The regular meeting of the University Staff Senate was called to order at 9:00am on Thursday, December 6, 2018 in the International Room of the Morris University Center by Acting President Fricke.

Present: Gretchen Fricke, Ian Toberman, Angie White, Mark Ferrell, Melanie Schoenborn, Carolyn Jason, David Balai, Nancy Boomershine, Jan Caban, Jackie Candela, Anne Cavanaugh, Darryl Cherry, Cindy Cobetto, William Dusenbery, Mike Hamil, John Milcic, Wayne Mills, Michael Pulley (ex officio), Anne Hunter (ex officio)

Excused: Collin Van Meter

Guests: Vicki Daggett, Dr. Kevin Dorsey, Terry Downey, Gary Dunn, Tony Fearon, Ken Holbert, Shane Kessinger, Dr. Randy Pembrook

Absent: Sherie Gottlob

Introductions were made.

GUESTS:

SIU Interim System President Dr. Kevin Dorsey and SIUE Chancellor Randy Pembrook were guests. Dr. Dorsey shared information on his background and history before taking questions.

When asked about his impressions of the system since taking over as Interim President he stated that it had already been formed over several years already but his biggest view is that everyone genuinely cares about the students. He shared that he did not expect how political his job is, and it is not as easy as seeing a problem, coming up with a solution, and then implementing the solution. SIU has an opportunity as a system to be more than one school at the table on the state scale, which puts us in a better position. He was asked about what he felt were the strengths and weaknesses of each campus. He stated that Carbondale is suffering from worry that the sky is going to fall, and the overriding first goal has been to calm the waters, grow the enterprise, and take care of the students. SIU's history is service to the community and was the earliest success.

Dr. Dorsey reiterated the political advantages as a system when asked about moving people beyond “turf thinking” and looking at the system as a whole. It is important to try and avoid comparisons, but it inevitably happens. He felt that Carbondale needs to take pride in what Edwardsville has done and become, and Edwardsville could do more to recognize where it came from. He stated that he would be concerned if we did not take pride in what we do. Speaking in public forums making comparisons needs to stop and instead become reveling in the success of each other.

There was a discussion about making graduate and doctoral programs more accessible within the system. Online and videoconferencing are relatively new, but there are pluses and minuses to remote education. Hypothetically there could be branches of programs within the system to help with
completion. Addressing a question about evening classes being unavailable in some programs, Dr. Dorsey said that not all programs are going to be cost effective to do that way.

A question was asked about what could be done to heal the loss of collegiality that came out of the budget crises, even within units. Survival instinct cannot be overcome, however there needs to be some focus on the common good. People felt that it was only happening to them, but we are not the only schools going through this. There is not an easy way to get out of it.

Addressing a question about stability as it relates to the Carbondale campus, he said that things seem to be calmer and more stable now. There are many interim appointments that are long-term appointments, and he is encouraging them to make decisions on these positions to give more security and stability to the campus.

There was a question on how students view the system and the individual campuses considering the recent conflicts. Dr. Dorsey said that students see a fairly small world and do not see outside of their campus, but those outside of the system view it as reflective of the system as a whole. Expectations need to be set and create a new culture over time.

There was discussion about the role of the SIU President and how the role has often been seen as the “uber Chancellor” for Carbondale because the person in that role has historically spent more time there. Dr. Dorsey has asked the Board of Trustees where they feel the President should live and then followed up and asked for the why to the previous answer. A search committee needs to know why. He stated that he felt there were four options: Springfield as neutral ground, Carbondale because it has always been that way, Edwardsville, or none of the above. The Board of Trustees still needs to answer, and it was noted that the membership of the Board will likely change.

Elaborating on the potential to create more partnerships between the campuses to attract more Illinois students, Dr. Dorsey said that he felt the healthcare entities had the easiest ways to collaborate. Physical attendance between campuses is not feasible, and electronic methods have not taken off the way it was hoped. It is not likely to happen for one student in a small area, but it may be something that could be accomplished on a slightly larger scale. Illinois is bleeding students, and there is a need to share more resources. The Board of Trustees has commissioned a study to see what can be done to make our system more efficient, and it should be back soon. There was a statement of appreciation for Dr. Dorsey using SIUC for Carbondale instead of just SIU.

Chancellor Pembrook spoke about the AIM High program. Tuition was inflated as state support went down, and this is intended as a tool to help stop the outflow of students. Only the first year has been guaranteed, so it is something that needs to be used carefully. Legislators are aware that the budget crises caused many issues. Senator Cherry shared information about a diversity scholarship at Carbondale that was not offered in the second year as an example of concern for the need to ensure there is follow through on tuition support. Chancellor Pembrook stated that he felt the legislators understand that it needs to be continued support. There was additional discussion about the decrease in state aid, how that affects operations, and that not backfilling positions is not making decisions as those who leave are not necessarily the ones you want to lose.
There was a brief recess.

**APPROVAL OF MINUTES:**
The minutes for the November 1, 2018 meeting were approved as written.

**REPORTS:**
UCB reported that everything will be 20% off in the Cougar Store the week of December 17 for staff. They are also in the process of updating room availability to be seen online.

Jeff Hicks is retiring soon and has resigned from the Policy Review Committee. Milcic reported that the committee suggests Jan Caban be his replacement, which will be forwarded to the Staff Senate Executive Committee. A thank you note will be sent from the Senate to Jeff Hicks.

Pulley submitted a Civil Service report and is attached. The Video Surveillance Advisory Committee submitted a report to President Fricke and is attached. There were no other reports.

**UNFINISHED BUSINESS:**
Discussion about a Chair for the Diversity Initiatives Committee and Zoom conferencing is on hold.

Committee Chairs have been charged with convening to review the basic operating processes templates and report any proposed additions.

