

## Clery Act Committee Meeting

Thursday, February 25, 2016 at 9:00 a.m.  
Social Sciences, Building 51 / Room 2121  
MINUTES

### Committee Members Present:

Frank Mackesy, UPD  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Cheryl Gonzalez, Title IX Administrator  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Andy Joiner, UPD  
Donna Kirk, Athletics  
Ruth Lopez, International Center  
Steve Paulson, Faculty Representative  
John Reis, Office of the General Counsel  
Kristen Smith, Housing and Residence Life  
Marc Snow, Office of the General Counsel  
Bill Strudel, UPD  
Margaret Szerba, Student Government  
Leah Tolisano, Student Government  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

### Absent:

Bob Boyle, Housing and Residence Life  
Tim Robinson, International Center  
Bob Shepherd, Student Conduct  
Sheila Spivey, Women's Center

### Guest:

Cheryl Parham, Enrollment Services / Financial Aid

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy. The first order of business was for committee members and guests to introduce themselves and state what department they are representing.

**Minutes:** Chair Mackesy presented the draft minutes of the November 19, 2015 meeting to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Chair Mackesy asked for a motion for approval. A motion was offered and seconded. The motion was carried to accept the minutes as presented.

**Annual Security Report** – Chair Mackesy stated he had good news to report. Congratulations on the ASR being timely filed. It had the most information of any that UPD has filed. It was very comprehensive and looks better than most other university ASRs. We obtained the necessary information by using the Clery check list. Through a lot of hard work and moving forward, depending on how the check list changes, all we have to do is update statistics and policy changes for upcoming ASRs. This year, will need to review the new sexual misconduct policy for inclusion in the upcoming ASR as the BOT recently approved the updated policy. We already closed the gap on the Title IX administration program. The discussion turned to the current University of Tennessee investigation. Chair Mackesy stressed that it is very important that the Athletics department understands Clery compliance.

**Collecting and reconciling Clery crime statistics campus wide** – John Reis reported that he, Joann Campbell and Scott Bennett attended a campus security conference and brought back some best practices. First, generally speaking, the crime statistics data is not good nationwide because not all crimes are reported to the university police departments. It was suggested at the conference that flow charts be developed for any areas where crimes could be reported. After a general round table discussion, it appears that Student Affairs contains many of the units where crimes could be reported: Housing, International Center, Club Alliance, Greek Life, and the Women’s Center. Tom Van Schoor graciously agreed to make a flow chart for Student Affairs. Cheryl Gonzalez reported that she already has flow charts for Title IX and VII and would share her example with the others. Donna Kirk will work on a flow chart for Athletics. All camps, including summer camps, flow through Dan Endicott so he will work on that flow chart. Chair Mackesy asked that flow charts be ready by the next meeting on May 26, 2016.

The discussion moved to where to store these flow charts, as they are a shared responsibility. Jillian Gooding suggested that she could keep them for now but they need to be permanently housed somewhere else. It was suggested that Dr. Gonzalez as Vice President for Student and International Affairs should have access to them. Cheryl Gonzalez would like to have a copy for her Title IX implementation. The only area where we don’t seem to have a handle on is domestic travel.

**Domestic Travel** – Mr. Reis and Dr. Campbell reported that they met with the domestic travel committee and thought the Controller’s Office would add a drop down menu that would say “travel” or “travel with students”. If travel with students was selected it would generate a report outside the system that someone would need to follow up to get the Clery information needed such as the name, address and phone number of where they would be staying as well as the name of the police department whose jurisdiction the place University students are staying is located. However, the SUS is looking at a new travel software program, so they have not implemented the drop down menu. Mr. Reis and Dr. Campbell will schedule another meeting with the domestic travel committee and try to learn where they are and what we can do now to capture this information. It is hoped that they can provide input into the new software selection so that this information can be captured before travel is conducted.

**Update on link on home page to required disclosures** – Chair Mackesy reported that Jillian Gooding and Joann Campbell worked with University officials to get the updated link on the homepage completed. Marianne Jaffee in Academic Affairs was also instrumental in assisting. Ms. Gooding reported that she met with the Internet Presence Committee who approved the request. The link will be in the footer of the home page, which means it will be seen on every webpage. Any new Information should be able to be easily added. Ms. Gooding has just been granted access to that page and will begin its construction. It will be labeled “Consumer Information”. Ms. Gooding has agreed to own this webpage for now because it’s part of her compliance obligations but informed the Committee that most of these sites should eventually migrate to Institutional Research.

