

2019-2021 Biennium Internal Budget Proposal Narrative

Division: Business and Financial Affairs

Evaluation Criteria: Proposals will be evaluated on every aspect of this template. It is highly recommended that the narrative portion touch on each area. Proposals forwarded to UPRC by unit leaders will be discussed at UPRC and authors are encouraged to attend so that they may answer questions and provide clarification.

Improve Public Safety Reporting, Communication and Transparency (Clery Audit)

This is a revised version of a previously submitted budget proposal.
If box is checked please briefly outline any significant changes and/or indicate why it is being resubmitted.

Description: Western is committed to the safety and security of its students, faculty, staff, and visitors. While Western is a historically safe campus, and while it has made a strong effort to fully comply with the Clery Act, a 2018 audit by the Office of Internal Audit identified areas where Western could improve and made nine recommendations to strengthen compliance with the Clery Act.

Statement of Purpose: *(What is the challenge or opportunity being addressed? How does the proposal address this challenge or opportunity? Limit response to 1 page – please link to any existing reports, data, supplemental materials, etc.)*

In 2018 the Office of Internal Audit (OIA) conducted an audit of Western's efforts to comply with the Jeanne Clery Act of 1990 including its subsequent additions and expansions. In its final report, OIA made nine recommendations that when fully implemented, will strengthen Western's efforts to comply with all provisions and requirements of the Clery Act. These recommendations included addressing gaps in reporting systems and data collection practices.

The auditors noted in their final report that a major contributing factor for the compliance gaps was the decentralized nature of Western's Clery compliance process which required coordination across nine departments and multiple systems for data collection and related challenges. The report recommended that Western establish and assign responsibility for oversight of a formalized Clery compliance program to an appropriate individual or department.

Of the nine recommendations made by the OIA, Western has already completed or nearly completed five of them. However, three of the remaining four recommendations are considered 'High Impact,' and require corrective action to ensure that Western is publishing accurate information on campus crime and fire statistics so that current and prospective students and employees have access to the information necessary to make informed decisions about their personal safety.

Specific challenges that are included in the OIA recommendations and still remain to be addressed are: (1) improved collection and reporting of crime statistics for all Clery reportable properties; (2) improved data collection methods and associated mechanisms which ensure that the campus crime statistics reported in the University's Annual Security and Fire Safety Report

(ASFSR) are accurate, supported by verifiable documentation, and contain all required categories and elements; and (3) improving processes and systems which ensure all alleged criminal incidents and fires that occur in on-campus student housing facilities are recorded, updated, and retained in a log that contains all elements required per federal statutes, and is available for public inspection in accordance with federal requirements.

Overcoming these challenges and meeting the remaining OIA recommendations on time as well as maintaining compliance into the future will require additional resources including a consultant, additional permanent and temporary staffing resources, more reliable systems review, and a new, more compliant, reporting software system. An implementation plan and timeline for compliance that formalizes a Clery compliance program to implement all the recommendations in time to be included in the 2019 ASFSR, which is published on October 1, 2019, was developed by the Director of Public Safety in partnership with the Assistant Dean of Students and was presented to the Board of Trustees in December 2018.

Anticipated Outcome(s):

It is anticipated that through the implementation of this plan and through employing a consultant who is an expert in the field of Clery compliance, a roadmap of recommendations will be developed that will guide Western in allocating resources, obtaining a more compliant reporting system software, and closing gaps.

Metrics: *(How will outcomes be measured? Please include current data points and goals. If this proposal will have any impact on the [Overall Metrics](#) included in the university's strategic plan, please indicate which specific ones here.)*

It will be measured against the recommendations of the OIA as well as the recommendations of the consultant's report. It will also be measured by OIA in two years for compliance.

How does this proposal align with your departmental/divisional strategic priorities? *(Please reference specific items from the recently completed departmental/divisional strategic plan and attach a copy.)*

BFA Priority 1: *“Partner with our Western community in planning and implementing changes in support of Western’s 2025 Vision”*

BFA Priority 2: *“Communicate effectively with our Western Community”*

BFA Priority 3: *“Support Western’s goals for diversity, inclusiveness, and sustainability”*

BFA Priority 4: *“Develop, support and empower Business and Financial Affairs teams and staff to achieve excellent status”*

BFA Priority 5: *“Continually improve and innovate business practices and systems”*

How does this proposal support the University Mission and Strategic Objectives? *(Please refer to the [2018-2025 Strategic Plan](#) and indicate which core theme(s) this proposal will help achieve.)*

Equity, Justice, Inclusion, and Diversity

What are the consequences of not funding this proposal?

Failure to comply with the requirements of the Clery Act could result in poor information for potential students and our university community and would open the university to undue exposure to risk and liability as well as substantial fines by the Department of Education.

What alternatives were explored?

Clery compliance is a requirement of the Department of Education.

Which units (departments, colleges, etc.) will be involved?

- Public Safety
- Dean of Students
- Environmental Health and Safety
- Athletics
- University Residences
- Extended Education
- Travel
- Procurement
- Contracts

Total cost breakdown:

FY20

Clery Compliance Coordinator and Public Safety Clery Specialist	\$88,512
Hire Consultant for study and action plan (one-time)	\$16,900
Travel/Lodging (one-time)	\$6,600
Project Program Specialist (1.0 FTE) including benefits (one-time 2 years)	\$57,133
Crime and Fire Log Reporting System (one-time)	\$6,000
Goods and Services (one-time)	\$17,000
Licenses	TBD

FY21

Goods and Services	\$9,000
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Equipment needed:

None

For major (>\$25k) purchases, please provide the following information.

Item:

N/A

Purpose:

Click here to enter text

Cost:

Click here to enter text

Anticipated Useful Life:

Click here to enter text

Replacement Cost if any:

Click here to enter text

Human Resources *(Complete the table below adding additional rows if necessary):*

<i>Position Title</i>	<i>Total Headcount</i>	<i>Total FTE</i>	<i>Salary and Benefits per FTE</i>	<i>Total Cost</i>
<i>Clery Compliance Coordinator</i>	<i>1</i>	<i>0.5</i>	<i>\$46,303</i>	<i>\$46,303</i>
<i>Public Safety Clery Specialist</i>	<i>1</i>	<i>0.5</i>	<i>\$42,209</i>	<i>\$42,209</i>
<i>Project Program Specialist (one-time 2 years)</i>	<i>1</i>	<i>1.0</i>	<i>\$57,133</i>	<i>\$114,266</i>

Table above should match data on budget spreadsheets submitted with this proposal. Complete the spreadsheet to get salary, benefit, and total cost amounts. Contact your division budget officer with questions.

Operating & Maintenance Costs (include service contracts, installation costs, etc.):

See detailed budget above

Space Requirements:

What type of space is needed for this proposal? (e.g., private office, lab space, group work/study space, etc.)

Existing space is sufficient

What features must this space have? (e.g., fume hoods, plumbing, 3-phase power, etc.)

None

What needs can be accommodated within your existing space?

None

How much new space will be required?

None