

**Clery Act Committee Meeting**  
**Thursday, May 24, 2018 at 9:00 AM**  
**Student Union, Building 58 W / Room 3806**  
**MINUTES**

**Committee Members Present:**

Frank Mackesy, UPD, Chief  
John Reis, Office of the General Counsel, Vice-Chief  
Tim Barnes, Student Government  
Maria Bello, Club Alliance  
Bob Boyle, Housing and Residence Life  
Adam Brown, UPD  
Joann Campbell, Compliance  
Rosalind Dexter-Harris, Enrollment Services Planning & Operations  
Dan Endicott, Environmental Health and Safety  
Shawn Faulkner, UPD  
Christina Helbling, Undergraduate Studies  
Anne Hoover, Academic Affairs  
Donna Kirk, Athletics  
Dawn Knipe, Student Government  
Ruth Lopez, International Center  
Susan Russo, International Center  
Marc Snow, Office of the General Counsel  
Sheila Spivey, Women's Center  
Tom Van Schoor, Dean of Students

**Absent:**

Cheryl Gonzalez, Title IX Administrator  
Kelly Harrison, CPDT  
Holly Miller, Faculty Representative  
Rachel Winter, Student Conduct

**Guests:**

Kim Downs, ITS  
Leanne Thomas, Controller's Office

The meeting was called to order at 9:04 a.m. by Committee Chief Frank Mackesy.

The first order of business was to have the individuals present to introduce themselves and state what department they were representing.

**Minutes:** Chief Mackesy presented the draft minutes of the February 22, 2018 meeting to the committee and 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 Bob Boyle and seconded by Tim Barnes. The motion was unanimously carried to accept the minutes as presented.

**Program Review by the Department of Education:** Chief Mackesy said that all deserved a hand as the reviewers were very impressed with work of the committee and the fact that the committee was appointed by the president. The reviewers commented on how happy they were how we handled Clery compliance. Chief Mackesy only met with the reviewers for a few minutes and only answered questions asked. He thought the review went very well. Mr. Reis said that the review is not over until the DOE issued its report. Ms. Dexter-Harris said we expected the report within 90 days and the review concluded over 90 days ago. Chief Mackesy

affirmed that the review is not over until after the report was issued and he does not expect any surprises in the report.

**Capturing Individuals Promoted into a CSA Position:** Chief Mackesy noted that Mr. Harrison was not able to make the meeting but he sent an email update. Human Resources has fixed the problem and we now have a system in place. Carrie Guth, Director of Employment in Human Resources, now reviews all promotions and if a promotion is to a CSA position, she notifies that individual that they are a CSA and have to complete training. Chief Mackesy stated that this was an area of concern, but Human Resources has provided a good solution. It went from HR couldn't do it and it had to be coordinated through individual departments, to, once again, HR stepping up to the plate and taking responsibility for a Clery action item.

**Maxient and Athletics:** Chief Mackesy was unsure why this item was on the agenda for the Clery Act Committee. Ms. Kirk said that's because it was discussed in the last meeting and was included in the minutes. She reminded the committee that at the last Clery committee meeting it was determined that a meeting should be held, outside of Clery, with the appropriate people. While Tom Van Schoor, Dean of Students was unable to attend the meeting, a meeting was held with Ms. Kirk, John Reis, Rachel Winter, Joann Campbell and Liz Arflin. They talked it out and it was suggested that Athletics could utilize Maxient parallel to the way that Resident Life does. Chief Mackesy said that under Clery compliance, we can't have different systems handling discipline other than Student Conduct. If a different system is used and the numbers are not reported, Athletics could be found to be out of compliance. He suggested to make sure that Athletics uses the system just like Housing is using it as they are doing it right. Ms. Kirk agreed that not all offenses will meet the Clery threshold of sending an athlete to Student Conduct and that coaches will still issue discipline on minor violations like missing practice. Athletics needs to identify where that threshold is. Chief Mackesy suggested moving this conversation to Student Conduct and let the Dean take the lead on this as it is not a Clery Act Committee issue. Ms. Kirk agreed that another meeting needs to include the Dean of Students as well as the Athletic Director and sports supervisors. It was noted that Vice Chair John Reis is working with Ms. Kirk on this.

