Ohio Northern University

TO: Members of University Council
FROM: Terry Keiser, Chair
RE: Agenda for Meeting of April 29, 2008

The regular meeting of University Council will be held on Tuesday, April 29 at 5:30 pm in Dicke Hall Forum.

AGENDA

I. Minutes of April 15, 2008 meeting.

II. Reports from Constitutional Committees
   a. Budget & Appropriations Liaison Smalley Chair Woodley
   b. Academic Affairs Laird Laird
   c. Student Activities Roecker Roecker
   d. Personnel Allison Canagaratna

III. Reports from Operational Committees
   a. Athletics Smalley Simmons
   b. Information Technology Lippert Gulbis
   c. Cultural & Special Events Zank Bell
   d. International Affairs Lippert Lippert
   e. Religious Affairs LaSala LaSala

IV. Report from Planning Council - Dr. Baker

V. Other Reports
   a. Vice-Presidents; Deans Eagle Eagle
   b. Student Senate
   c. Health Services Advisory Committee J. Green

VI. Announcements

VII. Questions for the President

VIII. Unfinished Business
   a. A resolution concerning the mishandling of ONU's pension fund. (Please see Attachment I to Agenda of April 15, 2008) - Dr. Gerber
   b. Motion from Personnel Committee - Recommendation for addition to Faculty Handbook App. 27- Policy on Conflicts (Please see revised Attachment II to Agenda)

IX. New Business

X. Adjournment
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. Inexpert 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.