Welcome and Introductions – Stephen Percy and CeCe Ridder, Co-Chairs

Co-chairs Percy and Ridder welcomed committee members and thanked them for agreeing to participate in this important process.

Implementation Advisory Committee Charge – Kevin Reynolds, VP Finance & Administration

Some committee members were chosen from nominations by campus organizations (SEIU, AAUP, ASPSU, Faculty Senate, etc.) and others were asked to join because they have particular expertise. Committee members represent a mix of different perspectives.

Vision for what the committee will deliver in June:

- A document providing advice and/or responses to the items detailed in the committee charge
- This will become an element of the report to be delivered to the Board of Trustees in June as required by their approval resolution
- As a result of the resolution, CPSO will update its policies and procedures manual, a process that will be informed by the committee’s work to the extent possible considering the necessity of it complying with State and Federal laws, including the US Constitution. It is envisioned that this will be an iterative process between the committee and CPSO leadership

Reynolds encouraged the committee to engage in as much outreach as possible to solicit opinions, and encouraged members to also work closely with CPSO.

Board of Trustees Liaison – Tom Imeson

Trustee Tom Imeson and Board Chair Pete Nickerson have agreed to serve as liaisons to the committee. Imeson presented the perspective of the Board of Trustees.

Question: There is not a representative of the General Counsel’s office on the committee. What is the process for ensuring the committee’s recommendations are legally permissible and will not open the university to potential liability claims?

Reynolds: If the committee requires legal input, the General Counsel can be called in to assist. The committee’s role is not to actually write policy, but to advise and make recommendations.

Question: When exactly is the report due to the Board of Trustees?
Imeson: The Board is hoping to have a report at its June meeting. However, it also wants the implementation done right and if that takes longer, then the expectation of a June report may need to be revised.

**Organization of Meetings/Proposal for Subgroups and Open Meeting Discussion – Steve Percy and CeCe Ridder**

Chairs proposed breaking the group into three subgroups:

- Recruitment and Training facilitated by Chas Lopez
- University Public Safety Oversight Committee facilitated by Steve Percy
- Policies, Procedures and Assessment facilitated by CeCe Ridder

**Decision:** After discussion, the group agreed to start meetings together to hear reports, and then break into the subgroups outlined.

**Decision:** Committee meeting times and locations will be published on the IAC website (http://www.pdx.edu/fadm/portland-state-cpso-implementation-advisory-committee). Observers may attend full committee meetings, and minutes will be published there. Subcommittees will work privately.

**Decision:** Meetings will generally take place on the first and third Fridays as previously scheduled, but will occur from 10:00 am to noon rather than the earlier time previously scheduled.

**Action:** The group requested additional information on Oregon’s open meeting laws.

**Other – All**

**Action:** Chief Phil Zerzan will be invited to the February 6th meeting

**Action:** Resources will be provided on the IAC website and clustered by topic. These will include public feedback, letters, and, if possible, public testimony from the Board of Trustees meeting.

Meeting adjourned to subgroups at 11:40 am.

Next scheduled meeting: February 6, 2015, 10:00 am, Meyer Memorial Boardroom, URBN 710.