I. Call to Order
The regular meeting was called to order at 9:00 a.m. by Fricke, president. Quorum was acknowledged. 

There were no objections to the revised agenda: adding item* “School of Business Dean’s Search appointment (must be ratified Dec 21)” to New Business

Present: Balai, Dickey, Dusenbery, Fricke, Hunter, Milcic, Schoenborn, Toberman, Van Meter, White, Woods, Jason; Ex Officio: Manning, Pulley; Panel Members: Cavanaugh, Cobetto, Dunn, Svehla

Excused: Bartholomew, Candela, Ferrell, Hamil

Absent: Ormesher, Schilling

Guests: Lucas Wilson, Shawn Brodie

II. Approval of Minutes
November 2, 2017 minutes were corrected (under reports filed with minutes). The minutes were approved as amended.

III. Reports submitted and filed with minutes:
A. Staff Senate President
B. Ex-Officio Reports
   1. SUCSAC (Pulley)
D. Satellite Campus Reports
   2. E. St. Louis (Jason)
E. Standing Committees
   1. Elections Committee: Toberman reported that he would not be able to serve as elections chair as of January, because his term is up this year.

   There were no objections to add* “Elections Chair Appointment” to New Business.

   3. UCB: Milcic reported that work continues with the master plan. Please, direct your questions to Milcic.

   4. Public Relations Committee: Dusenbery reported that the committee met this morning. If anyone has any question please, send to the committee.
7. Parking & Traffic Committee [http://www.siue.edu/parking/Minutes.shtml](http://www.siue.edu/parking/Minutes.shtml)

12. Employee Involvement Committee: Dunn reported and submitted a copy of a draft letter. There was a discussion. Dunn will take the suggestions to revise the letter and send to Fricke so she can share with the Chancellor.

F. Other Reports

1. President Elect: See reports filed with minutes for Hunter’s report on Scholarship and Fundraising Committee operating papers.

IV. Unfinished Business

A. Nominations for Negotiated & Prevailing Senate Seat vacated by President-elect Hunter: none
B. Survey data results – will be discussed at exec board meeting in December.

V. New Business

A. Scholarship Committee operating papers – not ready yet. See Hunter’s report filed with the minutes.
B. Fundraising Committee operating papers – not ready yet.
C. Bylaws – not ready yet.
D. SURS Board of Trustees open position – Van Meter expressed that he is running for the position and needs signatures for his petition. Van Meter has confirmed with the Ethics office that getting signatures for this election is not an ethics violation at SIUE.
E. Diversity position discussion. Fricke is still having conversations with Venessa Brown. There was a discussion. Cobetto volunteered to attend Diversity Council meetings.
   b. Student Senate paperwork: no action was taken
F. *School of Business Dean’s Search appointment (must be ratified Dec 21): Names given were Cobetto and Dunn. The discussion included the LIS dean, SEHHB dean and the CIO of ITS. Schoenborn expressed interest for SEHHB dean search, and she and Van Meter expressed interest for the CIO for ITS search. Toberman nominated Van Meter. Van Meter will check his schedule but accepted the nomination. Suggestions can be sent to Fricke.
   *Appointment of elections chair: Fricke appointed Hunter as chair of elections.

VI. Announcements

A. Board of Trustees Meeting – December 14 – SIU Carbondale. Fricke reported that constituent heads from SIUE, SIU and School of Medicine will meet after the Board of Trustees meeting with President Dunn.
Expanding Student Success Center
B. Banquet/fundraiser – April 10
C. Guest speakers:
   a. will collect questions in advance for guests to address. Send questions to Fricke. Fricke is inviting President Dunn. Suggestions for other speakers: Steve Huffstutler from ITS, Executive Director for Civil Service System Jeff Brownfield.
b. Chancellor Pembrook – December 21 executive board meeting

c. Provost Cobb – January 18 executive board meeting

d. Vice Chancellor Waple – February 1 full senate meeting

e. HR Director Senkfor – February 15 executive board meeting

f. UPBC Chair Lutz and Budget Director Winter - February 15 executive board meeting

VII. Public Comments
Bartholomew will be away from the Senate for five weeks, but his surgery went well and he is optimistic.

