitute a quorum.

C. The Chair of University Council may vote only in case of a tie (see Constitution Article V, Section 5B).

D. The President of the University is a non-voting member of Council (see Constitution Article V, Section 3).

E. When a vote is called, the secretary will record a roll call vote sequentially advance in alphabetical order in the minutes, except for those matters determined to be confidential by the vote of the Council (see Bylaw 3, Section 5).

V. Subcommittees

A. University Council may establish subcommittees to aid in its work.

B. An elections subcommittee composed of five members of Council is established to:
   1. Handle University nominations for elections where required.
   2. Improve procedures for elections when appropriate.
   3. Handle elections for any special or ad hoc committees as needed.

Adopted: September 1982
Revised: September 1985; September 1987; August 1990; August 1991; October 1991; August 1993; September 1996; August 2007