

Clery Act Committee Meeting

Thursday, November 17, 2016, 9:00 AM
Student Union, Building 58W / Room 3804
MINUTES

Committee Members Present:

Frank Mackesy, UPD
Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Joann Campbell, Compliance
Shawn Faulkner, UPD
Jaclyn Glosson, Club Alliance
Dan Endicott, Environmental Health and Safety
Jillian Gooding, Compliance Coordinator, Student Financial Aid
Katie Haft, representing EOD
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs
Andy Joiner, UPD
John Reis, Office of the General Counsel
Sheila Spivey, Women's Center
Bill Strudel, UPD
Margaret Szebra, Student Government

Absent:

Cheryl Gonzalez, Title IX Administrator
Donna Kirk, Athletics
Holly Miller, Faculty Representative
Tim Robinson, International Center
Student Conduct Office (position currently vacant)
Marc Snow, Office of the General Counsel
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

The meeting was called to order at 8:58 a.m. by Committee Chair, Chief Frank Mackesy. The first order of business was for committee members to introduce themselves and state what department they are representing.

Minutes: Chief Mackesy presented the draft minutes of the August 11, 2016 meeting 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.

Chief Mackesy then asked Sheila Spivey to introduce the bystander film. Ms. Spivey said that Joann Campbell and Marcia Ladendorff were instrumental in getting the film made. The idea for the film started last spring with a focus group of diverse students to get their thoughts and suggestions for appropriate language for the dialogue in the film. They then sent out a call for cast members and students to help with the filming process. This film was made for students by UNF students. Ms. Spivey then started the film "What would you do" and showed the three alternate endings. The alternate endings were for discussion purposes with students after viewing the film.

ASR checklist – Joann Campbell distributed the ASR checklist. She noted that most of the policy and disclosures had an "owner", but we need an owner for each statement. Dr. Campbell brought the checklist to the Clery committee so each member could review the policy

statements and let her know who is responsible for those that are not owned. If no one owned a policy, then Chief Mackesy said we will assign someone to it. Please let Dr. Campbell know if you are an owner.

NACCOP Webinar – Chief Mackesy said that yesterday a group viewed a webinar by the National Association of Clery Compliance Officers regarding Penn State. They were fined \$2.5 million of which only 2% was related to the Sandusky incident and 98% was for a history of noncompliance with the Clery Act. Please know that Clery compliance is real.

Two things they learned from the webinar is that if anyone besides Student Conduct issues discipline on a Clery reportable crime, it needs to be reported to UPD. Areas that could issue discipline are Greek and the Office of Fraternity and Sorority Life. The Clery Committee does not have a member that represents these areas and Tom Van Schoor, Dean of Students, was not in attendance at today's meeting to provide information on discipline so Chief Mackesy will follow up with him later. We need to nail that down - if a violation of the Student Conduct Code occurs it needs to go through Student Conduct. If any other group issues discipline, that information needs to be shared with UPD. Margaret Szebra confirmed that Club Alliance sends all discipline matters to Student Conduct. Chief Mackesy said that process needs to be codified in their procedures.

Chief Mackesy next turned to Kelly Harrison as the representative from Human Resources and advised that if any staff member receives discipline or termination based on a Clery reportable incident that also needs to be reported to UPD.

CSAs – Chief Mackesy said that he also learned that the DOE prefers that twice a year all CSAs are contacted and asked if there are any crimes that have occurred that were not reported to UPD. If so, they are asked to report it immediately. A non-response from a CSA is considered to be a negative response. While UPD did this once a year in the past, the CSA list has now been turned over to HR and we need to determine how to get all CSAs on an email list and who will send these two emails per year. Mr. Harrison said that now Athletics wants all of its employees to be CSAs but he is unsure if he has captured all of them. Chief Mackesy asked John Reis to close the loop by getting with Donna Kirk to make sure Mr. Harrison gets a list by position and name.

Mr. Harrison reported that the current online CSA training is not closed-captioned but he is working with CIRT and ADA Compliance to make that happen. Also, they will be moving this online training from Blackboard to Canvas in spring of next year. Canvas has a self-registration process where administrators will be able to just email a link to new CSAs and they can sign themselves up. Once they have signed up you can track their training and even note whether they have signed up. HR can also view the list and will add any CSAs that are not on their list. Sexual Awareness Video is now on the Compliance web page but will also be added to Canvas. This will allow us to track who viewed the video and allow tracking for Title IX training purposes.

Timely Warning policy – John Reis reported that Policy and Compliance Committee passed the Timely Warning Policy so it is an official policy now. It contains a more detailed timely warning and emergency notification process and explains the difference between the two.

Domestic travel - Anne Hoover reported that Academic Affairs is now using the Clery compliant travel form and believes that faculty are using the form as instructed.

Other business – Joann Campbell reported that we need to determine a method for identifying a way to capture people who are promoted from a non-CSA position to a CSA position. Mr. Harrison will follow-up.

Next meeting –The next meeting will be Thursday, February 23, 2017 at 9:00 a.m. Chief Mackesy said items discussed today need to be completed soon and to not wait until the next meeting to get them done. Happy Thanksgiving!

There being no further business, the meeting was adjourned at 10:02 a.m.

Approved by Committee vote on February 23, 2017.