A suggestion was made to have more Brown Bags like the one with Katie Stuart. Other guest ideas can be sent to Fricke. Civil Service System event was suggested. Another suggestion was made to invite State Senator Andy Manar, from Bunker Hill. Fricke will send the Public Relations Committee a charge.

There was a discussion about low SIUE membership with SUAA.

VIII. Future Agenda Items
A suggestion was made about the University Calendar this year and for Fricke to bring to meeting with the Chancellor. There was a discussion.

Bylaws revisions should be ready by February.

IX. Adjournment:
The meeting adjourned at 10:35 am (Dusenbery/Milcic).

Approved as amended January 4, 2018
Vicki Kruse/University Governance
1. **Chancellor’s Meeting**
   a. November 14
      i. Discussed the Chancellor’s recent trip to India.
      ii. Chancellor asked for input on constituency group input on Deans searches. Right now, the three senates are automatically included (faculty, staff and student). Should Graduate Council (a sub committee of faculty senate) and Black Faculty Student Association be included going forward. The senates deferred to these groups and they will check with their members. Here is the current Dean Search make up:
         1. 6 from the unit
         2. 1 from the provost’s office
         3. 3 constituency groups
         4. 1 community member
      iii. Discussion on naming the woods after Ken Nehr continue. Administration is working on a policy for naming something after a person of influence (as opposed to a financial donation naming opportunity).
      iv. Several things on the upcoming BOT agenda:
         1. Request permission to expand SSC to include disability student services
         2. Discussion of increase of tuition and fees (roughly 4%). Discussion in December, vote in February
     v. Update on the changing fee structure. This will lead to more simplified bills for students/parents. The back end distribution to internal units is the same.
   vi. Innovation fund. Applications for the first round should be available on December 1. Proposals due end of January. These can be one-time or ongoing projects. Another round will be selected in May. (SEE UPDATE BELOW)
   vii. Discussed the re-apportionment/allocation model in the system.
         1. The sooner SIUE becomes healthy/self-sufficient the sooner we will have the discussion.
         2. SIUC is looking to double their freshman class.

b. December 5
   i. The faculty senate has invited President Dunn to campus. I have also extended an invitation for him to attend the Staff Senate.
   ii. We had some discussion on the relationship between faculty senate and graduate council. Grad council is a subcommittee of the faculty senate but has a different role than other subcommittees and acts a bit more autonomously.
   iii. Discussed the recent Dred Scott comment on campus and the campus reaction.
   iv. Innovation fund – available in 1 week. First round deadline will be March 1 with another round due July 1.
   v. The Diversity Strategic Plan is close to being made public.
   vi. Please attend the Chancellor's Q&A on Monday.
2. Board of Trustees
   a. Next meeting, December 14 at SIUC.

3. Committees serving on as USS President:
   a. Diversity Council
      i. November meeting cancelled
      ii. Next meeting is Friday, December 8.
      iii. Would Staff Senate be interested in sponsoring a staff professional
devlopment event on Implicit Bias (attitudes and stereotypes that affect our 
understanding/actions/decisions in an unconscious manner)?
         1. Contacted Chancellor's Office. They asked for some additional
information and I'm trying to coordinate with Venessa Brown's office.
         2. Follow up with Venessa Brown:
            a. She is supportive and talked about targeting supervisors with
               tools for supervisors to share with those in their units. VB felt if
               supervisors weren't on board, change would not occur.
            b. There was discussion at a BOT meeting about employees not
               having to take vacation time for diversity training. I'm trying to
               track those minutes down.
            c. Spring event, Venessa will develop something based on the How
               to Develop and Deepen Capacity document that was used in the
               recent Diversity training. Will focus on microaggressions
               specific to staff.
            d. Stay tuned!
      3. Would the staff senate be interested in creating a diversity position on
the senate? This person could be a standing member of the Diversity
Council (rather than have a rotating presence with each change in the
president)? I think this sends the message that diversity and inclusion
are important to the staff and that we are actively engaged in the
conversations and want to be change agents on campus.
         a. Discussions underway

   b. MLK Jr. Celebration Planning Committee
      i. No information yet

4. Other items of interest
Ex Officio:

SUCSAC, Pulley – Attached you will find the agenda from yesterday’s Merit Board meeting. There was a significant amount of frustration regarding item #10 yesterday from HRDAC, EAC, and the Systems Office. I will elaborate more if needed. I would like to try to organize a joint meeting with the open range and negotiated/prevaling wage panels and their respective chairs sometime before Feb. 1.

