

## Clery Act Committee Meeting

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

### Committee Members Present:

Frank Mackesy, UPD  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Cheryl Gonzalez, Title IX Administrator  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Kelly Harrison, CPDT  
Andy Joiner, UPD  
Donna Kirk, Athletics  
Steve Paulson, Faculty Representative  
John Reis, Office of the General Counsel  
Susan Russo, International Center  
Bob Shepherd, Student Conduct  
Kristin Smith, Housing and Residence Life  
Marc Snow, Office of the General Counsel  
Bill Strudel, UPD  
Margaret Szerba, Student Government  
Leah Tolisano, Club Alliance  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

### Absent:

Bob Boyle, Housing and Residence Life  
Anne Hoover, Academic Affairs  
Tim Robinson, International Center  
Sheila Spivey, Women's Center

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy. As there were new members appointed to the committee by the Student Government President, the first order of business was for committee members to introduce themselves and state what department they are representing.

Chair Mackesy welcomed the new SG members and thanked the committee for their time. He thanked everyone for his or her effort. He also thanked John Reis for chairing the last meeting in his absence.

**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 carried to accept the minutes as presented.

**Status of Annual Security Report:** Chair Mackesy said that quite a few people have been working on the ASR and that a few people were working on it a lot. He thought that the report was approximately 90% completed and it will be posted before October 1. He pointed out that some areas of the campus are responding faster than others and those responses could trigger more changes. This is a time sensitive document; so if you get email from Chair Mackesy or Mr. Reis, please make it a priority to respond. The ASR will be online by the timeline that's

mandated. There is a meeting scheduled today at 1:00 at UPD to try and come up with the final report, but there are still some questions to be answered. We will be in compliance.

**Update on CSA On-Line training:** Mr. Reis reported that approximately 60% of the CSAs have completed training and another email reminder will be sent. There are approximately 20 – 25 CSAs that have taken the course but haven't hit the "yes" button at end to finalize it. A personal email will be sent to them asking that they perform this last task to show the course was completed. Mr. Reis said of the 40% of the CSAs who have not taken the training, he has not broken it down yet by department and is not sure how many are faculty. The original letter was sent the first of the fall semester when faculty are extremely busy and Mr. Reis is hoping that a reminder email sent now may prompt more CSAs to take the course. It was suggested that it might come down to getting the Provost involved. It was also suggested that Dr. Gonzalez could send a note to club advisors to complete the training or they could not serve as a club advisor. Chair Mackesy suggested that we need to see the breakdown of all positions of those who have not yet taken the course.

Donna Kirk reported that she had a pretty good turnout of Athletics CSAs to take the training. She also got with Mr. Reis and identified other CSAs because of turnover. Dr. Paulson suggested going through department chairs to alert faculty to take this training. He also advised that the first chair meeting of the new academic year should be soon, so it would be good to send an email now. He also noted that the committee should work through the chairs before going to the provost. Chair Mackesy agreed that going to chairs before the provost would be best. Mr. Reis said he would send an email to department chairs once he breakdowns the report of who hasn't taken the training yet.

Margaret Szerba suggested that before going to Dr. Gonzalez directly to work through her and Leah Tolisano to get club advisors to take the training before going to the deans. She also advised that the timeframe to sign up to be a club advisor was last Friday so that list should be final now. Ms. Szerba will email the club advisor list to Mr. Reis. She also stated that many of the club advisors were the same as last year.

Chair Mackesy agreed with the comments and wanted to emphasize voluntary compliance, especially with the ease of completing the training online. He also expressed concern with vulnerability to be found out of compliance. Cheryl Gonzalez stated that if the University were investigated for a Title IX complaint, or really any complaint, OCR will investigate and can require mandatory training and how much training and by whom. She also advised that training would be available to not only club advisors, but to club officers and staff that work with them through Campus Clarity, which has not yet been rolled out. Campus Clarity is a good way to spread the message and to document that the message was spread. If the University ever was audited, we can show that CSAs have been alerted to the requirement of mandatory training.

