

## Clery Act Committee Meeting

Thursday, May 25, 2017, 9:00 AM  
Student Union, Building 58W / Room 3804

### Committee Members Present:

Frank Mackesy, UPD  
Anissa Agne, Enrollment Services Representative  
Joann Campbell, Compliance Officer  
Katie Haft, Equal Opportunity & Diversity Representative  
Kelly Harrison, CPDT  
Andy Joiner, UPD  
Donna Kirk, Athletics  
Holly Miller, Faculty Representative  
Tod McVey, Environmental Health and Safety Representative  
John Reis, Office of the General Counsel  
Kristen Smith, Housing and Residence Life Representative  
Marc Snow, Office of the General Counsel  
Sheila Spivey, Department of Diversity Initiatives  
Bill Strudel, UPD  
Margaret Szebra, Student Government  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs  
Rachel Winter, Student Conduct Officer

### Absent:

Tim Barnes, Student Government  
Bob Boyle, Housing and Residence Life  
Dan Endicott, Environmental Health and Safety  
Cheryl Gonzalez, Title IX Administrator  
Anne Hoover, Academic Affairs  
Tim Robinson, International Center  
Student Government Student Representative  
Club Alliance Representative

### Guests:

Sharon Comer, PMO  
Kelly Griffis, PMO  
Julia Hann, Internal Audit  
Amanda Lovins, CAMS  
C. Kelsey Ryan, Student Financial Aid

The meeting was called to order at 8:58 a.m. by Committee Chair, Frank Mackesy

**Minutes:** Chair Mackesy presented the draft minutes of the February 23, 2017 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 by Bill Strudel and seconded by Andy Joiner. The motion was unanimously carried to accept the minutes as presented.

**Update on CSA On-Line training:** Kelly Harrison reported that campus-wide, 94% of employees have completed the CSA training video. While 100% is the goal, Mr. Harrison is very pleased with a 94% completion rate. 100% of the designated CSAs have completed the

training. Chief Mackesy commended Margaret Szerba because he spoke with a group from Student Government and all have at least heard of the Clery Act and some even knew what the Clery Act is. Ms. Szerba said that all SG officers are required to take Clery training as well as all new staff members. Mr. Harrison said that A&F has largely completed the training, although they do have a few staff members on extended leave who have not completed it yet. He needs to work with MOCA and Academic Affairs.

Mr. Harrison said they are still working on compiling an official list of UNF CSAs, whether designated by law or by UNF. He is working from three lists now, but needs to have all lists match. The current CSA list is up on the policy website and Mr. Harrison hopes to have the final list complete by the end of June.

Mr. Harrison said he is still working on getting the Title IX video on canvas. He is in the final stages of getting a Title IX awareness class online. He is working with an outside vendor and once the contract is approved it will take approximately 12 weeks to get it online. The current Title IX class has an introduction by President Delaney. We need a new class that will be "leadership neutral". The long term plan is to have it ready to go into Canvas by the beginning of the fall.

Chief Mackesy informed the Committee that the Clery fine has been adjusted for inflation and now the fine for each infraction is \$57,500. Joann Campbell said that the new fine is also retroactive back to November 2015. Chair Mackesy stressed that the liability is so great that's why it's so important to be compliant.

John Reis relayed that the Clery policy will go before the Policy and Compliance Committee at their next meeting and he will review the white paper.

**Clery Business Cards:** Chair Mackesy thanked Dr. Campbell for funding the purchase of the Clery business cards and passed out a box of cards for Clery members to take back to their departments. He thanked Donna Kirk for bringing this option to the attention of the committee. Mr. Harrison said that at the recent Professional Development Forum, Clery cards were placed into the bags that were given to all those who attended the forum.

**Annual Notification to CSAs:** Chair Mackesy said that the Clery Act requires an annual notice to CSAs to report any crimes that were not reported to the University Police Department for the previous year. However, it is a best practice to send two emails during the year. The language for the notification has been worked out and the Crisis Management Team approved the language. The notice will be sent to all employees via Campus Update. The plan is to send an email out in the fall for unreported crimes that occurred in 2016 and then at the end of the year, an email will be sent out for any crimes not reported during 2017. Thereafter, there will be two emails sent annually. Chair Mackesy will take the lead on this to make sure it happens.