ITEM #:

5: They issued a 120 day suspension and advised the University involved to strengthen language regarding the policy. I will provide additional details if desired.

6: They upheld the termination. I will provide addition details if desired.

7: Simple language updates dealing with adding Martin Luther King Day as an official holiday, and correcting language for bereavement leave. This includes specific language to allow attending the death of a child who is not a dependent.

10: The Merit Board is taking a 180 degree turn on the PAE issue regarding the OEIG investigation. They are moving from approaching this from a rule standpoint to a procedures manual change. They may look at a rule change again in the future, depending on how successful updating the procedures manual is.

12: The next Merit Board meeting will be held on February 1st. The next EAC meeting is January.

Personnel/VC Administration Designee, Senkfor – No response.

SURT, Murphy – No response.

Panels:

Negotiated and Prevailing Panel, Milicic – No response.

Open Range, Schoenborn – No report.

Administrative Staff, Toberman – No report.

Satellite Campus Reports:

Alton Campus, Candela – No report.

East St. Louis Center, Jason – Attached.

Standing Committees and Appointments:

Elections Committee, Fricke/Toberman – No report.

University Policy and Budget Committee (UPBC), Manning, Holbert, Ormesher – No report (Holbert).

University Center Board (UCB), Milicic – No response.

Public Relations, Dusenbery – The committee is meeting at 8:30am on 12/7/17 prior to the regular meeting.

Scholarship/Fundraising, Van Meter – The Fundraising Committee is scheduled to meet on 12/13/17 at 9am in RH0103. We have April 10, 2018 in the Meridian Ballroom for the banquet. Once a theme is decided on, requests for donations will be sent out after the first of the year.

Parking and Traffic, Dusenbery, Ormesher – [http://www.siue.edu/parking/Minutes.shtml](http://www.siue.edu/parking/Minutes.shtml)

ICAC, Intercollegiate Athletic Committee, Welter, Schmoll, Schram, McIlhagga – No response.

University Quality Council, Ormesher – No response.

USS Constitution, Bylaws Committee, Schoenborn – The changes to the Bylaws are still in progress so there is nothing new to report. Toberman will be talking with the Panels to discuss wording and handling representation within standing committees.

Honorary Degrees and Distinguished Service Awards Committee, Wollbrink – No response.

Video Surveillance Advisory Group, Ferrell – Attached.

Other Reports:

Ad Hoc Committee for Senate Time Involvement Communication – The committee met on November 28, 2017 to review the time commitment letter. The committee would like to see the Chancellor and the Staff Senate President together send the letter to the appropriate Vice Chancellor, supervisor, and Staff Senate member. A copy of the letter drafted is attached.

President Elect, Hunter – I was not able to get the first draft of operating papers for the Scholarship and Fundraising Committee done in time for the December meeting. I continue to work on these documents.

I have a basic layout and design set for the USS SharePoint site, and I have added access for all current Senators, Panel Members, ex officio members, and appointees. All should be able to upload and download documents as well as create and participate in discussions; if you have trouble accessing anything please let me know. Archive documents will be added as time permits, but this will allow current and future documents to be uploaded and accessed from the SharePoint site. There is also a calendar available which will be populated with USS and University events of interest. If there is anything additional you would like to see on the site or have suggestions/feedback on the layout, please let me know.
AGENDA
FOR THE SPECIAL MEETING OF THE
UNIVERSITY CIVIL SERVICE MERIT BOARD

The University Civil Service Merit Board (Merit Board) will convene for a Special Meeting at 1:00 p.m., Tuesday, December 5, 2017, at the State Universities Civil Service System (University System), 1717 Philo Road, Suite 24, Urbana, Illinois and via videoconference at the following location:

