

Clery Act Committee Meeting
Thursday, November 21, 2019 at 9:00 a.m.
John A. Delaney Student Union, Building 58W, Room 3804
MINUTES

Committee Members Present:

Frank Mackesy, UPD, Chair
Andrea Adams-Manning, Dean of Students
Anissa Agne, Enrollment Services
Kristen Ballard, SGA
Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Joann Campbell, Compliance
Shawn Faulkner, UPD
Kathleen Halstead, UPD
Matt Harris, Undergraduate Studies
Cristina Helbling, Undergraduate Studies
Ruth Lopez, International Center
John Reis, Office of the General Counsel
Sheila Spivey, Women's Center
Tara Sunquist, Athletics
Rachel Winter, Student Conduct

Absent:

Dan Endicott, Environmental Health and Safety
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs
Marlynn Jones, Office of Equal Opportunity & Inclusion
Dawn Knipe, Student Government
Luisa Martinez, International Center
Holly Miller, Faculty Representative

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy. Chief Mackesy asked each person present to introduce themselves and state what department they are representing.

Minutes: Chief Mackesy presented the draft minutes of the August 8, 2019 meeting to the committee and then offered the opportunity for comments/questions from the members. Upon receiving none, Chief Mackesy asked for a motion for approval. A motion was offered by Shawn Faulkner and seconded by Tim Barnes. The motion was unanimously carried to accept the minutes as written.

ASR Checklist: Dr. Campbell reported that she tracked everyone down and now has all the information needed for the ASR checklist. She just needs to have those last updates added to the spreadsheet. We are in good shape.

Chief Mackesy said that he remembers the checklist being sent out after the ASR was completed and submitted to the DOE. Should we do it before submitting to the DOE? Some departments change everything on the ASR every year and some only change what is actually different in the ASR from last year. Most page numbers shouldn't change. Can start in March and be almost done by July? After a brief discussion, it was decided that we will start the ASR

in March and complete the checklist before distribution to the DOE. As for the ASR itself, please use the same font and size!

Status of CSA Online Intake Form: Sgt. Faulkner distributed the latest draft of the CSA Crime and Incident Report. Chief Mackesy said the form is long but necessary. On the current form, there is not enough information to properly quantify the crimes so it is necessary to ask for more details.

Chief Mackesy said that someone suggested putting the form on a tile in Mywings, Cristina Helbling said that all you have to do is contact IT but then it has to go through a committee. Chief Mackesy then wanted to know if the form should be in Maxient. Rachel Winter said that was a logical place for it as that is what the software does, track incidents. All she needs is a workflow process. She needs to know to whom it will flow. Chief Mackesy said that it would go to Sgt. Faulkner and copied to him. Ms. Winter said that she could train Sgt. Faulkner on how to respond in Maxient and will get with him next week (11-25-19). Ms. Winter said that the form can be linked so that if it is changed, it will automatically update.

Ruth Lopez wanted to know if there should be a box for Study Abroad on the last page of the form under "location of crime". After a brief discussion, it was decided that Sgt. Faulkner will add a box for domestic and international travel.

Chief Mackesy then wanted to know how do we get the word out? It was suggested to get the most current CSA list from Kelly Harrison and send an email explaining that the form is out there and should be used for CSA reporting purposes. Sgt. Faulkner will get with Kelly. Another suggestion was to put the information in the Campus Update and perhaps an email from the Provost.

The takeaways from this discussion are that Sgt. Faulkner will add domestic and international travel to the form, he will get with the Dean of Students to add the form to Maixent and to get trained. Adam Brown will draft an announcement to be included in the Osprey Update. Sgt. Faulkner will send an email to all CSAs that this form will be used for reporting going forward. Sheila Spivey will get her shop to use it and put it on her website. We need to get Athletics and EOI to put the form on their sites. Chief Mackesy will provide the Provost with suggested language and ask the Provost to send an email to all Academic Affairs personnel.

Other Business: Chief Mackesy noted there was no representative from EOI so he looked to Dr. Campbell for her input. Do we need the CSA and responsible employee language in the two different policies to be relatively the same? Dr. Campbell said that the decision was made to not make them the same but can reengage the conversation. Some think it should be and some not. Dr. Campbell stated that EOI and AA/SA are now addressing the sexual misconduct and equal opportunity regulations, so it is a good time to address that question. In the same document we can have the responsibilities of both because they sometimes overlap. We don't want confusing language out there. Dr. Campbell said that if any committee members have any thoughts regarding any changes to either regulation to send them to her.

Chief Mackesy wanted to know if athletic trainers are CSAs. A resounding "yes" was the answer. We need to make sure athletic trainers know they are CSAs and their responsibility to report. Dr. Campbell said that Athletics has robust training and feels that athletic trainers know this.

Chief Mackesy wanted to know who could speak to Greek discipline. Andrea Adams-Manning said that she could. Chief Mackesy asked when they do their own discipline, do we capture

Clery violations? Ms. Winter said they know the expectation of Clery level offenses, and that they are not capable of handling it in self-governance but to send it to Student Conduct. She has been involved multiple times in their training and is actively communicating with the two councils.

Do Safety Rangers need to be CSAs? Safety Rangers are usually students, but not always. They provide escorts and frequently give rides late at night. They take CSA training, but are not on the list. Should they be? After a brief discussion, it was concluded that the Safety Rangers provide the perception of safety so they should be included as CSAs.

Next meeting: The next meeting of the Clery Act Committee will be held on Thursday, February 27, 2020 at 9:00 a.m. at the John A. Delaney Student Union, Building 58W, Room 3703A.

Adjournment: There being no further business, Chief Mackesy adjourned the meeting at 9:30a.m.

Approved: Approved by Committee vote on February 27, 2020.