

UPSOC Attending:

Michael Alexander  
Thomas Lockett  
Julie Caron - chair  
Jill Townley  
Luis Balderas-Villagrana  
Clint Culpepper  
Andres Guzman  
Jay Auslander  
Joshua Childs

UPSOC Absent:

Shirley Jackson  
Marci Jackson  
Constantin Severe

UPSOC Staff:

Teresa Niedermeyer  
Mark Wubbold

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**University Public Safety Oversight Committee (UPSOC) – December 13, 2019**

**Convened:** 1:01 pm

**Topic:** Welcome and review of meeting notes

**Discussion:** Quorum achieved; the November 15, 2019 meeting notes approved as written.

**Action:** Staff to post meeting notes to UPSOC website

**Topic:** UPSOC Charter

**Discussion:** The President and General Council have reviewed the draft UPSOC Charter and made some minor changes. members moved to vote on the charter and approved it. The Charter is now ready for adoption.

**Action:** In a unanimous vote, UPSOC approved the Charter. It will now go to the President to be approved. Once approved, staff will post it to the UPSOC website and add it as an item to the *Safer Together* communication that goes to the campus community in January. Beginning in January, UCOMM will produce a quarterly update on the state of campus safety called *Safer Together*.

**Topic:** Review of recruiting materials

**Discussion:** UPSOC plans to recruit five more members in 2020. One will be a graduate student. Three will be selected from the general campus population and two will be individuals from campus housing and SHAC. Recruiting will begin over the Holiday break

with a notice to applicants in the Currently and email to the campus communication. UPSOC members edited the draft email inviting applicants. They also refined the application itself.

**Action:** Staff to distribute application email to Currently, send out email to employees and graduate students and post the UPSOC application to the UPSOC website.

Topic: Review of applications

UPSOC will take applications for membership until January 21st. A sub committee will be formed to review applications and recommend membership to UPSOC

- Undergrad removed.
- Julie would like 1-2 people help review applications .
- Close applications by the 21st of January.
- At January meeting committee decides on who will be interviewed
  - Joshua

Questions asked

1. How do people go off the committee - is there a fixed amount of time.
2. How do we renew if someone wants to go longer.
3. Recruits at the beginning of academic year? New faculty and staff at the beginning of calendar year.

Orientation - Julie and maybe Steve send an email to committee member along with their supervisor/dean thanking them for the time on the committee.

Facilities Security Manager - 2 positions open (cameras, lighting infrastructure type things for safety) Tom L., Michael A and, Clint will be on committee.

Will interview next Tuesday.

12/17 - 6-7 student ambassadors will be interviewed in December..

Need at least 3 people to be on that subcommittee. Joshua, Julie, possibly Jill, Mark and Teresa (if needed)

Topic: Review of Subcommittees work

- a. Student Safety Ambassador manual
  - i. Group reviewed the duties and responsibilities which wasn't part of the original document
  - ii. Concerned about the amount of time that is needed for training. How long is training?
- b. Finalists for CPSO hiring positions
- c. Field manual for Safety Officers

Discussion and updates to Student Safety Ambassador manual.

- Does the Student Ambassadors have to adhere to a code of conduct similar to CPSO?
  - possible for the manual to start with code of conduct.
  - This is a student job and should follow that conduct.
- The language needs to be more specific to students.
- Maybe working with Joe & Darcy to work on this.

Mark has manuals he will create a word version and share with the committee.

**Adjourned:** 3:05pm