NOTE: Location (same as last meeting)
University of Illinois at Chicago
Human Resources Building
Room 201D
715 South Wood Street
Chicago, IL

<table>
<thead>
<tr>
<th>Agenda Item Number</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order and Roll Call – Chair Cole</td>
<td></td>
</tr>
</tbody>
</table>
  Chair to call meeting to order and roll call of members |
| 2. Consideration of participation by other Merit Board Members not physically present at meeting site – Action Item |
  Chair to ask for approval for Merit Board members, not physically present, to actively participate by other means in accordance with Open Meetings Act requirements. |
| 3. Public Comments – Action Item |
  No requests have been submitted to present public comments. |
| 4. Consideration of the Minutes of the 204th Meeting of the Merit Board, September 19, 2017 – Action Item |
The Merit Board will be asked to approve the Minutes from the September 19, 2017 meeting.

5. Consideration of Discharge Proceedings Number UIC-17-17 filed against Tarretta Smith by the University of Illinois at Chicago – Action Item
The Merit Board will be asked to consider and act on matters surrounding this discharges case. The Merit Board will then be asked to adopt a decision and order on this matter.

6. Consideration of Discharge Proceedings Number UIC-17-21 filed against Lashon Rollins by the University of Illinois at Chicago – Action Item
The Merit Board will be asked to consider and act on matters surrounding this discharges case. The Merit Board will then be asked to adopt a decision and order on this matter.

7. Discussion and action on proposed change to the Merit Board Policy Relating to Employee Benefits – Action Item
The Merit Board will be asked to approve a specific change to the Merit Board Policy Relating to Employee Benefits.

8. Report of the State Universities Employee Advisory Committee – Andy Small, Chair, additional members, if necessary
Chair Andy Small and other members will update the Merit Board on recent committee activities.

9. Report of the Human Resource Directors Advisory Committee – Representative(s) from Committee
A representative(s) from the committee will update the Merit Board on recent committee activities.

10. External Investigation/Rulemaking – Action Item
The Merit Board will discuss the current status of the External Investigation by the OEIG and discuss the proposed recommendations by the University System office.

11. Report of Legal Counsel
The Merit Board will be updated on recent legal activities, including discharge and demotion cases referred to the Merit Board and pending Administrative Review cases.

12. Consideration of the 2018 Schedule of Meetings of the Merit Board – Action Item
The Merit Board will be asked to review and adopt a meeting schedule for calendar year 2018.

13. Other Items as Presented
REPORT

December 7, 2017-USS Meeting

November 7, 2017- The East St Louis staff participated in a Q&A with Chancellor Pembroke on Tuesday, November 7 at 2:00 in Building D, in the Multi-purpose Room.

November 15, 2017-SIUE Head Start Governing Body Retreat was held on the SIUE Campus. This is an annual leadership and training event for governance group members, which consist of university faculty and community members, and policy council members, consisting of Head Start parents. Members spent the day being immersed in Head Start/Early Head Start regulations.

December 2, 2017-SIUE Student Affairs sponsored 200 Head Start/Early Head Start families for the 2017 Angel Tree Program. Children and families were gifted with toys and bikes.

The SIUE East St. Louis Center co-hosted a Family Resource Fair in partnership with Southwestern Illinois College on Wednesday, December 6 from 11:00am to 3:00pm in the Building D. Multi-Purpose Room.
November 17, 2017

MEMO TO: Gretchen Fricke, Staff Senate President
FROM: Rich Walker, Vice Chancellor for Administration
SUBJECT: Video Surveillance Advisory Committee

On behalf of the Campus Safety and Security Video Surveillance and Monitoring Advisory Committee, I am pleased to provide this annual report to the Staff Senate.

On Friday, November 17, 2017, the subject committee met to review the policy Campus Safety and Security Video Surveillance and Monitoring – 6F3. A copy of the policy is attached. Members of the Advisory Committee who attended the meeting were:

Rich Walker, Vice Chancellor for Administration
Sgt. Adam Severit, Designee for Police Chief Schmoll and Staff Senate appointee
Steve Huffstutler, Chief Information Officer
Steve Kerber, Faculty Senate appointee
Craig Holan, Director of Facilities Management
Dave McDonald, Director of Emergency Management

VC Walker reported on six approved video installations. The approved installations are included in the attached Meeting Agenda.

