

**DRAFT**  
**Clery Act Committee Meeting**

**Thursday, June 25, 2015, 9:00 AM**  
**CPDT Conference Room**

**MINUTES**

**Committee Members Present:**

Frank Mackesy, UPD  
Bob Boyle, Housing and Residence Life  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Anne Hoover, Academic Affairs  
Andy Joiner, UPD  
Donna Kirk, Athletics  
Steve Paulson, Faculty Representative  
John Reis, Office of the General Counsel  
Susan Russo, Designee, International Center  
Marc Snow, Office of the General Counsel  
Sheila Spivey, Women's Center  
Bill Strudel, UPD  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

**Absent:**

Cheryl Gonzalez, Title IX Administrator  
Matthew Harris, Student Government  
Tim Robinson, International Center  
Bob Shepherd, Student Conduct

**Guests:**

Cheryl Parham, Financial Aid

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy.

**Minutes:** Chair Mackesy presented the draft minutes to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Chair Mackesy asked for a motion for approval. A motion was offered and seconded. The motion was carried to accept the minutes as presented.

**Clery Checklist Responses:** Chair Mackesy reported that he has gotten pretty much everything they need but still needs some documentation to complete the ASR. He complimented Bob Boyle that he did a really good job on his department's reporting and especially attaching their policies. As for some of the other committee members, while Chair Mackesy has their reports, he still needs their policies. He would appreciate it if policies could be sent to him in a format from which they could cut and paste as the policy has to be imbedded into the ASR then they can provide a click through to the policy itself. Other committee members need to submit their reports and policies to UPD so they won't be under the gun to get the ASR timely completed.

International Center will get their information for 2014 travel to UPD by next week. Even though the ASR does not need to be completed until October 1<sup>st</sup>, once travel information is reported to UPD, Andy Joiner needs to send letters out to police departments and then follow up.

We need information for domestic travel. It is not the responsibility of UPD to gather that information. It's up to the departments that travel, such as SA, AA, International Center to get the information to UPD and then it's UPD's responsibility to analyze that information and follow up as necessary.

Dr. Campbell reported that because of an audit comment on student travel, a committee has been formed to address and to try to get a handle on student travel. The committee meets on July 9<sup>th</sup>. The goal is to capture 100% of the travel but that will be a process. Chair Mackesy suggested we identify the stakeholders that are involved in student travel. The stakeholders the committee identified were:

AA – Melissa Hyman  
Athletics – Alexandra Iannone  
CCBL – Mark Falbo  
International Center – Susan Russo  
SA including SG – Christine Malek  
Undergraduate Studies TLO for AA – Laura Colomb

Chair Mackesy asked Dr. Campbell to invite these stakeholders and Andy Joiner to the July 9<sup>th</sup> meeting. He thought that a meeting including all of these individuals who are involved with travel with help facilitate getting an understanding of how much travel is out there. He also asked Officer Joiner to send an email to these individuals telling them what UPD needs to know, what questions they need to answer, time frame (2014 calendar year) and a deadline to provide this information. Anne Hoover volunteered to forward that email to the Deans' assistants to capture any travel that did not go through the stakeholders.

The question of the day from Chair Mackesy was: Is there any wisdom to have a uniformed approach to travel? A "travel office"? Perhaps down the road.

**Updating of Travel Forms:** Chair Mackesy next posed the question: "How can we get travel forms updated to reflect what information UPD needs?" Ms. Hoover explained that the travel authorization is electronic and hard not to mention costly to modify. The Clery Act Committee does not have a budget, but Chair Mackesy thought that if it could justify an expense Vice President Shuman could help secure the funds. International Center not only uses the electronic travel authorization software but also utilizes paper forms to capture the information UPD needs. Chair Mackesy suggested that the committee that meets on July 9 would be a good place to discuss this issue. He asked Officer Joiner to be armed with that information when he attends that meeting.

**Student Government Representative:** Matthew Harris, the Student Government representative who informed the committee at the last meeting that his term expired on May 1<sup>st</sup> was not in attendance. Chair Mackesy asked Vice Chair John Reis to work with Student Government to have a representative appointed to the committee.

**Status on Clery Policy:** Mr. Reis reported that the policy has been sent to the Policy & Compliance Committee to be vetted at their next meeting on July 3<sup>rd</sup>. It was pointed out that July 3<sup>rd</sup> is a holiday so Mr. Reis suggested it would be considered at their August meeting. Chair Mackesy asked Officer Joiner to review the policy, which is on the Share Point site, to make sure it includes everything it needs to.

**Status on Campus Clarity:** Marc Snow explained that the contract received from Campus Clarity and reviewed by Rick Buck in the Office of the General Counsel had some major issues. There are concerns with FERPA violations, operational and ITS concerns, and administrative

decisions to be made. A meeting has been scheduled for tomorrow, June 26, for all the appropriate parties to discuss the issues, make decision and get the contract moving forward. Unfortunately, students have already registered for fall classes so it is anticipated that Campus Clarity will operational by spring term, January 2015. Once in place, it will help with compliance with Clery, Title IX and alcohol awareness.

