

UWC - Campus Security Act Committee Minutes  
May 25, 2010

PRESENT: Robert Pratt, Michael Hughes, Joe Van Deusen, Jennifer Bailey, Beverly Malone, Ray Noble

OVERVIEW:

- Bob welcomed the new student representative, Ray Noble and provided an overview of the committee's function and responsibilities
- Handouts were distributed including last year's Campus Safety & Security Report, Federal Register (Dept. of Ed.) and examples of reports from other major universities
- Bob has contacted the various offices which are responsible for providing statistics and updating information for the annual report
- Crime statistics have been collected from the Portsmouth Police Department and will be categorized
- Dr. Hughes will provide updated Student Affairs statistics and related information
- Joe and Bob met with PFD Chief Raison and collected Fire Call reports for comparison to SSU Security documentation

NEW REQUIREMENTS & INFORMATION NEEDED FOR YR 2009 REPORTING:

- Missing Persons (need to draft statement of policy & procedures)
- Fire Safety Policy & Statistics (Maintain log of campus housing fire calls, fire drills – 4 per yr)
- Emergency Notification (require students permission to notify)
- Campus Notification System (Joe - in process)

OTHER AREAS TO ADDRESS:

- Joe mentioned the Clery Act Crime Report Form which was developed last year. All individuals across campus need to be trained on how to report a crime and their responsibility to report
  - o Dr. Hughes noted some positions, such as counselors may be exempt, do to maintaining confidentiality of shared information

ACTION ITEMS:

- All committee members need to review the handouts, including the Federal Register for revisions and new areas required for Yr 2009 Reporting
- Beverly will send out a web address to all committee members for an on-line training course for Campus Crime Reporting

NEXT MEETING:

- TBA – plan to meet in June.