Sgt. Severit reported several examples where the video installations have helped resolve criminal activity.

VC Walker confirmed that there were no objection decisions or appeals, and that the annual report had been sent to each of the constituent groups. Walker also confirmed that the storage capacity retention requirements were followed up on from the previous meeting and that all systems are now compliant with the Records Retention Act.

VC Walker reviewed the Surveillance Software Consolidation project that is pending before Chancellor’s Council. The project will simplify the Police Department’s investigations by consolidating to one system.

The next meeting date will be announced as needed.

If you have any questions about this report, feel free to contact me at the numbers above.

cc: Adam Severit
Campus Safety and Security Video Surveillance and Monitoring Advisory Committee
Agenda
Friday, November 17, 2017

1. Introductions

2. General Policy Review
   a. Review surveillance installations for appropriateness
      i. Fitness Center / Vadalabene Center
      ii. Student Success Center Fitness Center
      iii. New Dental Clinic in Edwardsville
      iv. SDM Building 279 Anatomy Classroom
      v. SDM Hoag Hall Vending Area
      vi. Glen Ed Soccer Fields on Stadium Drive
   b. Verify consistent application of surveillance controls
      i. Police report
   c. Review objection decisions
   d. Annual report to each constituent group

3. Old Business
   a. Confirmed storage capacity for retention

4. Roundtable
   a. Surveillance Software Consolidation

5. Next Meeting: TBD
Policies & Procedures

Miscellaneous

Campus Safety and Security Video Surveillance and Monitoring Policy - 6F3

I. INDEX

A. Purpose
B. Scope
C. Use of Video Surveillance Equipment
D. Approval Process
E. Advisory Committee
F. Notification of Employees and Bargaining Units
G. Monitoring and Recording Evidence
H. Training
I. Collection and Storage of Information
J. Compliance with Laws
K. Violations and Sanctions
L. Acknowledgements

II. GENERAL POLICY

A. Purpose

In combination with other crime prevention and community policing initiatives, widespread public awareness of the presence of video surveillance cameras in campus public spaces may serve as a potential deterrent to some criminal behavior. Therefore, the University has established a public safety strategy that incorporates the judicious use of video surveillance technology in public spaces. Such technologies will be used to meet the University's desire to protect persons and property, while avoiding unnecessary intrusions upon academic freedom or individual civil liberties including privacy, freedom of expression and freedom of assembly.

Video surveillance devices are not a guarantee for a person's individual safety or protection. However, video surveillance does serve as a useful and timely investigative aid in regard to criminal acts or omissions. Relevant and useful evidence may be obtained in order to investigate and solve a crime.

This policy establishes guidelines for Southern Illinois University Edwardsville (University) in regard to the installation and operation of video surveillance systems.

B. Scope

This policy applies to all property that is under the ownership or control of the University
and regulates the actions of University personnel who are responsible for installing, recording or monitoring video surveillance equipment and systems. This includes video surveillance technology installed during either the course of capital construction or as an independent project.

This policy does not apply to video recording devices that are used for educational purposes by faculty, staff or students in accordance with an academic course, research or training program, such as video recording devices used for mass communication classes or secure testing activities specifically equipped for such a purpose. This policy is not intended to prohibit the use of video recording devices used to record campus life activities such as sporting events, campus club events, or other University-sponsored events.

Audio recordings are not authorized under this policy.

C. Use of Video Surveillance Equipment

1. In the interest of safety and security, the University may monitor areas under the ownership or control of the University through the use of video surveillance equipment in order to promote, maintain and enhance the safety and security of its faculty, staff, students, visitors and property. This may include the installation of video surveillance devices or other video recording equipment upon any property owned or controlled by the University, the monitoring of information obtained or collected from such devices (either in real time or recorded), and the recording of such information.

