

**Clery Act Committee Meeting**  
**Thursday, May 23, 2019 at 9:00 a.m.**  
**John A. Delaney Student Union, Building 58W, Room 3804**  
**MINUTES**

**Committee Members Present:**

Frank Mackesy, UPD, Chair  
Anissa Agne, Enrollment Services  
Tim Barnes, Student Government  
Adam Brown, UPD  
Shawn Faulkner, UPD  
Ann Hartunian, Center for International Education  
Anne Hoover, Academic Affairs  
Donna Kirk, Athletics  
Ruth Lopez, International Center  
Louisa Martinez, Center for International Education  
John Reis, Office of the General Counsel  
Sheila Spivey, Women's Center  
Tom Van Schoor, Dean of Students  
Rachel Winter, Student Conduct

**Absent:**

Bob Boyle, Housing and Residence Life  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Kelly Harrison, CPDT  
Christina Helbling, Academic Support Services  
Marlynn Jones, Office of Equal Opportunity & Inclusion  
Dawn Knipe, Student Government  
Holly Miller, Faculty Representative

The meeting was called to order at 9:05 a.m. by Committee Chair, Frank Mackesy.

**Minutes:** Chief Mackesy presented the draft minutes of the February 28, 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 Tom Van Schoor. The motion was unanimously carried to accept the minutes as written.

**2018 ASR:** The Annual Security Report information is due to Chief Mackesy by August 19th. He asked that everyone please read and follow the instructions. Please use the recommended font and use track changes as this will be helpful to Chief Mackesy when he compiles the report. Once that's done, he will ask John Reis and Joann Campbell to review. Some members of the Committee have already given Chief Mackesy their information and he has already started compiling the report. He asked the members to please review the entire report to make sure you capture all the information needed from your area.

**Bi-Annual Notification to CSAs:** Officer Faulkner reported that the notification went out to the CSAs the week before graduation.

**Other Business:** Chief Mackesy stated that he has reviewed webpages regarding Clery on other university sites. Some have an online form for CSAs to report crimes. Some have a Clery geography interactive map that is color coded for various parts of the university such as

housing, the main campus, and its boundaries. He is unsure of how to make such a map on UPD's site but will look into it. Chief Mackesy said that the UPD will design a CSA intake form which will require the location of the crime to make sure it's within the University geography. Mr. Reis said he thought Andy Joiner had a form. Officer Faulkner confirmed that he uses that form when the victim chooses to remain anonymous. Rachel Winter suggested the form could be housed in Maxient with a link on the UPD webpage. By putting the form in Maxient, that program will be able to automatically create Clery statistics. Besides UPD, the link to the form could also be on the webpages of Human Resources, Student Conduct, Housing, Academic Affairs and Student Government; places where students could easily find it. It was also suggested that it could be a tile under mywings so when CSAs log in, the form will be readily available. UPD will discuss these suggestions and bring them back to the table at the next meeting to see what the committee thinks about what UPD came up with.

Chief Mackesy stated that HR is looking at a learning management system, Cornerstone, to automatically track training for staff. Right now, Kelly keeps track on an Excel spreadsheet. Besides tracking who has or has not taken required training the program can also provide rolling notifications where it would notify staff each year of required training. It can also communicate up the chain of supervisory levels if the training has not been taken by a required time. It can also prevent you from doing something, like travel with students, if the required training has not been taken.

**Update from CPDT:** In Kelly Harrison's absence, Mr. Reis reminded the Committee that some areas, such as Housing and Enrollment Services designated all employees as CSAs. When the internal auditors made a review, it was discovered that not all employees were actually CSAs. Mr. Harrison worked with those departments to identify the specific positions that should be CSAs in lieu of designating all employees. Mr. Harrison is working to update the list on the HR site. Once the CSA list is in final, Anne Hoover requested a copy be sent to her, so she can keep on those individuals in AA who still need to take the training. Donna Kirk asked if every one of those positions will be listed on the ASR. Mr. Reis said that the ASR requires a list of positions but on the policy itself there will be a hyperlink to the HR site, so the policy doesn't have to be changed each time the list is updated.

**Any Changes Needed to the Timely Warning Policy:** No one had any suggested changes to the policy. Chief Mackesy said that both the Timely Warning Policy and the Campus Security Policy had been revised by him, Mr. Reis and Dr. Campbell. These policies are now going before CEROC so if you have any changes to either policy, now is the time to request them.

Ms. Kirk asked if she still needed to keep the spreadsheets for travel. Officer Faulkner said as long as the Clery information is in Concur, you do not have to keep the spreadsheets anymore. Chief Mackesy said that many of the Clery letters to police stations have been returned because of bad addresses. He suggested that Officer Faulkner send those letters back to the department to get good addresses, but because he likes to get things done and off his plate, Officer Faulkner looks up the information himself. Officer Faulkner said that he keeps a spreadsheet of the hotels, police departments, bad addresses and good addresses for his use in the future. Ms. Kirk said that if coaches go to the same hotel year after year, they just copy the address from the last year because they don't know it's a bad address. She suggested that Officer Faulkner share that spreadsheet with the Committee who can help alleviate this problem.

The takeaways from today's meeting are that Officer Faulkner will share the spreadsheet with the Committee, Mr. Harrison will work on the list of CSAs and the ASR is due August 19<sup>th</sup>. Please use the recommended font and track changes.

**Next meeting:** The next meeting of the Clery Act Committee will be held on Thursday, August 8, 2019 at 9:00 a.m. at the John A. Delaney Student Union, Building 58W, Room 3806.

**Adjournment:** There being no further business, Chief Mackesy adjourned the meeting at 9:40 a.m.

Approved by Committee vote on August 8, 2019.