To: Members of University Council

From: Sunny Zank, Chair

Re: Agenda for Meeting of April 20, 2010

The regular meeting of University Council will be held on Tuesday, April 20, 2010 at 5:30 p.m. in Dicke Hall Forum.

AGENDA

I. Minutes of March 30, 2010 meeting.

II. Reports from Constitutional Committees

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<th>Liaison</th>
<th>Chair</th>
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<tr>
<td>a. Budget &amp; Appropriations</td>
<td>Beaschler</td>
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<td>b. Academic Affairs</td>
<td>Laird</td>
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<td>c. Student Activities</td>
<td>Roecker</td>
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<td>d. Personnel</td>
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III. Reports from Operational Committees

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<tr>
<td>a. Athletics</td>
<td>Crago</td>
<td>Simmons</td>
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<td>b. Information Technology</td>
<td>Hurtig</td>
<td>Gulbis</td>
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<td>c. Cultural &amp; Special Events</td>
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<td>Bell</td>
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<td>d. International Affairs</td>
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<td>e. Religious Affairs</td>
<td>LaSala</td>
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<td>f. General Education</td>
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IV. Report from Planning Council – Dr. Baker

V. Other Reports

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<tr>
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<tr>
<td>a. Vice-Presidents; Deans</td>
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<td>b. Student Senate</td>
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<td>c. Health Services Advisory Committee</td>
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VI. Announcements

VII. Questions for the President

VIII. Unfinished Business

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>a. Sabbaticals on Semesters 1 – ONU Compensation (Attachment A)</td>
<td></td>
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<tr>
<td>b. Sabbaticals on Semesters 2 – Non-ONU Compensation (Attachment B)</td>
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<td>c. Sabbaticals on Semesters 3 – Deletion of “Option 2” (Attachment C)</td>
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IX. New Business

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<thead>
<tr>
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<tr>
<td>a. Law College GPA Calculation (Attachment D)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Telecommuting Policy (Attachment E)</td>
<td></td>
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<td>c. International Affairs Membership (Attachment F)</td>
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X. Adjournment
To: Dr. Zank, Chair University Council  
From: Dr. Theisen, Chair Personnel Committee  
Re: Sabbaticals on Semesters 1 – ONU Compensation  
Date: 03/26/10

Appendix 10.III Option 1.

III. Options available to Applicants

Option I: Sabbatical Leave may be for:

a) three consecutive quarters at an annual salary of two-thirds of the annual full-time contract salary.
b) two consecutive quarters at an annual salary of two-thirds of the annual full-time contract salary.
c) one quarter at the annual full-time contract salary.

da) One semester at the annual full time contract salary.
b) One year at two-thirds the annual full time contract salary.

VI. Miscellaneous Requirements and Information Concerning Sabbatical Leaves

1. In each year, the University grants undergraduate sabbatical leaves for up to ten (10) eight (8) quarters semesters of leave distributed among four (4) or more faculty members provided favorable recommendations are received from the Personnel Committee for such leaves. Denial of sabbatical leave is not subject to the grievance procedures contained in this Handbook. Additional leave may be granted at the discretion of the Administration provided favorable recommendations are received from the Personnel Committee.

Rationale:
The requested sabbatical leave compensation is in line with current practice at the College of Law.
OHIO NORTHERN UNIVERSITY  
ADA, OHIO 45810 • Telephone (419) 772-2320  
Fax (419) 772-1888  
The Getty College of Arts and Sciences  
Department of Physics and Astronomy

To: Dr. Zank, Chair University Council  
From: Dr. Theisen, Chair Personnel Committee  
Re: Sabbaticals on Semesters 2: Non-ONU Compensation  
Date: 03/26/10

Appendix 10.III Option 1.

VI. Miscellaneous Requirements and Information Concerning Sabbatical Leaves

7. The payment of normal sabbatical leave compensation by ONU is based upon the assumption that the individual receiving the leave will not receive other compensation during the leave period. However, a fellowship or scholarship that requires no service from the recipient and/or a travel grant that does not conflict with the intent of the sabbatical leave may be accepted. Research grants, fellowships, and other positions that do require service during the sabbatical leave are encouraged but may require additional compensation may be accepted only after the approval of the Department Chair (if any), Dean or Head Librarian, and the administration of the University. This is to assure that the period of the sabbatical leave will be used for the intended purposes.

Rationale:
Faculty should be encouraged to pursue off campus sabbatical leaves. Acquisition of grants, fellowships, and similar compensation to help defray the cost of sabbatical leaves should also be encouraged as done at many institutions.
To: Dr. Zank, Chair University Council
From: Dr. Theisen, Chair Personnel Committee
Re: Sabbaticals on Semesters 3 – Deletion of “Option 2”
Date: 03/26/10

Appendix 10.

III. Options available to Applicants

Two different options are available for faculty when applying for sabbatical leave. Faculty may apply for up to a total of three quarters of sabbatical leave which may be taken at one time (Option I) or spread out over several years (Option II). Regardless of the option chosen, faculty members must follow the Handbook as it relates to the application process for sabbatical leave. All applications must indicate whether the application is made pursuant to Option I or Option II. See IV.3.(e).

Option I: Sabbatical Leave may be for:
   a) One semester at the annual full time contract salary.*
   b) One year at two-thirds the annual full time contract salary.*
   c) three consecutive quarters at an annual salary of two-thirds of the annual full-time contact salary.
   d) two consecutive quarters at an annual salary of two-thirds of the annual full-time contact salary.
   e) one quarter at the annual full-time contract salary.

Option II: Sabbatical Leave may be for:

   If undergraduate faculty members decide to complete none consecutive quarters, they must apply separately for each none consecutive quarter following the sabbatical timetable and guidelines for each year. They must follow the Handbook as it relates to the application process for each none consecutive quarter. Once a none consecutive quarter has been awarded there is not an established waiting period until the next application process unless three none consecutive quarters have accumulated. Once three quarters have accumulated, a six year waiting period will start for the next application. If six years pass from the last awarded none consecutive quarter, then the faculty member becomes eligible to apply for sabbatical under either Option I or Option II. Previously awarded none consecutive quarters must be reported on the application form when applying for other none consecutive quarters. Compensation for none consecutive quarters will be full salary of the annual full-time contract for the first quarter taken, one-half salary for the second quarter taken and one-third salary for the last quarter taken. There is no implied guarantee that other none consecutive quarters will be awarded. Once a faculty member has completed three quarters of sabbatical leave whether it is consecutive or none consecutive, a six year waiting period is required before applying for another sabbatical leave.

* See attachment 1

Rationale:
With the change to semesters the committee believes option 2 is no longer needed. Option 2 has only been used once since it was implemented a number of years ago and does not appear among any of the peer or aspirational institutions studied.
TO: Dr. Sunny Zank, Chair – University Council
FROM: Pr. Laurie Laird, Chair – Academic Affairs Committee
SUBJECT: Law College GPA Calculation
DATE: April 16, 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. The committee recommends that starting with the fall 2010 semester, the grade point averages for the College of Law shall be reported at two places past the decimal point with the thousandths of a point rounded appropriately to calculate the grade point average.

Rationale:
Current practice for GPA calculation in the College of Law is to report the GPA to two decimal places past the decimal point by truncating (not rounding).
To: Dr. Zank, Chair University Council  
From: Dr. Theisen, Chair Personnel Committee  
Re: Telecommuting Policy  
Date: 04/16/10

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. 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.

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.
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.