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Clery Act Committee Meeting
Thursday, August 8, 2019 at 9:00 a.m.
John A. Delaney Student Union, Building 58W, Room 3806
MINUTES

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Committee Members Present:
     Frank Mackesy, UPD, Chair
     Andrea Adams-Manning, Dean of Students
     Tim Barnes, Student Government
     Bob Boyle, Housing and Residence Life
     Adam Brown, UPD
     Joann Campbell, Compliance
     Dan Endicott, Environmental Health and Safety
     Shawn Faulkner, UPD
     Kathleen Halstead, UPD
     Kelly Harrison, CPDT
     Anne Hoover, Academic Affairs
     Donna Kirk, Athletics
     Dawn Knipe, Student Government
     John Reis, Office of the General Counsel
     Rachel Winter, Student Conduct

Absent:
     Anissa Agne, Enrollment Services
     Christina Helbling, Academic Support Services
     Marlynn Jones, Office of Equal Opportunity & Inclusion
     Ruth Lopez, International Center
     Holly Miller, Faculty Representative
     Sheila Spivey, Women's Center

The meeting was called to order at 9:01 a.m. by Committee Chair, Frank Mackesy. Chief Mackesy asked each person present to introduce themselves and state what department they are representing. Chief Mackesy next congratulated Andrea Adams-Manning on her promotion to Dean of Students.

Minutes: Chief Mackesy presented the draft minutes of the May 23, 2019 meeting to the committee and then offered the opportunity for comments/questions from the members. Upon receiving none, Chief Mackesy asked for a motion for approval. A motion was offered by Anne Hoover and seconded by Shawn Faulkner. The motion was unanimously carried to accept the minutes as written.

2018 Annual Security Report (ASR): Chief Mackesy thanked those that have already submitted their portion of the ASR. He needs the rest of the members' input by August 19. You do not need to resubmit University polices if nothing has changed. Chief Mackesy reminded everyone that they are responsible for the information in the ASR that is pertinent to their particular area. Once all the information is provided, Chief Mackesy, John Reis and Joann Campbell will review the ASR Dr. Campbell will then distribute the report with the checklist for a final review. The checklist will contain the name of the individual who is responsible for that section and what page of the report that corresponding information is found. Please review your sections to confirm that they are correct. If Chief Mackesy hears nothing from you, he will presume that the information in the ASR is correct. Chief Mackesy noted that there was not a representative present from the Office of Equal Opportunity and Inclusion, but EOI is

responsible for a number of sections in the ASR. Dr. Campbell suggested that each and every member of the committee read the entire ASR in the event the University is ever audited on Clery compliance. Donna Kirk shared that even though Athletics does not have a section to complete on the ASR, she reviewed it in its entirety and submitted a sentence under the preventing violence section to include what Athletics is doing to help support the University's efforts.

CSA Intake Form: Sgt. Faulkner distributed a draft CSA crime and incident report form prior to the meeting for review. Chief Mackesy said that eventually the plan is to put the form on the University's website, maybe as a tile available in myWings. This will ensure that UPD has a record of the crime reported. Chief Mackesy is not sure that including the hate crimes section is appropriate as UPD cannot classify a crime as a hate crime until it is investigated and they determine the intentions of the suspect. The ASR is your first priority, but if you have the opportunity, please review this form. UPD will send an electronic version of the form to the committee so UPD can track any suggested edits. Rachel Winter suggested that putting the form in Maxient would be the quickest and easiest way to make it live and available rather than waiting for IT to create a myWings tile. Kelly Harrison suggested that the form needs to be two separate documents with the definitions as a stand-alone document. Ms. Winter did not agree and suggested the first part of the form be the part that CSAs need to fill out followed by the definitions in case the CSA needed to refer to them when filling out the form.

Update from CPDT: Mr. Harrison reported that the "ink is dry on contract" and that Cornerstone, a Learning Management System (LMS), should be ready to go live, in late March early April, next year. CPDT intends to migrate the training records from the current system to the new LMS for those who are still employees. The training records will be archived for former employees. The new LMS has the ability to push training classes out to employees to assign classes for them to take. There will be "learning paths" by position title that will include mandatory classes. There is also a supervisory intervention portion where supervisors can assign classes to their employees. The LMS will have the ability to run reports such as what training employees have taken and track compliance with each mandate. There will be an "escalation process" for required training, where a reminder email will be sent out thirty days before the training is due. If not taken within the week, another email reminder will be sent to the employee as well as their supervisor and can go all the way up to the appropriate VP. New hires will be met with a list of required training. The LMS can also track training outside of the University. This could include classes employees need to take to maintain their certification. That employee can bring in a certificate of completion, which will be sent to their supervisor to approve. Once approved, those classes can be added to their training transcript. Same thing with webinars. Mr. Harrison is Investigating how to track presentations by faculty, which could be useful in building a CV. Once the Cornerstone test instance is up and running, Mr. Harrison will set up demos for the campus community and will be glad to do one for this committee. Dr. Campbell said that in her budget request for July 1 next year it will include money for compliance related initiatives, including training. Mr. Harrison said that while the LMS does not include any training classes, it can serve as the platform for online courses. Dr. Campbell, Marlynn Jones and Mr. Harrison have the ability to look at the whole library of training classes. Cornerstone works with over 30 vendors so classes can be purchased cheaper through LMS than buying directly from the vendor. He will work with his contact to see if there is a way to preview the courses offered. Chief Mackesy wanted to know if UPD could send CSAs messages through the system and Mr. Harrison said that may be possible since we will have identified the CSAs by putting them in a group to push the training requirement to them.

Other Business: Mr. Harrison advised the committee that the Clery Act training video that has been used for some years now is beginning to show its age. He also noted that when new employees view the video as part of the new employee orientation, he has received comments

that it is pretty RA centric and doesn't really address employees. He wants to find training that is more relevant to a wider audience. The Clery Center, which the University is a member of, used to have more training online but now only has two videos. Finally, Mr. Harrison asked if the University has considered hosting a regional Clery training, which is usually a two-and-a-half-day workshop.

Chief Mackesy shared with the committee that he sees anecdotal instances that the Clery message is getting out. Professors are calling UPD, sometimes at night, to ask Clery related questions. Ann Hoover said that one group had to spend a second night in a hotel and the professor called to ask if it was a Clery reporting instance. She told the professor it was but could wait until they were back in town. Chief Mackesy said that the word is spreading because of the committee's diligent efforts.

Don't forget that Chief Mackesy needs your input for the ASR by August 19. No input means you have reviewed your section and you're fine with it.

Next meeting: The next meeting of the Clery Act Committee will be held on Thursday, November 21, 2019 at 9:00 a.m. at the John A. Delaney Student Union, Building 58W, Room 3804.

Adjournment: There being no further business, Chief Mackesy adjourned the meeting at 9:35a.m.

Approved by Committee vote on November 21, 2019.