**Internal Audit:** Chief Mackesy asked if any of the auditors had reached out to any members of the committee. After several members confirmed that they had met with the auditor, Chief Mackesy wanted to know how those meetings went. Comments included: they just wanted to know what we did; discussed the things we accomplished in here, for example, the information card; talked about travel and Maxient. Mr. Reis said that Robb Hartman, from Internal Auditing was supposed to be here. He said the auditors are just gathering information including how we put together the ASR. Mr. Snow said that Julia Hann, Internal Auditor, conducts a real thorough audit, including looking at polices and how they relate to other polices, contacting individuals when necessary, and making recommendations. Mr. Reis said that after the auditor's report is in final, the Committee members will have an opportunity to review it and provide any necessary responses before it goes live. Chief Mackesy advised Dr. Campbell that he referred the auditors to the ASR checklist that she created as a tool in their audit and suggested they contact her if they had any questions regarding it.

**Student Government Members:** Student Maria Bello was acknowledged as the representative from Club Alliance. Dawn Knipe the new Director of Student Government, is the new SG representative.

**Other business:** Chief Mackesy advised that he met with the president and the president agreed that UPD should conduct bi-annual notifications to CSAs asking that they provide information on any unreported crimes to the UPD. Sgt. Faulkner said those notifications will be sent out approximately ten days before graduation in the spring and fall. Chief Mackesy said

that bi-annual notifications are what the Clery Center considers best practice and we want to abide by best practices as best we can.

Chief Mackesy also talked with the president if CSAs should get annual Clery training and the president agreed that they should. This training will be conducted through CPTD. Chief Mackesy advised that UPD had an attorney who came to speak with the UPD about Clery and said Clery training could be as short as two sentences: If someone reports a crime to you, you need to report it to UPD. If that someone wishes to remain anonymous, you must honor that. Chief Mackesy mentioned that Mr. Harrison made a comment previously that he was looking to make Clery training more interesting. Chief Mackesy thought the quicker and easier training is made, more people would be inclined to do it. He sent the information from the attorney to Mr. Harrison and he can develop training as he sees fit. Mr. Reis said that the bi-annual notification and required annual training are now included in the policy.

Chief Mackesy asked Ms. Spivey about the bystander video. She relayed that she has been unable to spend time on that but will. Chief Mackesy said he really wants to get that video up on the UPD site.

Chief Mackesy saved the best for last and that was travel through Concur. He said that the Controller's office is really trying to help us capture travel data through Concur and want to do what we think is best. Sgt. Faulkner said that he sends out between 400 and 500 letters to police departments worldwide in February of each year and follows up in May. This year, between 30 and 40 letters were returned to sender because of wrong addresses. He looked up the correct information himself and sent them out again. Chief Mackesy said that looking up this information is not the best use of police sergeant's time and next year, those letters will be returned to the departments to look up the correct information.

Chief Mackesy stated that the main issue with Concur is that Athletics and the International Center want to enter Clery information on the back end and Ms. Hoover, with AA, and Dr. Campbell with Compliance think the information should be on the front end. This was followed by a lively discussion between committee members. Some of the comments included: Athletics can plan months ahead but sometimes end up at a different hotel at the last minute; 75% of study abroad trips are repeat trips so they should already have that information. Ms. Lopez said that they cannot book hotels until the TA is approved and by the time that happens, they may not be able to get hotels they planned on. Ms. Russo said that entering information on the back end is 100% accurate and 100% Clery compliant. Ms. Thomas said that once a TA is approved, you can't go back and change the Clery information. She also said that users cannot submit their expense report unless the hotel address and police address are included in Concur. Departments won't get paid until the Clery information is entered. Ms. Hoover said that she has seen some faculty members make a comment in the explanation box that they are "traveling with two students" but don't check the student travel button so it doesn't trigger Clery. She also wants to be included in the approval chain for domestic travel so she can make sure all information is included. Chief Mackesy also commented that while Concur can now run a report for the police stations' names and addresses, Sgt. Faulkner still has to type in over 400 addresses for his purposes. Ms. Downs said that she will check to see if reports could be made in an Excel spreadsheet and if Ms. Hoover can be included in the approval process. After the robust conversation, Chief Mackesy concluded that the travel information will be included in the back end or expense report part of the operation.

Takeaways for today are the bystander video, training for CSAs once a year, bi-annual notifications, entering Clery information on the back end, Ann is going to be built into the approval chain in Concur and obtaining the Clery information in an Excel report.

**Next meeting:** The next meeting of the Clery Act Committee will be held on Thursday, August 9, 2018 at 9:00 a.m. in the Student Union, Building 58W/ Room 3804. (Please note room number change)

**Adjournment:** There being no further business, Chief Mackesy adjourned the meeting at 9:50a.m.

Approved by committee vote on August 9, 2018.