

## Clery Act Committee Meeting

Thursday, August 11, 2016, 9:00 AM  
Student Union, Building 58W / Room 3804  
MINUTES

### Committee Members Present:

Frank Mackesy, UPD  
Bob Boyle, Housing and Residence Life  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Cheryl Gonzalez, Title IX Administrator  
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  
Tim Robinson, International Center  
Bob Shepherd, Student Conduct  
Marc Snow, Office of the General Counsel  
Sheila Spivey, Women's Center  
Bill Strudel, UPD  
Margaret Szebra, Student Government  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs  
Tia Wrigley, Club Alliance

### Absent:

Tim Barnes, Student Government  
Holly Miller, Faculty Representative

### Guests:

Ruth Lopez, International Center  
Cheryl Parham, Financial Aid  
Lucy Tison, as Student Government representative

The meeting was called to order at 9:00 a.m. by Committee Vice Chair, John Reis. Frank Mackesy, Committee Chair, originally had a conflict, but plans changed and he attended, Chief Mackesy recommended that since Vice Chair, John Reis, was already prepared to lead the meeting, he should carry on.

**Minutes:** Mr. Reis presented the draft minutes of the May 26, 2016 meeting to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Mr. Reis asked for a motion for approval. A motion was offered and seconded. The motion was carried to accept the minutes as presented.

**Annual Security Report** – Chief Mackesy sent out the draft Annual Security Report (ASR) on June 22. He indicated that the ASR is pretty much done but that Officer Andy Joiner will wait to file it electronically on October 1<sup>st</sup>. Chief Mackesy said that he received feedback from individuals who had the responsibility for section(s) on the ASR. Since these individuals are the subject matter experts when it comes to their section of the ASR, he just incorporated those comments into the ASR. Now the ASR will be reviewed by John Reis, Joann Campbell and Frank Mackesy for formatting and finalization. Chief Mackesy said there were some formatting

errors in the ASR that he could not solve so Mary Stumph volunteered to format the ASR. Chief Mackesy said that developing this year's ASR was 100% smoother than last year and this will be the process from here on out - get it out to the designated individuals early so it can be formatted and finalized well within the October 1<sup>st</sup> deadline to file it. Chief Mackesy then reviewed the numbers for training for all members of the campus community and gave committee members an opportunity for comment and input. Cheryl Gonzalez requested to review any power point presentation or agenda for any Title IX content. Kelly Harrison confirmed that Human Resources is prepared to send prospective employees, or anyone else who requests it, a copy of the ASR or to direct them to the link for the ASR.

Officer Joiner reported that letters have gone out to the police departments at last years off campus sites for student travel and he has received a few responses. Mr. Reis will check footnotes and make sure the list on page 3 is correct as to CSA designations in 2015. New designations will need to be incorporated in the 2016 report. MOCA uses the University emergency response plan. Dan Endicott will follow up to determine if it would be best to have a specific emergency response plan for MOCA.

Chief Mackesy reported that he, Joann Campbell and Bob Shepherd met with the President and that the President said that he wants to make sure Clery compliance is taken seriously. In that regard, Chief Mackesy provided each VP with the 2016 Clery handbook update, the ASR check list and the draft ASR. In the future, to make sure the VPs are aware of what's going on, anytime Chief Mackesy interacts with members of this committee on Clery compliance, he will copy their VP.

**CSA training** – Mr. Reis said that he made sure that all members of the committee have been added to Blackboard as administrators, which allows each to add or delete CSAs from the training module. The good news is that compliance with Clery Act training will be transitioning from Mr. Reis to Human Resources and specifically with Kelly Harrison, Director of CPDT. Not only will CPDT provide the training but it will track it as well. Mr. Harrison reported that he would be implementing many new training sessions. Beginning with the next New Employee Orientation (NEO) on August 15, every new-hire that has a CSA designation will have a label on the front of their package with instructions for training. The CSA handout Mr. Harrison just distributed (attached hereto) will be in every new employee package. During the UPD portion of the NEO after they watch the video, they will take the seven-question test on paper. Completed quizzes will be scanned and held but exactly where still needs to be determined. This training was also part of the New Faculty Orientation that was held last week.

To meet the ongoing training requirement of the Clery Act, in the fall, CPDT will offer instructor led classes on both CSA responsibilities and Title IX. These classes will be offered once per semester and will also be included in the Professional Development Forum next year and in future forums. With these class offerings, existing employees will always have an opportunity to take this necessary training.

Marc Snow said that yesterday he and Cheryl Gonzalez met with Cathy Cole and Albert Colom to develop a Title IX training video. Since most CSAs are also responsible employees under Title IX, they will get the existing CSA training, but we also need to offer Title IX training. When it comes to reporting, both of these laws are completely different and it would be too confusing to try to combine the training into one session.

Donna Kirk thought that all of Athletics should be designated as a CSA and will get with Lee Moon to discuss. Chief Mackesy met with Dr. Gonzalez and selected positions that should be designated as CSAs and is waiting to hear back from him. Chief Mackesy will follow up.

**Travel** – The International Center continues to run their shop smoothly. Anne Hoover will update their form to include domestic travel and will send it to all the colleges in the fall. Because we cannot wait for the new travel system to come online, we will have to rely on paper. Chief Mackesy will meet with Dr. Traynham to emphasize the importance of keeping track of travel. The new handbook says that starting in 2016, all travel of more than one night with students is enough to trigger it for Clery tracking. Also, if a professor takes a class to a location off campus, such as the DuPont Center downtown, UPD has an obligation to contact the local law enforcement agency for crime statistics. There was a general discussion as to if this applied to Athletics where students practice at different sites across the city and Athletics does have a contract in place with the facility. The handbook and contracts will have to be reviewed to determine if they are included.

**Timely Warning Policy** – The policy was revised but Sharon Ashton made comments about a portion of the language. Chief Mackesy is meeting with her today to come up with acceptable language. He will then get it back to Mr. Reis and Dr. Campbell and then it will go back before the Policy and Compliance Committee. Please note that the timely warning and emergency notification are separate and distinct actions on UPD's part.

**Required Disclosures** – Since Jillian Gooding had to leave the meeting early, Cheryl Parham reported that this went live on June 1<sup>st</sup> and is at the bottom of every webpage with the caption "Consumer Information". Please provide any feedback to Ms. Gooding.

**Sexual Assault Awareness Video** – Dr. Campbell reported that the final edits are being done today and they are working to get it into our system. Sheila Spivey said that the launch party would be Monday, September 12 at 5:00 p.m. in the Student Union Auditorium. She is hopeful that the majority of the students appearing in the video will be present and explain why they got involved and to encourage other students to be aware and to report any suspicious activity to UPD.

**Other business** – Tom Van Schoor reported that Student Conduct is looking at a variety of software programs to be used for student conduct tracking. Maxient has gotten the best review and most recommendations from his peers and he is trying to arrange a demonstration. Ms. Gonzalez also is looking at that system for Title IX tracking.

**Next Meeting** – Since UPD has enough information to complete the ASR by the October 1 deadline, there is no need for another meeting before the regularly scheduled one in November. The next meeting will be Thursday, November 17, 2016 at 9:00 a.m. at the Student Union, Building 58W / Room 3804.

**Adjournment:** There being no further business, the meeting was adjourned at 10:05 a.m.

Approved by committee vote on November 17, 2016.