

**Clery Act Committee Meeting**  
**Thursday, August 27, 2015 at 9:00 a.m.**  
**Founder's Hall, Building 2 / Room 1100**  
**MINUTES**

**Committee Members Present:**

Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Andy Joiner, UPD  
Donna Kirk, Athletics  
John Reis, Office of the General Counsel  
Ruth Lopez, Designee, International Center  
Bob Shepherd, Student Conduct  
Marc Snow, Office of the General Counsel  
Sheila Spivey, Women's Center  
Bill Strudel, UPD

**Absent:**

Frank Mackesy, UPD  
Bob Boyle, Housing and Residence Life  
Cheryl Gonzalez, Title IX Administrator  
Matthew Harris, Student Government  
Steve Paulson, Faculty Representative  
Tim Robinson, International Center  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

The meeting was called to order at 9:02 a.m. by Committee Vice Chair, John Reis.

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

**Update on CSA On-Line training:** Mr. Reis reported that the August letter was sent out to the CSAs. He received about a dozen emails from individuals that said they had completed training, but they hadn't. He received other emails from CSAs after they completed it to confirm they had. Over the summer the completion rate hovered at 50%, but since this is the beginning of the school year, he expects it to go up. Mr. Snow suggested sending out a reminder in about a month and/or communicate with supervisors regarding those CSAs who have not yet completed the training. Ms. Kirk reported that Athletics has a pretty good completion rate and that she continues to follow up. The target is to have a 90% completion rate by October 1<sup>st</sup>.

**Job Descriptions:** Mr. Kelly reported that Felica George is waiting for final list of positions, and then at that point, HR will start adding the CSA language to those positions. Before she can do that, she is looking for the specific language to add. Ms. George is currently working on the NCAA language now to add to Athletics job description. As a follow up to Mr. Kelly's report, Mr. Snow reported that he finalized the list with Ms. George and that we just need to get language to her. Mr. Reis reported that he had recently provided Ms. George the language to insert into the position descriptions.

**Clery Policy:** Mr. Reis reported that the policy had passed through the Policy and Compliance Committee and was sent out to the constituent groups for review and comment. Mr. Reis suggested that the only objection to the policy might be to CSA list.

Mr. Snow reported that he circulated the Sexual Misconduct Regulation, which has a Clery component to it, to certain members in Student Affairs and to Dr. Campbell. He was provided comments and edits to the language which he is currently working on incorporating into the regulation. Once the language is finalized, he will need to get with the trustee who had concerns with it the last time around before sending it out for further review. He decided that before he sends it to the trustee, he will send it to this committee for their review and comments. Once that's done, it will go to the Policy and Compliance Committee, then to the constituent groups and finally to the Board of Trustees for approval.

There was a general round table discussion that the language needs to be consistent between two the policies regarding confidentiality. Mr. Reis suggested that an asterisk next to CSA list that you can report confidentially could make it clearer. Dr. Campbell said that as we look at these two policies it is critical to keep them consistent. Different words to describe same thing is not good and we need to be consistent in the language. Mr. Reis again asked the committee to please review the CSA list to make sure it's accurate.

Ms. Gooding thought that since the committee was discussing confidentiality, she had a topic she wanted to bring up under other business but suggested now was a good time. Enrollment Services people have a lot of closed door meetings with students regarding loss of financial aid and extenuating circumstance. If the student is a vulnerable person, they know how to refer the issue. However, as to students over 18, what is their responsibility? Are we CSA's? They have no oversight of the student but do have oversight of the student's information that they disclose during these closed door meetings. This is not a frequent occurrence but they have been made aware of things that have happened on campus.

Mr. Snow indicated that anybody that is made aware of a crime should report it. The BOG did not want everyone on campus to be a "reporting official" but even if you're not a reporting official, everyone is strongly encouraged to report. A "responsible employee" who one supervises one or more employees and the designated CSAs. Ms. Gooding suggested that a statement that students could initial acknowledging that if an employee becomes aware of a possible crime that they have an obligation to report it. Ms. Gooding volunteered to draft the language for Mr. Snow to review. He also suggested that employees probably need more active training. As example Mr. Snow said that a student athlete that transferred to UNF reported that a younger sibling was being abused. The individual this was told to reported it to DCF and the police department as they should have.

