

## Clery Act Committee Meeting

Thursday, July 23, 2015, 9:00 AM  
Building 51, Room 3201

### MINUTES

#### Committee Members Present:

Frank Mackesy, UPD  
Joann Campbell, Compliance  
Flora Coleman, as designee for the Title IX Administrator  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Kelly Harrison, CPDT  
Andy Joiner, UPD  
Donna Kirk, Athletics  
Ruth Lopez, as designee for the International Center  
John Reis, Office of the General Counsel  
Sheila Spivey, Women's Center  
Bill Strudel, UPD  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

#### Absent:

Bob Boyle, Housing and Residence Life  
Dan Endicott, Environmental Health and Safety  
Cheryl Gonzalez, Title IX Administrator  
Matthew Harris, Student Government  
Anne Hoover, Academic Affairs  
Steve Paulson, Faculty Representative  
Tim Robinson, International Center  
Bob Shepherd, Student Conduct  
Marc Snow, Office of the General Counsel

#### Guest:

Curtis Phills, Faculty from Psychology

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy. As Chair Mackesy notices a guest at the table, the first order of business was for everyone to introduce themselves and state what department they are representing. Curtis Phills stated he was a faculty member from the Psychology Department and said he had a concern about the most recent safety alert. Chair Mackesy said that this committee doesn't have anything to do with the timely warnings, but is in tune with the administrative and compliance portion of the Clery Act they deal with. He said that UPD and three to four others discuss the situation and how to express it through Osprey Update. Usually these discussions occur at night or on the weekends as the incident for which a warning is needed occurs. Chair Mackesy said that in this particular case, the wording of the notice was such that the victim could not be easily identified. Chair Mackesy told Dr. Phills that he was welcome to discuss his concerns with the committee or he could just meet afterwards with Chief Mackesy. Dr. Phills elected to sit in on the committee meeting and discuss his concerns with Chief Mackesy afterwards.

**Minutes:** Chair Mackesy presented the draft minutes to the committee and offered the opportunity for comments/questions from the members. Chair Mackesy noted a typo in the draft minutes in the first paragraph - an extra "T" just hanging out there. Upon requesting that one

change, Chair Mackesy then asked for a motion for approval. A motion was offered and seconded. The motion was carried to accept the minutes with the one minor change.

**Update on Annual Security Report.** UPD has checked off most points in the check list. Other areas of responsibility still have to provide their policy statements. John Reis reported that the ASR subcommittee had a meeting where Bill Strudel provided him with a draft of the ASR. Mr. Reis volunteered to put it into a readable document. Once he has done that and is able to identify what's missing, he will work on getting that information. Mr. Reis opined that we do not need formal policies for every little thing as long as we have a statement to each item which is backed by University practice. Chair Mackesy asked Mr. Reis if he thought that will meet the threshold for a DOE audit? When DOE has done audits in past, you can't just insert a hyperlink to the policy in the ASR, but that the entire policy has to be included. Chair Mackesy said that it's important that Joann Campbell, the University's Compliance Officer, is comfortable going forward with statements in some area and not inserting a policy. Dr. Campbell said she was okay with that. Mr. Reis said that if requested, we have to provide a paper report and that's why hyperlinks won't work. The ASR has to be online by October 1st, not the 2nd. Jillian Gooding said that she needs to send out Osprey Update on the first so it might need to be ready the day before.

**Status of online training:** Mr. Reis reported that 160 CSAs have completed the online training. We are approaching 50% completion which is good for summer. In the fall, the trickle of those taking training should flow more. Mr. Reis sent an email reminder to those that haven't completed the training and he's received responses that additional CSAs took the training. Donna Kirk sent out reminders to her staff as well to take the training. The CSA list was purged of about a dozen individuals who are no longer here. After August 24th, which is when students return, Mr. Reis will send out another reminder. His goal is that he would like to have 100% complete training by October 1st.

Chair Mackesy inquired about the job descriptions that will be updated to include CSA duties? Kelly Harrison reported that Felicia George was working with the departments to get the CSA duties included in the job descriptions. However, this is an ongoing project because she has several other ongoing projects at the same time. Chair Mackesy wanted to make a note that he will follow up with HR's progress at the next committee meeting.

**New Employment Orientation:** New Employee Orientation is mandatory for all new staff, but it is not mandatory for all new faculty. Crisis Management is mandatory to be completed for all new staff during their first quarter of employment. Crisis Management training will be added to New Faculty Orientation. As UPD controls Crisis Management training, they can include CSA training in it. Unfortunately, New Faculty Orientation is not mandatory for new faculty members, but Provost Earle Traynham has been really good working with Greg to make that happen and when necessary he gets the deans involved getting faculty there.

### **CSA Training.**

A general roundtable discussion about providing CSA training for everyone versus just providing training for the CSAs. Chief Mackesy said that there must be an easier way. How many faculty are actually CSAs? Most faculty are not CSAs. Why train 600 faculty members if only 100 are CSAs? On the other hand, if a faculty member ever did get into a position where they would be a CSA, they would have already received training. The committee ultimately decided they would like everyone to get the training, but they just don't know how they would get it done. Right now, we need to concentrate on current CSAs getting trained. Perhaps we need a form that if you check these boxes you may be a CSA and need required CSA training before taking any students on a trip.

Joann Campbell said that in her committee meeting on travel, they are trying to put together a workflow. What steps will get us from here to there. In mapping it out, you will find your missing steps.

