

## Clery Act Committee Meeting

Thursday, February 19, 2015, 9:00 AM  
CPDT Conference Room

### MINUTES

#### Committee Members Present:

Frank Mackesy, UPD  
Joann Campbell, Compliance  
Cheryl Gonzalez, Title IX Administrator  
Matthew Harris, Student Government  
Andy Joiner, UPD  
John Reis, Office of the General Counsel  
Bob Shepherd, Student Conduct  
Marc Snow, Office of the General Counsel  
Shelia Spivey, Women's Center  
Bill Strudel, UPD  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

#### Absent:

Bob Boyle, Housing and Residence Life  
Donna Kirk, Athletics  
Steve Paulson, Faculty Representative

#### Guests:

Nate Cuddy, Graduate Student  
Jillian Gooding, Financial Aid (Enrollment Services)  
Kaitlin Legg, LGBT  
Katie Ovadia, Chemistry staff

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy. The first order of business was for committee members and guests to introduce themselves and state what department they are representing.

Chair Mackesy then distributed draft bylaws for the committee members to review and to provide any suggested edits to Mary Stumph, legal assistant with the Office of the General Counsel, at [mstumph@unf.edu](mailto:mstumph@unf.edu). Chair Mackesy said that the Office of the General Counsel had agreed to provide administrative staff to the committee.

Chair Mackesy stated that the committee needed to meet once a month for the first several months and then it may roll over into bi-monthly and even eventually to quarterly meetings.

Chair Mackesy asked the committee if they thought the University should join the National Association of Clery Compliance Officers and Professionals (NACCOP) for an annual institutional fee of \$250.00. NACCOP provides best practices for colleges and universities in complying with the Clery Act and also provides training. Unfortunately, the committee has no budget at this time. Perhaps one of the committee members' departments could underwrite this for the committee.

Chair Mackesy then went over a list of positions that NACCOP said should be on a Clery Act compliance committee and determined if that position was represented on the committee:

UPD – represented  
Office of the General Counsel – represented  
Compliance Officer – represented  
Student Conduct – represented  
Dean of Students – represented  
Student Activities and Office of Fraternity and Student Life – not represented  
Residence Life and Housing – represented  
Environmental Health and Safety – not represented  
Real Estate Office – not represented  
Human Resources – represented  
Admissions – not represented  
Athletics – represented  
Study Abroad – not represented  
Title IX - represented  
Director of Student Health – not represented  
Provost – not represented  
Faculty – represented  
Student Government – represented

The committee discussed the positions which were not represented:

Student Activities and Office of Fraternity and Student Life - Matthew Harris, committee member as a representative of Student Government, is also involved with Club Alliance and could represent student activities. Student Affairs has hired Theresa Price as their Director of Major Events and could represent “student activities” and Justin Sipes is the Director of the Office of Fraternity and Sorority Life.

Real Estate – the University does not have this position and the committee was unsure of what that position even meant. Chair Mackesy explained that for the committee’s purposes, they needed to know what property the University both owns and rents. Dan Endicott would be the appropriate person and he could also represent Environmental Health and Safety.

Admissions – while Jillian Gooding was present and provided needed feedback, she is not currently a member of the committee. She works in the Financial Aid area which is in Enrollment Services which is part of Admissions.

Study abroad is absolutely necessary to be on the committee. Tim Robinson is the director of that office. John Reis is currently working with Study Abroad on compliance as related to study abroad programs. He is helping to create a checklist on how to determine what programs are Clery reportable.

Director of Student Health – not directly related to Clery Act compliance. It was suggested that since the committee meetings are open meetings, the committee could always invite the Director of Student Health to attend when necessary.

Provost – there were several comments that Academic Affairs needed to be included in the committee.

Chair Mackesy said that after July 1, the Department of Education would be more aggressive in their audit of Clery compliance so that it is important that the University do what it can to be in compliance. As a result of the DOE’s audits, only 2 to 3 universities have been found to be in compliance with the Clery Act. Being out of compliance can bring fines for each incident. More importantly, Clery Act was designed to keep students and the University safe. Also, the President has made it a priority to be in full compliance.

Chair Mackesy suggested the committee get a Sharepoint site so that Clery resources could be added to it for all the committee members' use. On that site, we could post the Clery Handbook, agendas, minutes and add to it as we go along. He asked Ms. Stumph if she would handle this.

While Chief Mackesy is happy to chair the committee, he's only been with the University for four months. He said that the committee is only as good as its collective wisdom. He would like a free flow of comments and ideas and all are encouraged to participate in discussions. There are lots of areas of compliance that don't apply to the police department. UPD's main responsibilities under the Clery Act are to compile crime statistics, issuing timely warnings and emergency notifications. While UPD has agreed to be the clearinghouse for the Annual Security Report, most of the information contained therein comes from other departments.

Changes are coming to the Clery Act effective July 1. Most of the changes will be in Chapter 3, Crime Statistics, and Chapter 8, Policy Statements. Unfortunately, the guidelines won't come out until October. In the meantime, [campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com) is a good resource to get answers.

There was a general round table discussion about counting crime statistics: UCR vs. Clery, Women's Center information, reported vs. unreported, content in the *Spinnaker*.

The discussion next moved to CSAs. Who are they? Who identifies them? Their responsibility is to immediately report crimes that were brought to their attention to UPD. Once a year, UPD sends a letter to all known CSAs asking them if there were any crimes reported to them that were not reported to UPD.

Currently, the CSAs are trained in person but we are moving to online training. Recently, the Office of the General Counsel has purchased a fifteen minute video that is in the process of being uploaded to MyWings for CSA training. It's short in that it does not discuss Clery in detail; only what the responsibilities are for the CSA. It will be accessed through MyWings so that the University can track who has received training. This training is sufficient for the CSAs because it was created by the Clery Center. Chair Mackesy said that once the training video is accessible and the CSAs are identified, his office will send letters to each CSA advising them that the individual has been identified as a CSA, listing their responsibilities and providing information how to access the training video.

Chair Mackesy then distributed the following materials for the committee to review:

- Clery Annual Security Report (ASR) Checklist
- Checklist: VAWA Amendments to Clery
- Dear Colleague Letter: Sexual Violence
- Beyond Title IX: Guidelines for Preventing and Responding to Gender-based Violence in Higher Education
- Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking
- Examples handout

These are resource materials for the committee's foundation and to help the committee in compliance as it moves forward. Chair Mackesy asked that each committee member review the ASR checklist and come prepared to the next meeting to discuss which sections even remotely belong to their area.

Chair Mackesy then appointed a subcommittee of the UPD, OGC, Dean of Students, Compliance Officer and Student Government. He also appointed John Reis at the chair of the

subcommittee. The subcommittee is tasked with reviewing the current CSA list and to bring it up to date. Once the CSAs have been identified and the training video uploaded UPD will send letters to all the CSAs prior to the next committee meeting.

In closing, Chair Mackesy asked each committee member to read the Clery Act with an eye to the division they represent and be prepared to discuss at the next meeting.

The next meeting will be held on Thursday, March 26, 2015 at 9:00 a.m. in a larger conference room.

There being no further business, the meeting was adjourned at 10:30 a.m.

Minutes approved by committee vote on March 26, 2015.