

F

Minutes of meeting of Academic Council. Present were: Deans Byo, Charignon, Edgar, Dykema, Miller, Paraska, and Swartz. Also attending were Dr. Coffield, Dr. Coffelt, and Dr. Foster.

October 8, 1968 - 1:00 p.m.

Executive Conference Room

The meeting was called to order at 1:06 p.m.

Dr. Randolph Foster, Director of Institutional Research, was introduced and welcomed by Dr. Coffelt. Dr. Foster will be responsible for studies and research related to policy decisions of the administration. He will eventually work with space and space utilization and with the University-wide self-study.

It was announced that as of Thursday, October 3, our enrollment for the fall quarter was 14,519, and it was generally stated that the opening of this quarter has seemed much smoother than previous quarters.

The meeting was then turned over to Dr. Coffelt for discussion about Civil Service regulations governing working hours of the non-academic full-time employee. Proposed times for the working day were given as follows:

Bookstore, financial aids, mailroom, registrar's office, cashier and billing section, and any other office providing student service have proposed hours as follows:

- 8:30 a.m. to 8:00 p.m. - Monday through Thursday
- 8:30 a.m. to 6:00 p.m. - Friday
- 9:00 a.m. to 12:00 Noon - Saturday

All other offices:

- 8:00 a.m. to 5:00 p.m. - Monday through Friday

All Civil Service employees must work a 40-hour week. Any time from 40-42 hours will be paid at the regular rate, anything beyond 42 hours per week will be paid at time and one-half.

For this first quarter, a schedule will be worked out using only the staff we now have available. At the end of this quarter, a review of needs for additional staff members to cover these office hours will be made. Any office with two or more Civil Service employees will be required to remain open on lunch hour. There will also be special working hours for particularly busy periods such as registration, etc. The standard lunch hour will be from 12:00 to 1:00 p.m. for those offices which must close because there is only one Civil Service employee.

It was announced at this time that we will get a ruling and distribution on the policy governing compensatory time.

Each department head or supervisor will be required to keep records of Civil Service employees in regard to their time off, sick leave, etc.

It was stated that there are nine Civil Service holidays (six of which are also academic holidays) and that the Friday after Thanksgiving is not one of them.

The group was asked to give consideration to the work-hour plans suggested and come prepared with any alternatives of their own at the next meeting.

Vacation - No one is eligible for vacation with pay until after one full year of service. Vacation with pay is issued as follows:

From 1-10 years - 80 hours of vacation with pay
10-25 years - 120 hours of vacation with pay
Over 25 years - 160 hours of vacation with pay

Although no authorization for new faculty positions has been given as yet, it is not too early to begin recruiting for the 1969-70 academic year.

Dr. Coffield explained to the group that in Columbus, September 23, we were asked to develop a program on education of the disadvantaged. He has met with Dr. Smith, Dr. Letchworth, and Dean Paraska, and has also worked with the Urban League and the Community Action Council on such a program. If the program is approved there will be financial aid available, a study skills laboratory, tutorial program, and special remedial classes in study skills, communications and mathematics. Hopefully, the program will open with approximately 200 students, 25 of which we hope to enroll in teacher education.

The following announcements were made:

1. The travel policy in effect is the same one we have used since last summer. There are no changes.
2. A supply of catalogs will be furnished to each dean's office.
3. The group was asked to cooperate with and assist in any way possible Mr. Shaner and Mr. Rogowsky who are on the campus from Warren King and Associates.
4. The next meeting of the Council was scheduled for October 15 at 1:00 p.m. in The Executive Conference Room. A meeting was also scheduled for the following Tuesday, October 22, at 1:00 p.m. for the purpose of establishing dates and deadlines for registration, etc.

Meeting adjourned at 2:45 p.m.

krb