

# University Compliance Committee Meeting Minutes

**Date:** Thursday, October 26, 2017 10:30 AM – 11:50 AM

**Location:** Sam Houston State University, CHSS PACE Conference Room C002D

**Chairperson:** Joseph Agins, Compliance Officer

**Guest Speaker:** Dr. Mary Robbins, Vice Provost

**In Attendance:** Joe Thornton, Public Safety Officer, Public Safety Services; Juan Nunez, Associate Vice President for Facilities Management; Steven Frey, Information Security Officer; Thelma Mooney, Associate Vice President, Development; Scot Mertz, Associate Vice President for Enrollment Management; Jeanine Bias, Director of Equity & Inclusion & Title IX; Jeff Olsen, Director of Marketing and Communications; Kelsie Bryand (for Sarah Kerrigan, College of Criminal Justice, Faculty); Drew Miller, AVP, Student Affairs & Executive Director, Counseling & Health Services; Amanda Dunbar (for Kelly Bielamowicz, Director Audits & Analysis, Ex-officio); Kelly Wintemute, TSUS Compliance Officer, Ex-officio; Clarra Moore (Graduate assistant – note taker)

**Absent:** Chris Thompson, Associate Athletic Director & Senior Women's Administrator; Chad Hargrave, Interim AVP for Office of Research and Sponsored Programs; Amanda Withers, Controller

## I. Welcome and Opening Remarks

- Dr. Mary Robbins briefly spoke of her support for the Institutional Compliance Program and provided a recent example of a Gates Foundation representative who was very impressed with university's culture of caring and ethics.
- Jeff Olsen requested that positive comments like those from the Gates Foundation representative be forwarded to him for potential inclusion in University communication materials.
- Joseph Agins provided an update on the Institutional Compliance Program and introduced the primary focus of this meeting, which is SHSU's Clery Compliance program.

## II. Clery Compliance Program Overview/Update

- Joe Thornton
  - Recommends SHSU develop a Clery Geography Compliance program that is verifiable.
    - Referred to Chapter 2, of the [Department of Education's Handbook for Campus Safety and Security Reporting 2016 Edition](#).
  - Consider re-establishment of the Clery Committee
  - Review for any missing policy statements and ensure all policies are easy to locate.
  - Three primary areas for improvement -
    - Create an established geography policy to insure accurate statistical recording of information
    - Consider a Clery Compliance Coordinator that is not the Chief of Police
    - Insure adequate reporting of property being used/controlled by groups or organizations affiliated with SHSU.

- Additional program improvements recommended:
  - Account for additional locations and alumni locations.
    - Missing locations could result in fines.
  - Create a process for better tracking student organization overnight stays.
  - Enhance Clery compliance requirements regarding statistics on emergency notifications.
    - Suggested that we could have some sort of digital signage on the outside of buildings for emergency notifications.
  - Mentioned difficulty of getting a new Clery policy in place/approved.
    - Jeanine Bias suggested he look at current policies, Student Travel or Safety/ Security for example, to add Clery information to versus creating a new policy.
    - Many Clery related requirements are included in the Sexual Misconduct Policy already.

### **III. TSUS Compliance Office Update**

- Kelly Wintemute gave an update on recent and upcoming System compliance initiatives:
  - The last of the 11 Safety and Security surveys is coming to completion, with reports being issued this month.
  - Reports for the minors on campus review were recently completed and issued. While no TSUS institutions were fully compliant at beginning of the review, SHSU was fully compliant by the date of the report.
  - A Title IX review focusing on the organizational placement of the Title IX Coordinator was completed and there was substantial compliance, but results will not be released due to the recent changes to Title IX announced by the Department of Education.
  - Compliance reviews this year include:
    - Title IX (scope pending)
    - Clery Act (scope pending)
    - Sexual assault prevention and reporting as outlined in three bills that passed last legislative session.
  - The SHSU Compliance Committee members will be added to the quarterly TSUS compliance newsletter distribution list. Members are encouraged to submit compliance-related ideas for articles.

### **IV. Round Table Discussion**

- Joe Thornton mentioned a prior Clery Committee he felt ineffective at the time.
- Mary Holland, Campus Space Planner in Facilities Management, may be able to assist in implementing a policy/process regarding Clery geography documentation.
- Clery wants yearly reporting to see our continued progress.
- Joe Thornton asked the group for their feedback as well as ideas for improvement.

### **V. Adjournment**

- The Chair offers closing remarks and adjourns meeting.