Chair Mackesy asked about ongoing training as the committee had discussed students receive training every two years. As Campus Clarity is expensive and the University could only purchase so many licenses, those licenses are for FTIC and students at risk, such as athletes or fraternity and sorority members. Campus Clarity was not intended for all students, transfers for graduate students. Mr. Snow has been working with CPDT and EOD to develop our own online training but it is not ready yet. Shelia Spivey stated that she is interested in assisting with training modules.

**UNF Student Life-Cycle on Share Point:** Mr. Snow reported that prong 4 of the UNF Student Life Cycle is not yet finalized. The decision needs to be made on how to provide recurring training.

**CSA Training:** Mr. Reis reported that approximately 3 – 4 CSAs are completing online training per week. So far, approximately 125/400 CSAs have completed training. After the August letter is sent, he expects the number of CSAs completing training with dramatically increase. Ms. Hoover suggested that there are 50 new faculty members who will be attending New Faculty Orientation (NFO) in August and suggested that even though all might not be CSAs immediately, the information is important enough for all the learn. Mr. Snow said that he regularly conducts sessions during NFO and will discuss the possibility of incorporating the 14 minute video in it with Dan Richard. Donna Kirk said that if Mr. Reis could filter out which CSAs in Athletics who had not completed training, she would follow up with them. It was then suggested that Mr. Reis send a reminder email to the CSAs who have not completed training, to please do so. After that, we can get supervisors involved.

**Employee Training:** Chair Mackesy noted that the committee does not have a member who is a representative from Human Resources. Mr. Snow said that he attends HR weekly meetings and that Rachelle Gottlieb appointed Kelly Harrison, Director, Center for Professional Development and Training, to the committee. Chair Mackesy then asked about the possibility of the CSA training video be incorporated into the New Employee Orientation (NEO). Mr. Snow said that NEO was a tightly packed day and he didn't see how it could be. Officer Joiner said that UPD had 10 minutes at NEO and that wasn't enough to show a fourteen minute video. Chair Mackesy will get with Mr. Harrison and discuss that issue.

As for including ongoing training in any policy, Chair Mackesy leaves that to Mr. Snow to include, whether in the policy itself on in the procedures. Mr. Snow said he needs to work on how to publicize all the other workshops that the University puts on, for example, the Women's Center. Chair Mackesy was not sure these would count toward ongoing training, but could be pointed to as additional ongoing awareness that the University provides.

**Chip Klostermeyer Email:** Chair Mackesy reported that someone at the last committee meeting suggested he get in touch with Chip Klostermeyer, President of the Faculty Association, regarding communications with faculty. He did so and Dr. Klostermeyer sent an email to faculty to remind the faculty that if they are considered a CSA that they need to take the on-line training. Chair Mackesy received a handful of inquiries from different faculty remembers requesting clarification. Chair Mackesy and Mr. Reis provided the necessary clarification. He is encouraged that the faculty wan to do the right thing by way of Clery Act compliance.

**Other Business:** Chair Mackesy stated that he appreciates all the hard work that the committee members have put into this, especially as these are additional duties to what is listed in their job descriptions. He feels that a year from now, Clery compliance will be on cruise control. Yes, there will always be the chasing down of new CSAs and keeping track of hotels, but the nuts and bolts will be in place.

Chair Mackesy suggested that since the committee meets in July and September, it might need to meet in August as well to make sure the ASR is completed timely. The committee agreed that it would be a good idea to go ahead and schedule it. As the committee routinely meets on the fourth Thursday of the month, it will be August 27<sup>th</sup> at a location to be determined.

Mr. Snow reminded Chair Mackesy that Sharon Ashton had volunteered her shop to review the ASR for aesthetics not for editing. Chair Mackesy said that he was all for that; however, at this late date, he didn't want anything to slow down the process. Last year, there were only a few policies that had to be included, this year, there are 112. He is all for it next year, but will have to see if there will be time for her review this year.

Chair Mackesy suggested that a subcommittee to work on the ASR would be a good idea. The committee could include him, Joann Campbell, John Reis, Officer Joiner and Officer Bill Strudel. He will get the committee together before the next meeting.

Jillian Gooding noted that the committee keeps referencing the ASR is due on October 1<sup>st</sup>, but she wanted to remind everyone that not only was it due, but it needed to be posted and a notification sent out that date also.

Mr. Snow reported that he has been working with Felicia George in HR to identify job titles that naturally would include CSA responsibilities, such as RAs and coaches. Once identified, Ms. George will incorporate CSA duties into those job descriptions.

**Next Meeting:** Thursday, July 23, 2015 Social Sciences, Building 51 / Room 3201

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

Minutes approved by committee vote on July 23, 2015.