

Clery Act Committee Meeting
Thursday, August 13, 2020 at 9:00 a.m.
Via Zoom
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Committee Members Present:

Andrea Adams-Manning, Dean of Students
Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Joann Campbell, Compliance
Dan Endicott, Environmental Health and Safety
Shawn Faulkner, UPD
Kathleen Halstead, UPD
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs
Marlynn Jones, Office of Equal Opportunity & Inclusion
Donna Kirk, Athletics
Dawn Knipe, Student Government
Ruth Lopez, International Center
Luisa Martinez, International Center
John Reis, Office of the General Counsel, Vice Chair
Sheila Spivey, Women's Center
Rachel Winter, Student Conduct

Absent:

Frank Mackesy, UPD, Chair
Anissa Agne, Enrollment Services
Calena Gray, Human Resources
Cristina Helbling, Undergraduate Studies
Holly Miller, Faculty Representative
Student Government Association Representative

The meeting was called to order at 9:03 a.m. by Committee Vice Chair, John Reis.

Minutes: Mr. Reis presented the draft minutes of the May 28, 2020 meeting to the committee and then 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 Shawn Faulkner and seconded by Bob Boyle. The motion was unanimously carried to accept the minutes as written.

Mr. Reis announced that Calena Gray is the newest member of the committee representing Human Resources, but she was not in attendance. He asked Kelly Harrison if her role would be to help him out with the CSAs. Mr. Harrison confirmed that was correct. He has already been working with Ms. Gray when new positions are added to the CSA list, he gets with her to modify the position descriptions to reflect CSA responsibilities. Mr. Harrison said that the most recent positions added to the CSA list were the Safety Rangers and the MOCA security guards. Mr. Reis said that we would have to hold our warm welcome for Ms. Gray until the next meeting.

2019 ASR: Mr. Reis advised the committee that the DOE moved the date to file the ASR until either December 1 or December 31. Mr. Reis said that he had conferred with Chief Mackesy and it was determined that since there is not too much new information to include in the ASR that we will meet the original filing date of October 1, 2020. We have been filing The ASR by

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October 1 for several years and there does not appear to be any reason to deviate from that date. Next year, the filing date will probably go back to October 1 anyway.

Mr. Reis said that most people have already submitted their sections of the ASR to Chief Mackesy but for those who have not yet submitted them, Chief Mackesy would like them by August 21. Mr. Reis asked if there was any discussion or objections to this deadline. Upon receiving none, he asked everyone to get their information to Chief Mackesy, copying him and Joann Campbell, by August 21. If you do not do so, Chief Mackesy will email you directly asking for it.

Mr. Harrison said that any references to Greg Catron in the report should be changed to Daniel Nicolas, the new Associate Director for Employment and Labor Relations. Mr. Harrison has also been forwarding the ASR to Mr. Nicolas and Carrie Guth for their sections. Mr. Reis said that he would forward the ASR section and responsible department list to the committee. If anyone should have any questions, feel free to contact him, Chief Mackesy or Joann Campbell.

Update on Greek Advisors as CSAs. Before we get to Greek Advisors, Mr. Reis wanted to loop in Study Abroad co-leaders and hoped that Ruth Lopez could speak to that. Ms. Lopez stated that in study abroad trips there could be a variety of leaders, co-leaders, non-UNF co-leaders, faith based leaders, guests, and spouses. Some of these include former faculty members, adjuncts and volunteers. Mr. Reis inquired if the students would look to these people for help. Ms. Lopez explained that in trip orientation with students, they are told to seek out the faculty leader for any help or assistance, but they don't always do that. Spouses usually just travel with the group and don't participate in any of the student activities so we don't think they would be CSAs. Luisa Martinez said that on the application, it lists leader, co-leader, non-UNF co-leader, non-student and non-faculty leaders as participants. Volunteer guests could also be alumni.

Joann Campbell said that we need to look at who we are directing students to. Payment / employment are not criteria for CSAs. Leader equals responsibility so how can we not include non-UNF leaders as CSAs?

There was a brief discussion that if we don't classify them as UNF, these leaders will not be designated as CSAs and will not get training. If we just classify them as co-leaders, they would be looped in but any tracking of training would have to be done manually because the training platform is not designed for non-UNF Individuals.