**Need to further identify Campus Security Authorities** – Mr. Reis reported that another recommendation from the conference they attended was that all employees in Student Affairs should be designated as a CSA and receive training because that division works closely with students. It is estimated that there are 270 employees in Student Affairs. Chair Mackesy will meet with Dr. Gonzalez and get his thoughts on this recommendation. If Dr. Gonzalez agrees, we would need to look at a list of positions and identify those that should be designated as CSAs. Kelly Harrison opined that to identify all positions and manually update the position descriptions to include CSA requirements will take some time but can get done.

Ms. Gooding stated that in Enrollments Services, especially in One Stop and Financial Aid, employees have considerable contact with students, even minors, so maybe they should be considered being designated as CSAs as well. Chair Mackesy suggested she confer with Albert Colom and get his opinion on the matter. Again, if he agrees, positions will need to be identified, position descriptions updated and training provided.

**Status of CSA on-line training** – Mr. Reis stated that since Club Alliance now has the ability to add and delete CSAs from the Blackboard course, there is not a good indicator of a percentage of completion because the list is always in flux. Chair Mackesy commented that stating a 70% completion rate is a warning sign to auditors and will want to know how we can gain 100% compliance. There was a suggestion to pick a cutoff date to use for identifying current CSAs and to use the cutoff date to determine what percentage had completed the CSA training. Going forward, perhaps we could use a quarterly date or go by semester. Ann Hoover said to get faculty to comply she would be happy to go to Department Chairs and copy Deans if that is what it takes. She suggested that Mr. Reis send a list to her quarterly of who has not completed training and she would get training completed. Marc Snow suggested that Chair Mackesy could email each of the divisional Vice Presidents and suggest to them to make the CSA training mandatory. Again, the suggestion was made to make CSA training part of New Employee Orientation.

**Update on sexual assault awareness video** – In Sheila Spivey's absence, Dr. Campbell said that the video contract is done and they are working on filming it now. The goal is to have the video complete by mid-March but absolutely no later than April 1 for Sexual Assault Awareness month. The video will be shot in the Flats with students as actors, filming, gaffers and whatever else they can do. Professionals will be directing. They plan to have three different endings. It will be rolled out through the Women's Center and it's going to be good. The video will be included on the UPD website but multiple links to it are planned, including Ms. Gooding's Consumer Information page.

**Update on Sexual Misconduct Regulation** – Mr. Snow reported that the Board of Trustees were happy with the proposed policy and approved the regulation at their January meeting.

**Updating and spelling out the Timely Warning Policy** – Mr. Reis informed the Committee that making sure the University has a current Timely Warning Policy was the third recommendation from the conference he attended. Mr. Reis stated that the current policy has not been updated since 2008. The notification process itself works, but we need to add the crimes that have been added to the Clery Act. Chair Mackesy suggested Mr. Reis get his notes to Andy Joiner and he can come up with a recommendation for an updated policy.

**Other business** – Chair Mackesy said that for anyone that touches travel, Officer Joiner will email you and let you know what information he needs from the calendar year 2015 that needs to be included on the 2015 ASR. Once Officer Joiner sends you that information, please get it back to him by May 26. Officer Joiner agreed that was a good date because he's never had the information that early before.

A recap of the takeaways from today's meeting:

- Flow charts on crime reporting processes due by May 26
- Chair Mackesy to get with Dr. Gonzalez to consider employees in SA as CSAs
- Jillian Gooding will get with Albert Colom regarding employees in Enrollment Services as CSAs
- Andy Joiner is taking the lead on updating the Timely Warning Policy
- Andy Joiner to email all CSAs to ensure they properly reported all Clery crimes in 2015
- Andy Joiner to send an email requesting travel information for the 2015 ASR
- Get travel information to Officer Joiner by May 26

- John Reis to look at date(s) to be used for completion dates for CSA training
- Chair Mackesy will follow up on President Delaney's correspondence to Jenny Stuber inviting her to serve on the Committee.

**Next Meeting** – The next meeting will be Thursday, May 26, 2016 at 9:00 a.m. at the Student Union, Building 58W / Room 3804.

**Adjournment:** There being no further business, the meeting was adjourned at 10:10 a.m.

Approved by committee voted on May 26, 2016.