

## Clery Act Committee Meeting

Thursday, February 23, 2017, 9:00 AM  
Student Union, Building 58W / Room 3806  
MINUTES

### Committee Members Present:

Frank Mackesy, UPD  
Tim Barnes, Student Government  
Dan Endicott, Environmental Health and Safety  
Shawn Faulkner, UPD  
Jaclyn Glosson, Club Alliance  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Andy Joiner, UPD  
Donna Kirk, Athletics  
Holly Miller, Faculty Representative  
John Reis, Office of the General Counsel  
Marc Snow, Office of the General Counsel  
Kameelah Spence, Representative of EOD  
Bill Strudel, UPD  
Margaret Szebra, Student Government  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

### Absent:

Bob Boyle, Housing and Residence Life  
Joann Campbell, Compliance  
Cheryl Gonzalez, Title IX Administrator  
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. The first order of business was for committee members and guests to introduce themselves and state what department they are representing.

**Minutes:** Chair Mackesy presented the draft minutes of the November 17, 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 unanimously carried to accept the minutes as presented.

**Update on CSA Training** – Kelly Harrison stated that CSA training will always be ongoing. He reported that the training has been in Canvas for over a month and has been closed-captioned. The areas that have reached 100% in training include Enrollment services, Government Relations, Athletics, Office of the General Counsel and Human Resources. Those that are really close are UPD at 98% and Alumni Affairs at 97%. Academic Affairs is at 70%, not including Enrollment Services, who is at 100%. When the call went out to faculty, 50% heeded the call. Mr. Harrison will follow up with Marianne Jaffee to get the rest of the faculty to take the course. Anne Hoover advised Mr. Harrison to copy her on the email to Marianne Jaffee and she will follow through in another channel. Student Affairs as a whole is at 39%, but Mr. Harrison does not have a breakdown for each department. He is in contact with Everett Malcolm, who is coordinating the training for Student Affairs. A&F is behind at 13% but they are planning

divisional training in mid to late March. Mr. Harrison will confirm that with Shari Shuman. Campus-wide there is a completion rate of 55%.

Chief Mackesy informed the committee that the President and Vice Presidents made the decision that all employees will take CSA training, but all will not be designated as CSAs. Training records must be kept for seven years as well as any back-up for the ASR. If the DOE comes in and audits the University, they usually ask for records for the past three years but can go back as far as seven years. If anyone has any records that go back further than seven years, the DOE can audit those records as well. The best practice is to dispose of records over seven years, but do so in compliance with the destruction guidelines under the Florida public records law. This usually just entails completing a form. Marc Snow took the opportunity to remind committee members that most University records can be destroyed after three years. He also informed them that posted on the OGC webpage under the public records section of the Frequently Asked Questions is a link to the "General Records Schedule for Public Universities and Colleges".

Mr. Harrison reported that Human Resources is trying to determine the best way to trigger the identification of individuals in budgeted positions that are not CSAs when they move into a budgeted position that is a CSA. Chief Mackesy asked that this topic be included in the agenda for the next meeting. Any move by an OPS employee to a budgeted position that is a CSA can be tracked and HR can notify them as to the required CSA training. Mr. Harrison pointed out that since March 2016 new employees get CSA training at the New Employee Orientation so HR only needs to track those that were employed prior to that date as to CSA training. Every six months Mr. Harrison checks the CSA position description list against the names of the employees in those positions to be sure they have received the required CSA training. Chief Mackesy complimented Mr. Harrison as to the excellent job he has done with the training and suggested that we are light years from where we were six months ago.

Mr. Harrison said that once CSA training is on "autopilot", he will take Joann Campbell's Title IX video and put it into Canvas so that he can track who views that video as well. This action item is in his cue for late March. Chief Mackesy wondered if VAWA is covered under either training. Mr. Snow responded that while VAWA is not specifically mentioned, the action items one needs to know under it are covered.

Donna Kirk confirmed that all Athletics' employees except the grounds crews have been designated as CSAs and have taken the training. Mr. Harrison advised that since the ground crews are Physical Facilities employees, they will be covered under the A&F divisional training.

**Bi-Annual Notification to CSAs:** Chief Mackesy said that a group of some of the committee members routinely attend webinars regarding Clery compliance. He said that from now on those invitations should be sent to the Clery Act Committee members who can then decide if that particular webinar would be of interest to them. One takeaway from the webinars is "best practices", one of which is a bi-annual notification to CSAs for crime reporting, not just an annual notification. Chief Mackesy indicated that an email needs to be sent to all the CSAs to report any crime to the UPD that has been reported to them but had not yet been reported to UPD. He suggested an email to all employees that "if you are a CSA" followed by instructions on what to report. He will get with Sharon Ashton to see who can send this email to all employees twice a year. Chief Mackesy designated Shawn Faulkner to draft the email to all employees and to run the draft by Mr. Snow.

Mr. Harrison reported that he only has approximately 150 CSAs on his list and these only include the positions that the law requires to be CSAs. Ms. Kirk said that all employees in Athletics have been designated as CSAs and have to be included. Jillian Gooding reminded the committee that Enrollment Services also expanded the positions to be designated as CSAs. Mr.

Harrison will get with them to make sure he has a complete list of all University designated CSA positions in his database not just the law required positions.

**Other Business:** Chief Mackesy informed the committee that one loop that needs to be closed is when an employee reports a Clery reportable crime to HR, they in turn have to report it to UPD. Mr. Harrison said that the only people an employee would report that to would either be Cheryl Gonzalez or Greg Catron. Chief Mackesy said that Cheryl is good about reporting and he will close the loop with Greg.

Chief Mackesy asked where he could get a listing of all Clery property owned or leased by the University. Dan Endicott indicated that he has that information for insurance purposes. Chief Mackesy asked Mr. Endicott for property lists for 14/15, 15/16, and 16/17.

Ms. Kirk said that she learned that the SUS has a new travel agent who will track travel and that there will no longer be a need for Athletics to track the required Clery information. Ms. Hoover and Chief Mackesy both indicated they had not heard that yet. Chief Mackesy advised everyone that until such time as this can be confirmed, to keep tracking the required travel information. Ms. Kirk said that it is her understanding that everyone will be required to go through this agency at the beginning of the new fiscal year. It was suggested that Chief Mackesy contact Leanne Thomas in the Controller's office for more information.

Ms. Kirk shared with the Committee a business card Coach Moon gave her that contains Clery Act and Title IX information, contacts and websites. She did note that this sample was specific to Athletics but could be edited for other departments. She would like to put one of these cards in every coach's wallet. The Committee as a whole thought business cards would be a more effective use of limited funds rather than books that might just sit on a shelf. Chief Mackesy will look into the possibility of funding for such business cards.

Chief Mackesy informed the committee that he had spoken with Joann Campbell, who is off on medical leave. She is doing well and wanted him to say "hi" to everyone for her.

The takeaways from today's meeting are that Kelly Harrison will look at tracking employees in budgeted positions that are not CSAs when they move to a budgeted CSA position that requires training. Chief Mackesy will get with Sharon Ashton about sending out a bi-annual email to all employees regarding reporting crimes that have not been previously reported to UPD.

**Next Meeting:** Thursday, May 25, 2017 at 9:00 a.m. in the Student Union West, Building 58W/Room 3806.

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

Approved by Committee vote on May 25, 2017