2. Video monitoring for security purposes will be consistent with all existing University policies, including but not limited to the SIUE Non-Discrimination Policy, the SIUE Sexual Harassment Policy, the SIUE Police Department policies and general orders, the SIUE Emergency Management Plan, and other applicable state or federal laws, regulations or judicial orders.

3. Video monitoring will not be used in the evaluation of employee performance, to monitor employment-related duties or functions or as evidence for reprimand, discipline or arbitration purposes. However, if video surveillance reveals a criminal act or criminal offense committed by an employee, such information may be used for law-enforcement or disciplinary purposes.

4. SIUE respects the privacy of University community members. Any video surveillance or monitoring conducted upon University property pursuant to this policy shall occur in public areas. Public areas include, but are not limited to, parking lots, bus stops, sidewalks, bike paths, building entrances and lobbies, staircases and stairwells, hallways and corridors, ATMs and point of sale/monetary transaction areas. Private areas such as the following shall not be subject to video surveillance: residence hall rooms, bathrooms, shower areas, lockers and changing rooms, areas where a reasonable person might change clothes, and private offices such as faculty offices. Additionally, rooms for
medical, physical, or mental therapy or treatment are private.

Where video cameras are permitted in other non-public areas, they will to the maximum extent possible be used narrowly to protect money, real or personal property, documents, supplies, equipment, or pharmaceuticals from theft, destruction, or tampering.

At all times, the University shall adhere to all applicable state or federal privacy laws.

5. Signs shall be conspicuously displayed in all areas under video surveillance. The minimum text for these signs must state, "This area is subject to video surveillance and may or may not be monitored."

D. Approval Process

1. Units wishing to install new, temporary or replacement video surveillance systems must obtain prior approval.

2. The Chancellor hereby delegates to each respective vice chancellor or vice chancellor's designee the responsibility of authorizing the use of video surveillance in his/her respective unit, and with assigning appropriate personnel to record and review the information obtained from video surveillance as required by the operational needs and security of the unit.

3. The Vice Chancellor for Administration will be responsible for the oversight of the security devices and associated policies including:

   a. Authorizing placement of all cameras and associated signage;
   b. Authorizing the purchase of any new camera systems and associated signage;
   c. Reviewing existing security camera systems and installations and associated signage;
   d. Insuring that all security installations are in compliance with this policy; and
   e. Creating and approving the procedures for use of security cameras.

4. If the appropriate vice chancellor determines that video surveillance is necessary and appropriate in a particular area, such vice chancellor or his/her designee shall consult with the Vice Chancellor for Administration regarding the specific placement, installation and maintenance of video surveillance equipment on University property.

5. Prior to the submission of an official request for surveillance, the requestor shall consult with the Information Technology Services to determine if the proposed system or equipment is compatible with other University systems and/or technologies.
6. Written requests for surveillance shall include:

   a. Name of designated campus authority and review/approval date;
   b. Name and contact information of the person requesting installation;
   c. List of operators (name or position) who will have access to the surveillance system and its images;
   d. Purpose and justification for the surveillance system consistent with the permitted uses under this policy;
   e. Explanation of how the surveillance images may be reviewed and/or used;
   f. Measures that have been taken to minimize the impact on personal privacy;
   g. Assertion that the planned installation and operation of the surveillance system shall comply with applicable laws and this policy;
   h. Nature of the physical space in which surveillance will occur and other activities likely to be captured by the system;
   i. Implementation details including physical location, field of view, capabilities of the camera, where and how long the images will be stored and retained;
   j. Cost of purchase, installation and maintenance as well as source of the funding;
   k. Manner in which affected units will be notified of the surveillance; and
   l. The locations and/or areas in which the signs will be posted.

7. In addition, for requests to install video surveillance equipment in faculty workstations in Lovejoy Library or any classroom space at the University, such requests must be approved by the Chair (if applicable), Dean (if applicable) of the relevant academic unit, and the Provost and Vice Chancellor for Academic Affairs.

