

# 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

Dr. Evan Thornton  
Vice President for Business  
and Financial Affairs

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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

- Charge #4 – The FSW Committee communicated its deliberations and

<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"> <li>o It is recommended to include the State Ethics Law summary available in this link: <a href="https://www.una.edu/employee-policy-manual/PDFs/General-Info-Statements/State%20Ethics%20Law.pdf">https://www.una.edu/employee-policy-manual/PDFs/General-Info-Statements/State%20Ethics%20Law.pdf</a> to the university policies page for all employees.</li> <li>o This policy is relevant and current; we have a small revision (effective 10/1/2022).</li> </ul> <p>PROPOSED REVISIONS: Even though contracts of purchase or sale of personal or real property or services exceeding <b>the minimum amount set by the State of Alabama Bid Law</b> 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"> <li>o 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.</li> </ul>
<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"> <li>o It is recommended that this policy be archived.</li> </ul>
<p>Drugs and Alcohol Abuse Policy (1990)</p>	<ul style="list-style-type: none"> <li>o Editorial recommendations: <ul style="list-style-type: none"> <li>- Last line in second paragraph, change to "successfully complete."</li> <li>- Replace "his" with "their" in first line of last paragraph.</li> </ul> </li> </ul>
<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"> <li>o Page 5 (top), Use of Cameras for Criminal Investigations</li> </ul> <p>PROPOSED REVISIONS: Mobile or hidden video equipment may be used in criminal investigations by the University Police Department.</p> <p><b>*NEW HEADING*</b> 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>

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).

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.

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.

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.

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)