

ANNUAL REPORT

Faculty Staff Welfare Committee

**University of North Alabama
Florence, Alabama**

Dr. Alejandra Alvarado-Brizuela
Committee Chair

June 7, 2023
Date submitted

Submitted to:

Dr. Kristy Oden
Chair, Shared Governance
Executive Committee

Date received

Mr. Evan Thornton
Vice President for Business
and Financial Affairs

Date received

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT – Faculty Staff Welfare Committee 2022-2023

I. Executive Summary

The committee met virtually during the 2022-2023 academic year. The committee discussed and reviewed several policies presented to it as part of the scheduled periodic review to ensure that policies remain current.

II. The Committee's Charge (from the Shared Governance Document)

1. To review and make recommendations on matters relating to faculty and staff welfare, including compensation, benefits, health and safety, and quality and equity of work issues.
2. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community.
3. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
4. To submit a final written report electronically by the first day of the fall semester to the Vice President for Business and Financial Affairs with a copy sent to the Chair of the SGEC.

III. The Committee met on the following dates:

- 8/22/2022 – 8/24/2022 (via email): election of Vice-Chair
- 10/19/2022 (virtual meeting): review of policies and proposed recommendations
- 01/25/2023 (virtual meeting): review of updated policies
- 02/15/2023 (virtual meeting): review of updated weapons policies
- 03/13/2023-03/20/2023 (e-business): review of new birth recovery & parental leave proposal

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

- Charge #1 – The committee reviewed the following policies and statements:
 - Private & Govt Aircraft Policy (1984)
 - Workplace Threats and Violence Policy (2011)
 - Consensual Relationships Policy (2017)
 - Weapons on campus policy (2007)
 - Weapons Statement (2021)
 - Updated Dangerous Weapons and Firearms policy (2023)
 - No smoking policy (2017)
 - Nondiscrimination Statement
 - Conflict of Interest Policy (2017)
 - Title IX Policy (2021): Further review to continue in 2023-2024
 - Advertising Policy (1994)
 - Drugs and Alcohol Abuse Policy (1990)
 - Video Monitoring and Surveillance Activity Policy (2020)
 - Paid birth recovery leave (new policy)
 - Paid parental leave (updated policy)
- Charge #2 – Recommendations and proposed changes were sent to the Chair of SGEC, as well as the Vice President for Business and Financial Affairs for further dissemination to the university community.
- Charge #3 – The chair of SGEC provided written policies and statements to the Chair of FSW for the committee to review and make recommendations. The FSW committee met virtually to discuss and proposed changes to the documents. The results of the review were communicated to Dr. Kristy Oden, Chair of SGEC for dissemination to the next appropriate committee.

- Charge #4 – The FSW Committee communicated its deliberations and findings to the Vice-President for Business and Financial Affairs, Mr. Evan Thornton, and copied the Chair of SGEC, Dr. Kristy Oden.

V. What were the Committee’s formal recommendations?

Summary of discussion and policies review:

Policy	Recommendations/Comments
Private & Govt Aircraft Policy (1984)	<p>Because the policy makes an exception for the ROTC program, the policy was shared with the chair of that department. This is his reply: “This policy is fine as it is and should not be changed as it pertains to UNA Army ROTC.”</p> <ul style="list-style-type: none"> ○ This policy is relevant and current; we do not have recommendations or revisions.
Workplace Threats and Violence Policy (2011)	<ul style="list-style-type: none"> ○ Remove names of social media platforms. ○ Add “made or committed by an employee” to the first line of the third paragraph for clarity.
Consensual Relationships Policy (2017)	<ul style="list-style-type: none"> ○ Add language under “Student Paraprofessional” to include students with educational responsibilities; i.e. undergraduate teaching assistants, graduate teaching assistants, and graduate assistants. ○ Add the following definition: <ul style="list-style-type: none"> - <i>Educational responsibility</i>: The power or authority to evaluate, influence, provide, or control aspects related to a student’s education or professional development. Covered activities include, but are not limited to, teaching, grading, mentoring, advising, evaluating research or other academic activity, serving on a student’s dissertation committee, participating in decisions or recommendations regarding funding or other resources, clinical supervision, and recommending for admissions, employment fellowships, or awards.
Weapons on campus policy (2007)	<ul style="list-style-type: none"> ○ This policy was not in compliance with a new policy that will go in effect on January 1, 2023. ○ It was recommended that this policy be archived.
Weapons Statement (2021)	<ul style="list-style-type: none"> ○ It is recommended that review of this policy be tabled until the statement can be updated to reflect new state guidelines.
New Dangerous Weapons and Firearms policy (2023)	<ul style="list-style-type: none"> ○ The updated policy was revised and approved by the committee.
No smoking policy (2017)	<ul style="list-style-type: none"> ○ This policy is relevant and current; we do not have recommendations or revisions.
Nondiscrimination Statement	<ul style="list-style-type: none"> ○ It is recommended to use a more detailed and updated (2020) statement available in this link: https://www.una.edu/employee-policy-manual/PDFs/General-Info-Statements/nondiscrimination-statement.pdf. ○ We also recommend that the broken link in the university policies page be fixed.