8. Exceptions to the prior review and written approval requirements may be made in the event of an emergency or other situation reasonably appearing to pose an imminent threat to the safety and security of the University community and only in accordance with the procedures outlined in this policy. In such circumstances the Vice Chancellor for Administration or his/her designee, or campus Chief of Police or his/her designee, shall make all reasonable efforts to obtain verbal approval from the designated campus authority prior to deployment of the surveillance system, and obtain written approval within 5 working days.

E. Advisory Committee

1. An Advisory Committee will assist the Vice Chancellor for Administration in balancing the concerns related to the use of surveillance technology and the resulting recorded material to improve security on campus with the community members' interests in privacy, assembly and free speech.

2. The Advisory Committee shall be comprised of the following:
a. Vice Chancellor for Administration;
b. Chief of Police or his/her designee;
c. Chief Information Officer or his/her designee;
d. Faculty Senate appointee;
e. Staff Senate appointee;
f. Student Senate appointee;
g. Director of Facilities or his/her designee; and
h. Director of Emergency Management Services or his/her designee.

3. The Advisory Committee shall meet at least annually to review surveillance installations for appropriateness, verify consistent application of surveillance controls and review objection decisions.

If the Advisory Committee finds that a surveillance installation (or some part thereof) is not in compliance with this policy, the Advisory Committee shall advise the Vice Chancellor for Administration of the need to correct the compliance issue.

4. The Advisory Committee shall issue an annual report to each constituent group regarding the use of video surveillance monitoring.

F. Notification of Employees and Bargaining Units

1. The University, or specific unit where surveillance is proposed (if applicable), will notify the affected members of the campus community and applicable collective bargaining units, in writing, of the University's intent to install video surveillance equipment at a particular location and/or area upon University property no less than thirty (30) days prior to its operation, unless such intent is in response to criminal activity on campus or by state or federal directive.

2. If required by state law, contract or judicial order, the University will negotiate the installation, use and monitoring of the video surveillance equipment that directly affects members of a particular bargaining unit recognized by a labor agreement. If lawfully required, the University shall post notices in designated locations to alert the campus community that the particular location is monitored by video surveillance.

3. Conspicuous public signage must be displayed at all video surveillance locations, except at emergency or investigative locations. Surveillance installations may or may not be monitored continuously. Therefore units with active installations shall post signage stating, "This area is subject to video surveillance and may or may not be monitored."

4. Individuals who want to object to the placement of surveillance equipment or believe the presence of surveillance equipment is in violation of this policy may file an objection with the Vice Chancellor for Administration.
Chancellor for Administration shall rule on the objection within 20 working days. The decision of the Vice Chancellor for Administration on objections is final.

G. Monitoring and Recording Evidence

1. Any information collected through the use of video surveillance equipment is considered University property and/or records. The appropriate vice chancellor or his/her designee in each unit will be responsible for determining the specific personnel in the unit who will have access to video surveillance equipment and recordings.

2. Upon notification of potential criminal or unauthorized activity in a particular location, the SIUE Police Department may review information obtained from the video surveillance equipment in conjunction with its investigation of such activity.

3. Disclosure of information obtained from video surveillance to non-University officials or personnel will be subject to review by the SIUE Police Department and the SIU Office of General Counsel, and will be handled in accordance with any applicable state or federal laws or regulations.

4. The SIUE Police Department may conduct and/or monitor temporary or permanent video surveillance upon any area that is open and accessible to the campus community with the approval of the Vice Chancellor for Administration and in accordance with state and federal privacy laws.

5. This policy does not apply to covert surveillance utilized by the SIUE Police Department or other authorized law enforcement agency for criminal surveillance as governed by Illinois law.

6. The University will take reasonable security precautions to prevent unauthorized access to, use or disclosure of data recorded by video surveillance systems.

7. It is the responsibility of the applicable unit to remove any system access given to an individual at the time of separation from the University.

8. The applicable unit is responsible for all costs associated with video surveillance.

H. Training

1. Operators must receive a copy of the standards of appropriate use, and must sign that they have read and understood its contents. Such standards prohibit the targeting of individuals based upon perceived individual characteristics or classifications such as race, gender, ethnicity, sexual orientation or disability.