Mr. Reis wondered if the Power Point Presentation that was used in the workshops could fill the role of training. Mr. Harrison suggested that the Clery training video used for New Employee Orientation could be made available to these non-UNF leaders. Mr. Reis suggested they could view the video and the Power Point Presentation and then certify they have completed each. Ms. Martinez said having them acknowledge that they have seen, read, or watched, would be no problem.

Mr. Reis then turned the attention to Greek Advisors. Andrea Adams-Manning said that she has had a lot of conversations with her counterparts since the last meeting. Many of them do not classify non-employees as CSAs. The Greek organizations choose their own advisors and, for the most part, these advisors are not UNF employees. They can do that because they are not

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Registered Student Organizations (RSO). Rachel Winter agreed that UNF does not have any say in selecting the Greek leaders or mandating training as they are an autonomous organization.

Mr. Harrison asked if the Greek organizations could become RSOs. Ms. Adams-Manning she would recommend that but it comes down to Student Government and if they are in favor of it. Maybe Ally (Schneider, SG President) would look into that as part of her administration. Dawn Knipe said that has not even come up for discussion yet. Ms. Knipe said that she would discuss it with Ms. Schneider and see if she would like to have that conversation. Ms. Adams-Manning said that she would like to join in that conversation. A question arose if UNF even knew who the Greek advisors are. Ms. Adams-Manning said that UNF requires them to let them know who the advisors are and if any of them change.

Mr. Reis said because they are not RSOs, we are basically asking non-employees to report crimes and then we are responsible for them. Dr. Campbell again stated that employment status does not matter to Clery. Dr. Campbell suggested to Mr. Reis that he ask his legal colleagues the employment status question as it related to Clery. Mr. Reis said that he would send Dr. Campbell the language from the most recent Clery handbook regarding employment and CSA responsibility.

Ms. Knipe stated the to be an RSO, they have to have either a faculty or staff member to be their advisor and take the training. Some faith based and sports organizations have outside advisors but then they have to have a UNF liaison.

Mr. Reis said that we will leave Greek advisors as status quo for now and reassess the applicability of CSA designation after any conversation with Student Government.

Update on Athletics interns and assistant coaches. Donna Kirk advised the committee that Calena got with Nick Morrow, they sorted through all titles and it has been resolved. They have removed Athletic Interns from the ASR and CSA list since Athletic Trainers will account for both full-time and OPS trainers.

Mr. Reis recapped the CSA questions. Athletics has been resolved. We will not include Greek advisors. Will add co-leaders for Study Abroad.

Other Business: Mr. Harrison stated that the new training system is up and running. Once the majority of the COVID-19 training is completed, we will begin the process of transferring the Clery Act training to the new system. He will be using the new video used for New Employee Orientation for Clery training. He will also bring information over from the old system to the new to that those who have already taken the training will be given credit for it. He will be able to assign training to specific groups and make a note if it's recurring training. He said that the new system is dynamic meaning any new CSA will automatically be assigned training or remove the training from the employee's list if they move to a position that is not a CSA.

There will be a blackout period of 2 – 3 weeks in late September or early October where CSA training will not be available due to it being moved from the old platform to the new. This time was selected since all new Housing RAs and other CSAs should have completed the training by then.

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Mr. Harrison said that we need to have a discussion to determine the timetable for annual training. He needs to set an anchor to let the system know when to remind employees that it's time to train again. What is the annual period? The anchor could be a due date in the fall, 365 days from the last time training was taken, calendar year, fiscal year, or school year. He would like to know this anchor by October 1 and will send the group the different options the platform offers for setting the anchor point to aid in this discussion.

Mr. Reis reminded the committee to get their section of the ASR to Chief Mackesy, copying him and Dr. Campbell, by August 21

Next meeting: The next meeting of the Clery Act Committee will be held on Thursday, November 19, 2020 at 9:00 a.m. at a location to be determined, which will most likely be via Zoom.

Adjournment: There being no further business, Vice Chair Reis adjourned the meeting at 9:45a.m.

Approved by Committee vote on November 19, 2020.