<p>Conflict of Interest Policy (2017)</p> <p>CURRENT TEXT: Even though contracts of purchase or sale of personal or real property or services exceeding \$15,000 in value are generally awarded on the basis of public bids, Board members and senior administrators and the organizations in which they or members of their immediate families (which, for purposes of this Section B, shall mean spouse, parents, and children) either will benefit materially from the transaction or will hold substantial interest (5% or more), or in which they serve as directors or senior executive officers, shall, except as provided below, avoid submitting bids or proposals to the University or any of its divisions and agencies when the quality of future performance is a substantial part of the contract or proposal.</p>	<ul style="list-style-type: none"> ○ It is recommended to include the State Ethics Law summary available in this link: https://www.una.edu/employee-policy-manual/PDFs/General-Info-Statements/State%20Ethics%20Law.pdf to the university policies page for all employees. ○ This policy is relevant and current; we have a small revision (effective 10/1/2022). <p>PROPOSED REVISIONS: Even though contracts of purchase or sale of personal or real property or services exceeding the minimum amount set by the State of Alabama Bid Law in value are generally awarded on the basis of public bids, Board members and senior administrators and the organizations in which they or members of their immediate families (which, for purposes of this Section B, shall mean spouse, parents, and children) either will benefit materially from the transaction or will hold substantial interest (5% or more), or in which they serve as directors or senior executive officers, shall, except as provided below, avoid submitting bids or proposals to the University or any of its divisions and agencies when the quality of future performance is a substantial part of the contract or proposal.</p>
<p>Title IX Policy (2021)</p>	<ul style="list-style-type: none"> ○ New Title IX regulations are being reviewed by field experts in UNA's Title IX office. A new document is expected to be ready for this committee to review in late summer or early fall of 2023.
<p>Advertising Policy (1994)</p>	<p>According to Ms. Michelle Eubanks, Director of University Media and Public Relations, "[b]ased on where we are as an institution now, and how advertising is handled, it seems this policy could be archived as there is no need to keep it, and updating it is irrelevant based on the content."</p> <ul style="list-style-type: none"> ○ It is recommended that this policy be archived.
<p>Drugs and Alcohol Abuse Policy (1990)</p>	<ul style="list-style-type: none"> ○ Editorial recommendations: <ul style="list-style-type: none"> - Last line in second paragraph, change to "successfully complete." - Replace "his" with "their" in first line of last paragraph.
<p>Video Monitoring and Surveillance Activity Policy (2020)</p> <p>CURRENT TEXT: Mobile or hidden video equipment may be used in criminal investigations by the University Police Department. Covert video equipment may also be used for non-criminal investigations of specific instances that may be a significant risk to public safety, security and property as authorized by the Chief of Police.</p> <p>An example of a non-criminal investigation would be an internal investigation conducted for</p>	<ul style="list-style-type: none"> ○ Page 5 (top), Use of Cameras for Criminal Investigations <p>PROPOSED REVISIONS: Mobile or hidden video equipment may be used in criminal investigations by the University Police Department.</p> <p>*NEW HEADING* Use of Cameras for Non-Criminal Investigations</p> <p>Covert video equipment may be used for non-criminal investigations of specific instances that may be a significant risk to public safety, security and property as</p>

