

## Clery Act Committee Meeting

Thursday, May 28, 2015, 9:00 AM  
Student Union Building 58 W / Room 30804

### DRAFT MINUTES

#### **Committee Members Present:**

Frank Mackesy, UPD  
Bob Boyle, Housing and Residence Life  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Matthew Harris, Student Government  
Anne Hoover, Academic Affairs  
Andy Joiner, UPD  
Steve Paulson, Faculty Representative  
John Reis, Office of the General Counsel  
Marc Snow, Office of the General Counsel  
Tim Robinson, International Center  
Bill Strudel, UPD  
Bob Shepherd, Student Conduct  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

#### **Absent:**

Cheryl Gonzalez, Title IX Administrator  
Donna Kirk, Athletics  
Sheila Spivey, Women's Center

#### **Guests:**

Rich Carey, Military & Veteran's Resource Center  
Ruth Lopez, International Center  
Cheryl Parham, Financial Aid

The meeting was called to order at 9:03 a.m. by Committee Chair, Frank Mackesy. The first order of business was for everyone in attendance to introduce themselves and state what department they are representing.

**Minutes** - Chair Mackesy presented the draft minutes to the committee and offered the opportunity for comments/questions from the members. Jillian Gooding said that Cheryl Gonzalez was listed as absent in the minutes but she must have come late and not signed the sheet. Ms. Gooding remembers because Ms. Gonzalez sat next to her. Chair Mackesy then asked for a motion to approve the minutes as corrected. A motion was offered and seconded. The motion was carried to accept the minutes as corrected.



and other resources all through the year. The questions are: How do students know about it? How do they get credit for attending? Chair Mackesy agreed that this training throughout the year will show due diligence on our part. He thinks that between Campus Clarity and other training, we will be in compliance with “ongoing”.

The topic next turned to employee training. Employees should be receiving the same information that the students receive. For new employees, it is covered in New Employee Orientation; however, there is no mechanism in place now for ongoing training with current employees. Campus Clarity is geared towards students and we need to come up with some training module for current employees. Chair Mackesy suggested that we seek the assistance of CPDT.

**Clery Checklist** – Chair Mackesy said that most of the members on the committee do not have responsibilities for the ASR. He has assigned portions of the checklist to committee members whose responsibilities fall within that area. Those committee members include: Bob Boyle, Dan Endicott, Sheila Spivey, Bob Shepherd and Tom Van Schoor. We have to be in compliance by July 1 and he has asked these members to provide him their information, and backup, by June 22. He suggested sending the backup to Compliance and Joann Campbell agreed that was a good idea.

Chair Mackesy next addressed Bob Shepherd because Student Conduct has a lot of stuff to capture. Mr. Shepherd said that both he and Mickey are capturing the numbers. Chair Mackesy suggested that incidents could be reported as they come up rather than reporting 250 at the end of the year. Mr. Shepherd agreed that this was a good idea.

The committee then had a general round table discussion on international travel. Chair Mackesy asked Steve Paulson, faculty representative from CCOB International Business Flagship, if the international trips he coordinates are somehow routed through the International Center. Dr. Paulson confirmed that students are sent there for safety and security training and any visa related issues. Chair Mackesy then asked “how do we know if any locations are Clery reportable?” Mr. Reis explained that the International Center has developed a checklist to determine in advance whether a given travel location is Clery reportable. The International Center also has a form to report any incidents. Dr. Robinson said they get many reports at the conclusion of trips but most of them are not Clery reportable. Chair Mackesy asked if the form asked for information from the foreign country, such as police report number, contact name and information. The form does not but will be revised to include this information. Chair Mackesy explained that it's the UPD's obligation to make contact with the police department where the trip will take place.

The International Center conducts training for new faculty taking students abroad, but no training for those who regularly make trips. All study abroad leaders are CSAs so they all need to take the CSA training online. Not all, but most of the international trips are coordinated through the International Center. The committee needs to keep in mind ad hoc faculty led trips – conferences, poster presentations, etc.

As for domestic travel, there is no central clearing house for domestic travel. Approximately 80% of domestic travel is through a Transformational Learning Opportunity (TLO) or the Center for Community Base Learning (CCBL). However, there are other ad hoc faculty led trips that the University may not be aware of. Dr. Robinson suggested that most incidents that occurred during domestic travel were not Clery reportable.

Chair Mackesy asked Dr. Paulson what did he think that faculty would think if there were some sort of “domestic travel center” that faculty would have to go to before they traveled with students? Dr. Paulson personally would view it to be very helpful and welcome the assistance

