Campus Safety Advisory Committee Meeting  
May 11, 2017

Members Present:  T. Ashley, T. Russell, S. Basford, A. Martin, L. Tyo, L. Hutchings

Meeting was called to order at 0908 hours.

Chief Ashley opened the meeting by distributing the minutes from November 10, 2016. He also shared the DRAFT 2016-17 Campus Safety Advisory Committee Report with the group.

Committee introductions due to new member, Lea Hutchings, a recent grad of our Police Academy and University Police dispatcher, joining the committee.

Chief Ashley went through the minutes.  
-Campus Fire System: Discussion held. System should be unified throughout campus. Chief reiterated that the less times that students need to leave a building for an alarm, the more likely that they will react and leave the building when there is an alarm. Crane fire system will be migrated to the Siemens fire system (could take up to 2 years to complete).  
-Safety Preparedness Days: Excellent participation for the 3-day event held during Fall 2016 semester. Will definitely be scheduled again, but as a one-day event. Will do the room burn again.  
-Evacuation points: Torey and Tony DiTullio are working on.  
-EHS Website: Meeting and Committee information is included on the site. Chief would like to post the Committee’s Safety Report as well.  
-Committee Membership: Lea added to Committee. Still need another student. Add Janel Newman to Committee. It was mentioned that meeting notice e-mails are not being received by all members – e-mails are going into Outlook “Clutter” box.  
-The crosswalk signs that were taken have been recovered by Physical Plant.  
-Shelter-in-Place Drill: “After Action Review Plan” was circulated to Committee. Each year the college is required to hold one drill. ERRG group schedules drills. UP Chief, EHS and Physical Plant also work together (instead of a designated safety officer). 5-6 drills were held last year, to include: Safety Preparedness; Mock DWI; Lifeguard Drill (with a simulated pool injury); Shelter-in-Place; and a Table Top Drill. The plan is to have another Shelter-in-Place drill during the Fall 2017 semester and then every Fall thereafter to include new freshman in the drill experience.  
-Active Shooter cards have been purchased and are being distributed.  
-Change to Renewal House Room # - Van Housen Ext Room 390 is the correct location. Rep is on campus every Wednesday.  
-RAVE: Testing revealed some issues that have been corrected.  
-Cameras: Departments can request cameras through a form in the Faculty/Staff Handbook. Offices apply, application is reviewed and forwarded to the Finance office, then to CTS to place the order and install the camera. Cameras are a benefit to University Police: there have been 6 pulled fire alarms during this Spring 2017 semester (one was accidental). Arrests have been made due to identifying students through the camera footage. The cameras do assist with UP investigations. UP has two new large screens in the dispatch area: one for camera monitoring and one for RAVE Guardian.  
-“Go Bags”: in the Fall, Stacey would like to work with students to raise funds to add to the bags (pants, undergarments, etc.). Louise suggested that she contact SAGE for help/support.  
-RAVE: Currently 256 people have registered. Table tents have been created and distributed to Crumb Library, CFD and all dining locations on campus.  
-“Creep Alerts” and kits have been distributed to various departments on campus.  
-ASR/Clery Report was completed in October 2016 and is posted on the University Police webpage.  
-Janel Newman is working with SUNY Legal to update the Student Code of Conduct.  
-University Police annual departmental report is also posted on the UP webpage.

New Business:  
-Spring Safety Walk: Stacey, Torey, Andy and Tim were present. There are concerns about Pierrepont Avenue (initiated by Bernadette Tiapo). Possibility of adding lights along the sidewalk in front of Satterlee Hall. We will look into running some lights/ poles to light the area, but need to be mindful not to affect traffic.  
-Pierrepont Crosswalk Signs: Village of Potsdam will request the permit. Currently, there is radar/speed sign on Pierrepont. It is borrowed from Village Police. Chief would like to purchase and post a speed sign permanently.  

permit is required to do so, and if approved, Rick Miller has approved the purchase of a solar sign (approximately $3500). Chief’s concern is that vehicles don’t truly slow to the speed limit until they reach the top of the hill (between Gouverneur and Barrington Drives on Pierrepont Avenue), and the cross walk is located in that area (near President’s house).

-Blue Light Phones: Phones have lens and lamp problems. There are 28 phones on campus that need to be upgraded to make the lights brighter. Blue light phones are checked every 2 weeks by UP.

-RAVE: Should be mentioned/talked about at Safety Preparedness Days. Education is important. Chief’s goal is to have everyone take out their phones at each Orientation session and have new freshman sign up on the app at that time. “It’s like having a Blue Light Phone in your pocket.”

-Sisson Hall Door: Main entry door to Sisson Hall (off Barrington), LEFT side door isn’t latching/locking. (work request made by K. LeClair, 5/11/17)

-University Police will begin “Coffee With a Cop” program in Fall 2017. UP will advertise for continual participation, not just a one-time event. Posters will be placed around campus. The program promotes open communication between students/police.

-Meetings will soon begin to plan the Fall Shelter-in-Place drill.

Title IX

- Title IX incidents went from 50 in the Fall to 10 this semester.
- Several programming events were offered during the month of April for National Sexual Assault Awareness & Prevention Month such as Teal Tuesday; Denim Day; the movie “The Hunting Ground” was shown; a Title IX table was set up on various days at lunch time as well as during the Wellness Fair, which provided resources and information on Title IX and visitors to the table were able to participate in the Clothesline Project and No More Campaign. Athletics participated in “Yardley Love,” along with 10 other schools.
- There is a new Title IX Core Team, which are trained to be investigators. They will now be able to assist Stacey with investigations.
- Stacey is gearing up for Summer/Fall student training/onboarding for groups that we are required to provide in-person training for such as athletes, new students, international, Greeks, RA’s, student leaders, etc.
- We will have a new online Title IX training module for students that was developed by SUNY. It will roll out in the Fall which will be customized with our students, President, University Police Chief, Title IX Coordinator, etc. speaking in the videos.
- The Title IX Office will have a Graduate Assistant this Fall, who will assist the Title IX Coordinator with programming, training, prevention and awareness activities/materials, Bringing in the Bystander training, updates to the Title IX webpages, and Peer Outreach Program.
- Employees are currently completing their Active Shooter Preparedness and Domestic Violence and the Workplace training modules that are due on June 30. Health Center staff are also completing their annual Fire Extinguisher Safety training that is required for their accreditation.
- Employee compliance rates were at 96% at the end of April and 100% for PACES.
- Torey and Tim will soon be receiving the Workplace Violence, Clery, and HazCom/Right to Know modules for their annual review for edits in preparation for their July rollout.
- Stacey asked Torey about the ERRG training records and if his intern had a chance to look at those records. Torey and Stacey will meet soon to get that squared away.

Brief discussion at end of meeting that Barrington Drive will eventually become a pedestrian way only. The bus stop will be relocated. Plans are being designed now.

Chief also mentioned that there have been issues with the Zip Cars. There have been complaints about reckless driving on campus. There is currently a damaged Zip Car in Dunn Loading Dock. Jean Centrella has been contacted for a copy of the original Zip Car contract.

Meeting adjourned at 0957.

Kathy LeClair
Recorder