<p>HR where the goal is not to prosecute, but to determine continued employment. Another example would be video obtained to enforce a University policy and procedure such as students propping open doors in a residence hall (not illegal, but a definite violation of policy).</p> <p>CURRENT TEXT (page 5, bottom): No attempt shall be made to alter any part of any surveillance recording and the surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.</p> <p>All surveillance records shall be stored in a secure location for a period of 30 days and will then be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil). Individual departments shall not store video surveillance recordings.</p> <p>CURRENT TEXT (page 6, fourth bullet): Recordings shall be retained for 30 days and then will be erased or recorded over unless retained as part of a criminal investigation, a civil or criminal court proceeding, pursuant to a Preservation Notice issued by the University's Legal Counsel. No attempt shall ever be made to alter any recording. Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes or blur features as described above, is strictly prohibited.</p>	<p>authorized by the Chief of Police. An example of a non-criminal investigation would be an internal investigation conducted for HR where the goal is not to prosecute, but to determine continued employment after inappropriate use of university equipment or resources has been discovered. Another example would be video obtained to enforce a University policy and procedure such as students propping open doors in a residence hall (not illegal, but a definite violation of policy).</p> <ul style="list-style-type: none"> ○ Page 5 (bottom), Storage and Retention of Recordings <p>PROPOSED REVISIONS (page 5, bottom): No attempt shall be made to alter any part of any surveillance recording and the surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.</p> <p>All surveillance recordings shall be stored in a secure location for a period of 30 days and will then be erased or written over, unless retained as part of a criminal investigation, a civil or criminal court proceedings, or pursuant to a Preservation Notice issued by the University's Legal Counsel.</p> <p>PROPOSED REVISIONS (page 6, bullet points):</p> <ul style="list-style-type: none"> ○ Individual departments shall not store video surveillance recordings. ○ Editing or otherwise altering recordings or still images, except to enhance quality for investigative purposes or blur features as described above, is strictly prohibited.
<p>Paid birth recovery leave (new policy)</p>	<ul style="list-style-type: none"> ○ This policy is relevant and we do not have recommendations or revisions.
<p>Paid parental leave (updated policy)</p>	<ul style="list-style-type: none"> ○ This policy is relevant and we do not have recommendations or revisions. ○

General comments:

- There is a repository/page for all university policies: <https://www.una.edu/policies/index.html> . It is recommended that all links in this page be updated to reflect the most current policies.
- Editorial revisions:
 - In consultation with Dr. Andrea Hunt, Associate Professor of Sociology and Executive Director of the Mitchell-West Center for Social Inclusion, it is recommended that all policies embrace the use of inclusive language (they/their as opposed to he/she, his/her).
 - Use of the Oxford comma should be consistent.
 - It is recommended that all policies be revised for consistent formatting and spacing.

VI. What does the Committee plan to accomplish:

A. **In the coming year?**

To continue to carry out the charge of the committee.

B. **In future years?**

To continue to carry out the charge of the committee.

VII. What are the Committee's weaknesses?

None at the present time.

A. What can the Shared Governance Committee help you do to address the weaknesses?

N/A

VIII. Comments.

The Chair wishes to thank those members who served on the FSW Committee. These members and their future active Committee dates are listed below:

Dr. Sara Lynn Baird (Council of Academic Deans, 2023)

Ms. Melissa Bolton (Staff, 2025)

Ms. Bretta Cagle (Staff, 2024)

Ms. Michelle Eubanks (Staff, 2024)

Dr. Felecia Harris (Faculty, 2023)

Dr. Ashley Johnson (Faculty, 2025)

Ms. Kim Oakley (Staff, 2024)

Dr. Jill Simpson (Faculty, 2023)

Mr. Evan Thornton (non-voting, by position)

Ms. Catherine White (non-voting, by position)

Ms. Angela Zwissler (non-voting, by position)