

2019 GRCC Team Charter

Team Name: Clery Compliance Committee

Team Leader: Chief Rebecca Whitman

Officer Robin Kritzman

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

The team's purpose is to identify the appropriate College departments having a responsibility for some area relating to the Clery Act, and to have a collaborative approach in ensuring Grand Rapids Community College (GRCC) is in compliance with the federal requirements of the Clery Act. With a plethora of compliance responsibilities affecting GRCC, and housed in several departments on campus, the team will assist in updating processes, policies, and procedures relating to the Clery Act.

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

Team members will be charged with a primary function of identifying and evaluating processes, procedures and practices to manage compliance that will protect the College from fines and negative press attention. Team Leaders will be responsible for assigning the development of each GRCC policy statement required by the DOE, to the appropriate department and for reviewing the policy statements for accuracy prior to publication of the Annual Security Report (ASR). All changes and recommendations will be submitted to the Chief of Police for final approval.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

Continuing to work in collaboration with sub-committees (i.e. Geography, CSA's, Drug and Alcohol, etc.) and chairpersons. The ultimate goal is to be in compliance with the Clery Act, in an effort to provide accurate crime statistics, and policy statements to our community and ultimately prevent fines to the College. Team members will need to receive additional training on the Clery Act so they will better understand the areas in which they have responsibility. This will help reduce the

institutional liability, which comes with non-compliance. Team members will adjust the frequency of meetings to suit the committee's needs. Some committee members may need to convene on a monthly basis and others on a quarterly or annual basis.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The safety of GRCC's students, staff, and visitors is our primary goal, along with the transparency of incidents which occur on our reportable geography. The Department of Education is also a key stakeholder, as they will investigate any complaints and are the ultimate authority for our compliance.

5. Resources Needed (*both people and budget*)

At this time the primary resource for this team is people. We need cross-college representation in many areas. At this time, a separate budget is not necessary. Campus Police has been the primary holder of all things Clery, but this team will help disperse some of the responsibility and costs associated with it. The ASR will still be funded through the Campus Police budget.

The following Departments, who may not be CSA's or related to Clery, will be utilized:

- **Operational Planning- Victoria (Vicki) Janowiak**
- **Student Affairs- Bryan Vliem**
- **Communications- David Murray and Kathy Mullins**
- **Graphics- Janice Ensing and David Murray**
- **IT- Nate Hamilton, Meegan Willi and Garret (Gary) Brand**

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

Most issues should be able to be resolved through communication within the team, however, the Chief of Police and Clery Compliance Officer Robin Kritzman will have the responsibility to seek expert input on areas the team is not able to resolve. This could include conversations with DOE, Clery Center, or other experts in the field.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

Members are assigned based on their function at GRCC, and may be involved with other teams, such as the Title IX Team, Compliance Team, and Risk Management.

8. Review Progress (*How and when will the work of this team be reviewed?*)

Team work will be reviewed as needed depending on the time of year, and sub-team responsibilities. Each sub-team may have separate requirements, which will be monitored as needed.

9. Team Leader, Current Members, and Membership Specifications

*Are team members appointed? Volunteers? Is team membership permanent?
Term-limited? Is this team accepting new members?
Please also list the current members on the Team by name.*

Members are appointed depending on their current job functions and are not term limited. If team members are not available for meeting, alternates should be sent in their place.

- **Police Chief: Rebecca Whitman**
- **Clery Compliance Officer: Robin Kritzman**
- **Human Resources: Cathy Kubiak**
- **Athletics: Billy Firn**
- **General Counsel: Kathy Keating**
- **Study Abroad: Michael Shavey**
- **Admissions: Eric Mullen, Lori Cook**
- **Provost/Academic Affairs: Laurie Chesley, Jennifer Batten, Tina Hoxie, Dan Clark, Pam Miller, John Cowles, David Selmon**
- **Student Conduct: Lina Blair**
- **Risk Management: Nathaniel Lloyd**
- **Title IX: Kimberly Devries**

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

- **Continuing to implement changes brought forth during our independent review by D Stafford and Associates**
- **Identified CSA's and team members assisted in having CSA's complete online training.**
- **Delegated more changes suggested through the review**
- **Implemented a Clery Records Retention Policy and an Emergency Communication Policy**
- **Implementing and receiving contracts for Program Reviews.**

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2019?*)

- **Continuing to educate team members on Clery and the ever changing updates.**
- **Finish implementing the review suggestions to be in compliance with the Department of Education.**
- **Producing and Implementing an online training video for Campus Security Authority training.**
- **Having the ASR completed and reviewed by the Clery Committee before its release. This will ensure its accuracy.**

12. Please describe any current challenges the team is facing.

Time constraints for team members, level of Clery knowledge, complexity of the Clery Act, and its ever changing rules. Requests made by the Department of Education and follow though from staff who believe they are in compliance per Policy which doesn't cover Department of Ed requirements.