**NEW BUSINESS:**
There was no new business.

**ACTION ITEMS:**
There were no action items.

**ANNOUNCEMENTS:**
Announcements were discussed as listed on the agenda.

**FUTURE AGENDA ITEMS:**
There is an application for the Administrative Staff Non-Represented vacancy from Ken Holbert, which will be presented at the Executive Board meeting.

Milcic shared concerns of division between staff and administrative positions.

**PUBLIC COMMENT:**
There was no public comment

**ADJOURNEMENT:**
The meeting adjourned at 10:55am.

Submitted by Anne Hunter, University Governance
STAFF SENATE MEETING
International Room, MUC
December 6, 2018 – 9:00am
AGENDA

I. CALL TO ORDER
II. GUEST
   a. SIU System President Dorsey and SIUE Chancellor Pembrook
III. APPROVAL OF MINUTES
IV. REPORTS
   a. Officers
   b. Staff Senate Committees
   c. University Committees
   d. Ex-Officio
V. UNFINISHED BUSINESS
   a. Chair Appointment for Diversity Initiatives Committee
   b. Zoom conferencing discussion
   c. Committee Charges and Operating Guidelines
VI. NEW BUSINESS
   a. John Milcic – 5 topics to present
VII. ACTION ITEMS
VIII. ANNOUNCEMENTS
   a. SIU Board of Trustees Meeting – December 13, 2018 in Carbondale
   b. Vice Chancellor Rich Walker and Craig Holan – January 17 SSEB Meeting
   c. Bob Vanzo and Tony Langendorf regarding the changes to Lot A; Faculty Ombuds
      Seran Aktuna and Nicole Klein - February 21 SSEB Meeting
   d. Staff Senate Banquet – April 18, 2019
IX. FUTURE AGENDA ITEMS
X. PUBLIC COMMENT
XI. ADJOURNMENT

Next meeting of the Staff Senate Executive Committee will be Thursday, December 20 in the Magnolia Room, Morris University Center
Next regularly scheduled meeting will be Thursday, January 3, 2019 at 9:00am in the International Room, Morris University Center
Civil Service Report by Michael Pulley, Vice-chair State Universities Civil Service Advisory Committee to the Merit Board

- Class Plan
  - UPDATED 6/25/2018
  - The classifications in the following list have been suggested for revision in conjunction with the revised Principal Administrative Appointment Exemption Procedure Manual. This core group of classifications will be revised in the next 2-6 months. The list will change based on needs of employers and employees. We will follow standard classification/examination revisions practices for each classification series. Some of the classifications listed will become part of our Custom Classification group (Special Group) which provides additional flexibility and hiring protocols.

- Procedures Manual
  - Effective October 1, 2018 – Section 2.1 of the Exemption Procedures Manual contains the guidelines and criteria to be used in properly validating and designating those positions, and employees in those positions, as exempt from State Universities Civil Service System coverage, as categorically defined section (a) above. It is important to note that a significant amount of attention and careful consideration has been taken to ensure that these standards most accurately reflect and preserve the historical intentions of related statutory provisions and Merit Board actions.

  When the standards for each exemption category were established, appropriate attention was given to ensure that the examples and types of positions listed were consistent with statutory intention and Merit Board actions. At the same time, the examples and types of positions listed remain broad enough to hopefully encompass future positions that would be appropriate for designation under each category.

  Within any complex classification plan there are instances of overlap in position specifications and assignment of duties and responsibilities. However, there was never any intention to permit or condone the conversion of traditional civil service positions to exempt status by virtue of the fact that the positions may appear to correspond to the general definitions of positions contained in these exemption categories. If a position description matches the specifications for any civil service classification, the position must be designated as civil service. (Reference section 36e of the Act (110 ILCS 70/36e))

  - What might these updates to the procedures manual mean for SIUE

- Furlough Rule
  - passed JCAR and is tentatively anticipated to become effective January 1, 2019

- Upcoming Items of Interest
  - Soft, grant, etc. funded employees
  - Disciplinary process
  - OEIG Investigation Updates
  - Scheduled meetings with DER
  - Civil Service Audits
  - Legal Counsel

- Other Items/Questions
November 26, 2018

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 Monday, November 26, 2018, 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
Kevin Schmoll, SIUE Police Chief
Mark Ferrell, Staff Senate appointee
Dan Chace, Information Technology Services
Dave McDonald, Director of Emergency Management

VC Walker reported on nine approved video installations. The approved installations are included in the attached meeting Agenda.

Chief Schmoll reported on examples where the video installations have helped solve criminal activity.

VC Walker confirmed that there were no objection decisions or appeals, and that the 2017 annual report had been sent to each of the constituent groups.

Dan Chace reviewed the Surveillance Software Consolidation project and reported that the project is nearly 50% complete. The project will simplify the Police Department’s investigations by consolidating to one system. Dan asked that the current policy be amended to include consideration of the consolidated system when approving future additions. Dan will develop draft language.

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: Mark Ferrell
Campus Safety and Security Video Surveillance and Monitoring Advisory Committee Agenda
Monday, November 26, 2018

1. Introductions

2. General Policy Review
   a. Review surveillance installations for appropriateness
      i. Fitness Center / Vadalabene Center
      ii. Recreational Complex
      iii. Morris University Center
      iv. Cougar Village Commons Area
      v. North University Drive at Cougar Drive Intersection
      vi. Quad Cam and Cougar Cam
      vii. Simmons Baseball Complex
      viii. Lovejoy Library
      ix. East St. Louis Higher Education Center
   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. Surveillance Software Consolidation

4. Roundtable

5. Next Meeting: TBD
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 Huffstutter, 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
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. The Vice
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 imminent 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 in 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