2. Surveillance equipment operators will:

   a. Receive training on technical, legal and ethical use of such equipment;
b. Provide written acknowledgement that they have read and understand this policy;
c. Perform their duties in accordance with this policy; and
d. Access images only to the extent permitted by this policy.

3. Operators are prohibited from:

a. Monitoring individuals based on inappropriate characteristics such as race, gender, ethnicity, sexual orientation, or disability;
b. Viewing the interior of residential rooms through windows, doors or other means;
c. Duplicating images or permitting access to others of surveillance images except as specifically permitted by this policy; and
d. Viewing, recording, accessing or otherwise using a surveillance system or surveillance images in any manner that is inconsistent with this policy and/or outside the scope of the usage approved by the designated campus authority.

I. Collection and Storage of Information

1. Video surveillance equipment has the ability to record, collect and store information, which then may be preserved as an official record or kept temporarily.

2. Information not requested or utilized by the SIUE Police Department shall only be stored temporarily, as determined by the capabilities of the specific surveillance equipment purchased by the respective unit, and shall not be considered documents "maintained" by the University.

3. Security camera recordings will be retained for a minimum period of 10 days. This retention period may be extended at the request of University legal counsel, the Chief of Police, or as required by law.

4. Recordings from surveillance equipment may be preserved and retained longer than 10 days under specific circumstances. This retention may only occur:

a. Upon receiving credible notification of a University or law enforcement investigation for alleged illegal activity;
b. Upon receiving notice from the Office of General Counsel that such copying and storage is otherwise needed to comply with legal obligations to retain materials;
c. Upon receiving authorization from the Chancellor or Vice Chancellor for Administration indicating that such retention reasonably appears necessary to protect University operations;
d. Where there is a reasonable belief that the surveillance information may be related to illegal activity that has occurred, is occurring or is imminently about to occur; or
e. Where the surveillance information has historical significance.
5. Video surveillance recordings must be destroyed in a secure manner as soon as they are no longer needed for the purpose for which they were retained.

J. Compliance with Laws

The Vice Chancellor for Administration, or his/her designee, in consultation with the University Police Department and the Office of General Counsel, will monitor new developments in the relevant law and in security industry practices to ensure that the manner in which the University utilizes video surveillance is consistent and compliant with the highest standards and protections, and any applicable laws.

K. Violations and Sanctions

Violations of any aspect of this policy may subject the violator to employment, civil or criminal action, as permitted by University policy, applicable collective bargaining agreement(s), and/or any applicable laws.

L. Acknowledgements

The following resources and agencies were utilized in the development of this policy: Cornell University Responsible Use of Video Surveillance Systems; Indiana University PS 02.1 Procedures: Administrative Electronic Surveillance; Oakland University Surveillance and Monitoring Technology; Owens Community College Safety and Security Department Video Monitoring Procedure; St. Francis Xavier University Video Surveillance Policy; SUNY College of Environmental Science and Forestry Video Surveillance Policy; University of Illinois Security Camera Policy; Western Carolina University Policy 101, Policy for Installation and Use of Video Camera for Non-Academic Purposes.

Approved by Chancellor effective 4/24/13
This policy was issued on May 23, 2013.
Document Reference: 6P3
Origin: OC 4/24/13
To: Supervisor, Provost, Vice Chancellor

From: U.S.S. President (and the Chancellor if possible)

Subject: University Staff Senators’ Time Commitments

The University Staff Senate (U.S.S.) is pleased to have (name of Staff Senator) join our constituent group. The U.S.S., the Faculty and the Student Senates are important branches of the University’s governmental body. The three Senates are advisory committees for the Chancellor and sounding boards for their representative constituencies. Without your support, (name of Staff Senator) could not have joined the Senate.

The U.S.S. recognizes the sacrifice you make in time lost from your unit’s direct mission. Please know this time is carefully invested in improving the welfare for the entire SIUE population. The U.S.S. meets on the first Thursday morning of each month. Committee appointments are also assigned and approved during these meetings through this body.

Because of your support, (name of Staff Senator) can assist the Chancellor and the U.S.S. in completing assignments to the benefit of the University community. As always, I welcome and appreciate (name of Staff Senator) input and participation in the University Staff Senate meetings.