

Clery Act Committee Meeting
Thursday, November 15, 2018 at 9:00 a.m.
Social Sciences Building, Building 51, Room 3201
MINUTES

Committee Members Present:

Frank Mackesy, UPD, Chair
Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Dan Endicott, Environmental Health and Safety
Katie Haft, Office of Equal Opportunity & Diversity
Kelly Harrison, CPDT
Donna Kirk, Athletics
Ruth Lopez, International Center
John Reis, Office of the General Counsel
Tom Van Schoor, Dean of Students
Rachel Winter, Student Conduct

Absent:

Anissa Agne, Enrollment Services
Maria Bello, Club Alliance
Joann Campbell, Compliance
Shawn Faulkner, UPD
Cheryl Gonzalez, Title IX Administrator
Christina Helbling, Academic Support Services
Anne Hoover, Academic Affairs
Dawn Knipe, Student Government
Holly Miller, Faculty Representative
Sheila Spivey, Women's Center

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy.

Minutes: John Reis presented the draft minutes of the August 9, 2018 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 by Tim Barnes and seconded by Bob Boyle. The motion was unanimously carried to accept the minutes as presented.

BOT Inquiry on the 2017 ASR: Mr. Reis advised that after the ASR was published, copies were sent to all the VPs. Vice President and General Counsel Karen Stone forwarded the ASR to the BOT members. One of the Board of Trustees had some questions regarding the report. Chief Mackesy, John Reis, Cheryl Gonzalez and Shelia Spivey participated in a conference call with the Trustee to answer her questions. The group was able to address the Trustee's concerns. Mr. Reis was included on the agenda for the last BOT meeting. There were no questions from the BOT during the meeting. Chief Mackesy wanted to forewarn the Clery Committee members that if the group could not have answered questions related to all areas of the ASR, then the person who is responsible for a particular section may have had to appear before the Board and answer questions. These board members, some of which just came aboard last January, are involved and want to understand all that's going on here at UNF.

Discussion: University of Montana's Clery Audit: Chief Mackesy gave an overview of the Montana findings. Many of the findings were the same thing as found in other audits including oversight and training. UNF has put great effort into being compliant in these areas.

Internal Audit Follow up: Chief Mackesy said that Joann Campbell and Julia Hann were both at a conference and unable to attend today's meeting. He said that Ms. Hann met with the President about her audit of the Clery Committee. The audit responses are due to be completed by 12-31-18. Ms. Hann has to report back to the President that the Clery Committee has completed its action items. Please ensure the necessary steps are taken to meet the deadlines.

As to the Appendix "A" update, Kelly Harrison reported that the HR website has a link to Clery reporting and to the Appendix "A" listing. Mr. Reis confirmed that the policy has been amended and includes a link to HR's site.

Written internal procedures for CSA's: There was a general round table discussion about how to prepare the procedures. How does UPD want to receive these complaints? Email? An intake form? A phone call? The procedures need to be consistent across all departments. Can't we have a template that will contain UPD requirements and then each department can add their specifics to the template? What kind of information does UPD need to be included in the email, call or form? Do they need to be posted on the departmental website?

Chief Mackesy will discuss this within his department and send an email to all Clery Committee members and let them know how UPD wants to receive any complaints and what information needs to be included. Chief Mackesy stated that UPD has a generic email address [STU UPD Command Staff@unf.edu](mailto:STU_UPD_Command_Staff@unf.edu), that may be the answer. He will email this information to the committee within the next couple of days so that each department can finalize their procedures by the December 31st deadline. The procedures do not need to be posted on the website, just contained in each department's procedures. Once your procedures are complete, please email them to Ms. Hann.

Other business: Kelly Harrison provided an update on the new training system. It has been narrowed down to three vendors who are conducting onsite demonstrations this week. Not only does each system track training, they all have individual learning paths and group paths, CSAs as an example, which will make coordinating training easier. He and Carrie Guth, Director of HR, will be meeting with the departments that have indicated they want all employees to be considered CSAs to clarify what "all" means. For example, does Housing want to include their custodial staff as CSAs?

Chief Mackesy mentioned that the new DOE standards on Title IX will be coming out shortly which will raise the evidentiary standard and allow for the respondent to cross exam the alleged victim. Rachel Winter stated that the new Code of Conduct that was just adopted already meets the redline DOE standards.

Next meeting: The next meeting of the Clery Act Committee will be held on Thursday, February 28, 2019 at 9:00 a.m. at the John A. Delaney Student Union, Building 58W, Room 3804.

Adjournment: There being no further business, Chief Mackesy adjourned the meeting at 9:40 a.m.

Approved, with corrections, by Committee vote on February 28, 2019.