The take away from this discussion was that Mr. Reis would send an email to those 20-25 who did not check the final box to go back and check it so that the record would reflect they completed training. Mr. Reis will also breakdown, by position, those who have not taken the training and identify their department chairs. Ms. Szerba will provide Mr. Reis with the final list of club advisors so he can compare it to those previously identified. Chair Mackesy said that we need to drive up the numbers of those who have taken training and we need higher than a 60% completion rate.

**Status of Clery Policy:** Chair Mackesy reported that he and Mr. Reis met with the executive staff yesterday, answered their questions related to the policy and the executive staff are fine with the policy. Mr. Reis reported that Scott Bennett's committee had already approved the policy and it just needs to be signed by the president. Chair Mackesy reported that we may need to add some things to policy and/or revise the policy in the future but we need to go ahead

and get it in place now. Chair Mackesy wondered how to create a procedure to afford new employees identified as CSAs to take the training within a certain period of time after being hired. It was suggested that this is not an HR function but the hiring department would need to notify the new employees supervisor of the required training. Ms. Gonzalez stated that she is notified of new employees so she can send the EOD information to each of them and if she can identify which are CSAs, she could include a notation about the required training in her communication. Chair Mackesy suggested the University needed a gatekeeper to notify new hires that are also CSAs. He wondered why HR couldn't do it when they typically send a "welcome to UNF" email to each new employee and they could just include a note of what required training each new employee needs to complete. Marc Snow volunteered to speak with the VP of Human Resources on this issue.

**Update on CSA language to job descriptions:** Kelly Harrison reported that HR is now in the process of putting CSA responsibilities in the online job descriptions. Again, the concern came up that if a new employee falls into a CSA position, how would they know they need to take mandatory training?

**Discussion of link on home page to required disclosures:** Jillian Gooding indicated that the DOE mandates that it should only take three clicks to get to required disclosures. Right now, the University is not in compliance because you can't find the disclosures in three clicks. It's not only the Clery Act's ASR that needs to be posted, but there are also FERPA, equity in athletics, and crime statistics, among others, that have required disclosures. Ms. Gooding suggested a button on the home page that would bring you to a list of all the required disclosures and then you can click on the information you're looking for. That's only two clicks. Ms. Gonzalez said that the Title IX committee was also considering something similar and was looking for assistance to design the web page that would contain links to all the required disclosures.

**Meeting schedule for 2016:** After a brief discussion, it was decided that quarterly meetings would be scheduled with the understanding that additional meetings could be set if deemed necessary. It was also suggested that an ASR subcommittee could meet in between the quarterly reports to keep that process rolling. Meetings will be held in 2016 at the end of February and May, the beginning of September to allow time to work on the final ASR and the week before Thanksgiving in November.

**Other Business:** Chair Mackesy stated with the start of the new academic year, he needed to get in front of the Athletics department again. Ms. Kirk will coordinate with him to have him attend one of their upcoming meetings.

Ms. Gooding brought up how to make the disclosure of the ASR to all students and employees. She said that the DOE considers the information "buried" if it's just one item among a list of notifications to students and employees. Chair Mackesy said that he would reach out to Public Relations about issuing a special Osprey Update.

Chair Mackesy informed the committee that he and Joann Campbell are working on the creation of a sexual assault awareness video. FSU and Michigan State already have produced their own videos and used their own students. They are working with the Spinnaker and Marcia Ladendorff, who is currently working on a proposal.

Ms. Kirk shared that Athletics is currently working with student athletes on a video entitled "If you can play, you can play". It doesn't matter what race, gender or sexual orientation you are. If you can play, you can play. They will be the first in their conference to produce this video. They are producing the video in-house working with the Athletics media department and so far, there has been no cost.

**Next meeting:** Thursday, November 19, 2015 at 9:00 a.m. Student Union, Building 58W / Room 3804

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

Approved by Committee vote on November 19, 2015