Ms. Gooding also wanted to discuss the "three click rule" to access information. The DOE policy provides that anyone should be able to access information they are looking for on a university site in three clicks. UNF is one of a few schools that doesn't have Clery information or campus safety on home page. Can this committee help to facilitate that? Mr. Snow reported that the Title IX Committee had been discussing the same. The idea was to have a click on the home page to link to campus safety that then linked to a page containing links to information on how to report sexual misconduct, vulnerable persons, etc. Ms. Gooding is concerned that we don't have one page with all important information on it. The committee all agreed this was a good idea. Ms. Gooding said that she thought that UCF, UF, and FSU all have a link on their home page for this information. The committee next discussed what words should be used to help the student understand what information we are trying to provide to them. Ms. Gooding suggested "consumer and safety". It was suggested if we use words that the *Spinnaker* uses, students might pick up on it. Another suggestion was to simply ask the students "what would get your attention"? Ms. Spivey suggested to not forget that a lot of students don't want to

report but need assistance. Mr. Snow said that the Title IX committee spent an hour trying to find the right word but never did settle on it. We also need to get the language approved by the Web Enhancement Committee. It was suggested that maybe SG could help touch base with students or LGBT, Club Alliance. What about Jennifer Wesley and her class? Also Shelia Spivey teaches and goes into several classes for presentations.

What kind of information do we need to provide to the students through this click through? The disclosure piece for Enrollment Serves includes FERPA, Clery, crime stats, FIRE, Athletics equity, etc. There should be a click on the home page which would lead to a second place with the list of links. DOE calls this "consumer disclosure". Ms. Gooding also is concerned that these required disclosures can't be buried in a regular Osprey Update; however, a Special Osprey Update has to be cleared with Sharon Ashton who does not like having numerous Special Osprey Updates. Ms. Gooding will email Ms. Ashton and lay out what she needs to do and ask her what her recommendation is to get that information out. Ms. Gooding will emphasize to Ms. Ashton that it only needs to be done once a year.

Another question asked was do we need a vulnerable person policy? Dr. Campbell thinks we need more training rather than another policy. Mr. Kelly opined that he was very surprised that there is no mandatory training here on campus, especially among faculty. Mr. Snow reported that Dr. Traynham has no problem with making specific training mandatory for faculty. He also suggested that we need to move training to online modules to touch more people rather than individual training. The discussion moved to adding mandatory training to the New Employee Orientation (NEO). Mr. Kelly reported that NEO is so packed with information from 8:00 a.m. to 4:00 p.m. they couldn't possibly add more. When revisions to the NEO were discussed, the Committee didn't want to break it up into several days because supervisors didn't want to lose their people for another day. Mr. Snow suggested making the NEO Power Point available online so employees can refer back to it, if needed.

**Travel:** Dr. Campbell reported that the subcommittee met with the Controller's Office and have made some headway. In looking at electronic travel system, we can't change certain elements but there are drop down menus within those elements that they can test. Right now, the only drop down is "travel". It was suggested that a "travel with students" to be added and when that is selected it sends the person to a queue, where at the tail end of the process you enter reimbursement information. The traveler must enter a street address for purposes of reimbursement. Dr. Campbell feels encouraged about the movement on that. The concern is that the university may be moving to a different travel system within a year. Right now the conversations are within a small group gathering information before opening it up to the bigger group. The drawback is that Student Government and Athletics are still using paper forms but we need to get them to move to the travel software.

**Other Business:** Mr. Reis reported that he and Bill Strudel are working on the draft of the Annual Security Report. Chief Mackesy wants draft by August 31 so there will be plenty of time for review. Mr. Reis still would like Marketing to review but not until we have a final draft to give them. Mr. Kelly reported that the Campus Clarity roll out has been pushed back to September; however, there is no mention of Clery in the training. Title IX requirements are what the training covers. It does not touch on crime reporting but more of where you can go to get assistance. Mr. Snow said that the requirement is for sexual assault training, not necessarily Clery training.

**Next Meeting:** Thursday, September 24, 2015 at 9:00 a.m. Student Union, Building 58W / Room 3804

**Adjournment:** There being no further business, Mr. Reis adjourned the meeting at 9:55a.m.

Minutes approved by committee vote on September 24, 2015.