We need to identify where CSAs are located. Athletics is easy, but it's all the other CSAs hidden in the University that we need to find. Chief Mackesy wanted to know whose responsibility it is to identify the person to communicate with the committee from Athletics, the faculty, New Employee Orientation. Chief Mackesy suggested that the CSA subcommittee needs to map out the workflow. Identify which positions, not the individual serving in that position, are CSAs. Once those positions are identified, then we need to figure out how they get training. This will always be a chase unless training is mandatory for every employee. Dr. Campbell suggested that by using due diligence in tracking down CSAs for training that will offer some protection in an audit.

**Out of state/country letters on travel.** Chair Mackesy said that Andy Joiner had to find the police agency for every hotel on the list. To track down that information took him more than a week. Now, Andy is hoping to enter that information into some sort of database so when someone stays in that hotel again, he will already have the police agency information. Chair Mackesy said that he thinks there is a need to include the police information on the travel forms. As we work through a workflow analysis can we make that happen? The process between the International Center and UPD is pretty tight. We need to workflow that process and identify any tweaks we find. Somewhere in that workflow, we need to plug in the request for police information. The CSA's have never been asked to provide that information and it may be hard to get them to do so. The department secretary usually makes the hotel reservations, so perhaps she or he could get that information at the same time. Maybe we need to create a form to provide to the hotel to list police information. Chief Mackesy feels strongly that the people who are traveling should get the police information while they are there rather than Andy spending more than a week doing that. In fact, it should be part of a faculty member's responsibility to find out the police department for their hotel.

All of our work would be drastically reduced if the Clery reportable duration was increased from 3 to 20 days. Mr. Reis does not feel comfortable with that yet and needs to do more research on that.

**Student Government representative.** Chair Mackesy reported that Matt Harris was reassigned to the committee and we look forward to seeing him at our August meeting.

**Status of Clery Policy.** Chair Mackesy said that we need to make sure the Clery Policy is complete and contains all necessary information. Mr. Reis reported that it was coming up for review at the August meeting of the Policy and Compliance Committee meeting. Chair Mackesy noted that the one Scott Bennett sent out for review was not nearly up to date. Mr. Reis will be sure to get an updated policy to Mr. Bennett before the August meeting. After that committee approves it, there needs to be a public hearing for constituent input. Finally, the Board of Trustees has to approve it but they won't meet until mid-October. Chair Mackesy expressed a concern that it won't be approved by the BOT until October. Dr. Campbell expressed that she is comfortable because we're moving forward with good faith effort. The redline versions show progress. In addition, we're applying the provisions of the policy prior to approval from BOT. The policy is required under the Clery Act so the BOT cannot say no to the substance of the policy.

**Update on Travel Committee meeting.** Dr. Campbell reported that domestic travel is a real bear to get their arms around as there is no systematic way of capturing all travel. They have a very general idea of who is traveling. They have a meeting next week with the comptroller about

travel to see how they can capture all travel. Chair Mackesy opined that the International Center is so good at the travel process why not make it the International and Domestic Travel Center and have all individuals who travel with students go through this office. Ruth Lopez wanted to know about any resources to man that office. Unfortunately, there are no financial resources, but if the committee could come up with a plan, we can always look for funding. Maybe they should develop a packet that should be completed and then inspected by the International Center who gives the okay to go. Travel Authorizations are used for reimbursement and to make sure that the travel is okay with the University. The travel committee will meet with the Comptroller to see how the system can help. Maybe the software can be tweaked to include a question "Traveling with students?" and if yes, a new box would open for the hotel name and address and police department's name and address.

**Update on Campus Clarity.** Mr. Harrison reported that the University purchased 18,000 licenses over three years. The University will get 6,000 seats per year, but once that seat is used, it's done. They will not be able to touch every student, but instead are trying to hit the new students first. There will be a meeting next Monday to discuss implementation, identify the population, and how to slowly capture the others.

Chair Mackesy asked if Marc Snow had found any definition of what "ongoing" training actually means. As Mr. Snow was absent, Mr. Reis reported that the DOE does not define "ongoing" or "duration". Mr. Reis opined that if we train students in their first year and again midway through, that should satisfy "ongoing". Chair Mackesy said that the Clery Committee has no control over when this will roll out so there is no need to discuss in our committee meetings. Mr. Harrison said that the plan is phase 1 would be ready to go by August 24th. Flora Coleman confirmed the requisition for Campus Clarity has been paid so it really should roll out in August.

**Other business.** Chair Mackesy said that he was still at a loss on how to do CSA training. Mr. Harrison thought that Dr. Campbell's workflow process will show us the best way to target people. The overall shotgun approach we are currently doing will be better to catch everyone. Athletics and Club Alliance CSAs are constantly changing and every year you have to run them down. Hopefully, the workflow process will identify the population and then we can figure out how to train them. Chair Mackesy emphasized that UPD is not in charge of training but will do CSA training to get it done and be in compliance. Enterprise-wide needs to buy into Clery and each department needs to do their part.

Our takeaways from this meeting are:

The Travel Committee is still meeting and are scheduled to meet with the comptroller. Andy will get with the International Center to work out something to capture the police information needed.

John Reis will work on the ASR and make sure of formatting. We need to be sure to get all information in it. We need to check every box on the checklist.

John Reis will get an updated Clery Policy to Scott Bennett for the August Policy and Compliance meeting.

Still at a loss of where to do CSA training. Kelly Harrison thinks Joann Campbell's workflow process will show best way to target people.

**Next Meeting:** Thursday, August 27, 2015 at 9:00 in Founder's Hall, Building 2, Room 1100

**Adjournment:** There being no further business, the meeting was adjourned at 10:00 a.m.

Minutes approved by Committee vote on August 27, 2015.