Sheila Spivey asked if there was a form to use to relay this information. Chair Mackesy replied that no form was necessary, just a reply to the email. If there is no reply, it will be understood that the CSA has no unreported crimes. Ms. Spivey asked if she could have a form for her office's use. Chair Mackesy approved that request but reminded Ms. Spivey that this would be back up to the ASR and as such would need to be kept for seven years.

Chair Mackesy informed the committee that he sent an email to UNF leadership that Clery records are only required to be kept for seven years and it was permissible to dispose of any records that are older. However, if Florida law requires you to keep a record longer, you must keep it. As a reminder, if you provide information for the 2016 ASR, you must keep those records for seven years. If UNF gets audited, it's better to have a file with each year's ASR and it back up in it, with a new file for every year.

**Clery property owned or leased by the University:** Chief Mackesy was provided a list of all University property owned or leased so we're good on that.

**Update on new travel agency:** Chair Mackesy asked Dr. Campbell to provide an update on the new travel agency. Dr. Campbell introduced two guests, Kelly Griffis and Sharon Comer, from the Project Management Office, for the update. That prompted Chair Mackesy to say that there were some new faces at the meeting and invited all members and guests to introduce themselves and to state what department they were from.

Ms. Griffis stated that Dr. Campbell invited them to the meeting to provide the committee with a status report, timeline and to address any questions. Unfortunately, tomorrow is Ms. Griffis' last day with UNF, but Sharon Comer will be taking over her duties. Implementation of the new system will be in December of this year. There is not much travel during that time so it will be a good time to make sure the work flow is correct. The University will be assigned a team of four travel agents. The travel agents, will capture information as it relates to the Clery Act before groups travel. This same company also services FSU, who is ahead of us in implementation, so the agents are very familiar with the travel processes of higher education. They will ensure that we get information needed.

The committee members did have some questions: what triggers will there be for Clery travel? Will spreadsheets need to be compiled and sent to UPD? Ms. Griffis said that they had a 10:30 call with the agency this morning and will make sure they address all concerns and questions. Chief Mackesy suggested that they pull in some of the bigger users to get their perspective and input. He also suggested they look at the International Center's process because they have a really good handle on Clery compliance. Chair Mackesy emphasized that we need to get in front of this and wants to make sure the stakeholders have input. He asked Dr. Campbell to take the lead to make sure that the right people are in the room. From UPD those right people will be Andy Joiner and Shawn Faulkner.

**Annual Security Report:** Chief Mackesy informed the committee that it is that time of year again when we have to begin working on the Annual Security Report. He will email last year's report to all members and request that each member use track changes and update the ASR as it relates to their department. Please keep the formatting and styling intact. If you have no changes to the ASR, please let him know that as well. Completing the report this year should be fairly easy, unless you have significant changes in your area, since we now have a good foundation to go by. Please turn in your portion of the ASR by 9:00 a.m. on August 10, 2017. If you do not respond by August 10, your portion may not be included in the ASR and that falls on the individual committee member. The report needs to be finalized and distributed to all students and employees by October 1. Please keep all your backup to the ASR in a folder for 2016.

**Other Business:** Chair Mackesy opened the floor for any other business. Julia Hann wanted to know how the ASR would be distributed. Chair Mackesy said that there will be an email to all employees with a link to a special Osprey Update and all employees are included in the Osprey Update list.

Dr. Campbell said that she has signed up for a webinar this afternoon regarding Clery Act compliance in relation to student conduct and updates to comply with VAWA. It will be at 2:00 in undergraduate honors 3/3131. Dr. Campbell expressed that she had not been inviting this group, but will do so from now on. When she gets a list of upcoming webinars, she will send the list to the group and if there is enough interest Dr. Campbell will register for the webinar.

Chief Mackesy then distributed the record maintenance cycle and the language for the email to all CSAs.

**Take A-ways:** Chief Mackesy then listed the take a-ways from today's meeting:

Kelly Harrison will complete the CSA list in June.

Title IX will be in Canvas by the fall.

New travel procedures will be in place by December.

Dr. Campbell will ensure the stakeholders provide input into travel procedures.

John Reis will review the white paper and policy.

The ASR is due by August 10 with your updates and any revisions.

Distributed the destruction schedule and language for the CSA email

**Next Meeting:** Thursday, August 10, 2017 at 9:00 a.m. in the Student Union, Building 58W / Room 3806

**Adjournment:** There being no further business, the meeting was adjourned at 9:45 a.m.

**Approved:** Approved by Committee vote on August 10, 2017.