

**Clery Act Committee Meeting**  
**Thursday, November 19, 2020 at 9:00 a.m.**  
**Via Zoom**  
**MINUTES**  
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**Committee Members Present:**

Frank Mackesy, UPD, Chair  
Andrea Adams-Manning, Dean of Students  
Anissa Agne, Enrollment Services  
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  
Calena Gray, Human Resources  
Kathleen Halstead, UPD  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Marlynn Jones, Office of Equal Opportunity & Inclusion  
Nagat Khalifa  
Donna Kirk, Athletics  
Dawn Knipe, Student Government  
Luisa Martinez, International Center  
John Reis, Office of the General Counsel, Vice Chair  
Rachel Winter, Student Conduct

**Absent:**

Cristina Helbling, Undergraduate Studies  
Holly Miller, Faculty Representative  
Sheila Spivey, Women's Center

The meeting was called to order at 9:01 a.m. by Committee Chair, Frank Mackesy. Chief Mackesy asked that Vice Chair John Reis conduct the approval of the minutes since Chief Mackesy was not at the August 13, 2020 meeting. Mr. Reis 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.

**Introduction of New Members:** Chief Mackesy introduced Calena Gray, who will be representing Human Resources, and Nagat Khalifa, who will be representing Student Government. Ms. Nagat stated that she goes by her last name, Khalifa, as it is easier. Chair Mackesy welcomed both and stated the Committee is lucky to have them aboard.

**Bi-Annual Notification to CSAs:** Sgt. Faulkner stated that he sends the bi-annual notifications to CSAs a week or two before spring and fall graduations to be sure and capture any CSAs that will be graduating. He just sent the fall notification about two weeks ago reminding the CSAs of their responsibilities and to report any crimes that were not reported. He received no response, which indicates that the CSAs are doing their job in reporting crimes when they happen. Kelly Harrison provides the most up to date list of CSAs to Sgt. Faulkner so he can send the notification to the current CSAs.

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**What is the Annual Period for Training:** Mr. Harrison explained that he needs a due date for annual training to be completed. The timeframe for annual training could be from January 1 to December 31 of each year. He needs a date to input into the new training system so that notices can be automatically sent to individuals who need annual training in order to provide a date for completion. Chair Mackesy suggested that November 30 might be a good date so that if anyone hasn't done it by that date, we can get them to complete training by December 31, which will keep us in compliance.

Mr. Harrison said that he is able to capture all new CSAs in new employee orientation where they take their first training. New student resident assistants do not go through new employee orientation so they are harder to capture. Bob Boyle said that the biggest influx of new RAs is in August. Mr. Harrison said that once they are added into the new training system, they will automatically be sent an email congratulating them and alerting them that as a CSA they are required to take training by a certain date. He will be able to track exactly who has or hasn't taken the training. After a round table discussion it was decided that current CSAs will be required to take the annual training by March 31 of each year. If they do not take the training, it will be easy for the system to generate an email reminding them of the deadline.

Andrea Adams-Manning suggested that new student CSAs be required to take training within two weeks of being in that position, no matter when they start. Mr. Harrison verified that Human Resources sets a moratorium for new hires towards the end of the calendar year. This year, the last date for new employee orientation is November 30, 2020. The next new employee orientation won't be until January 11, 2021. With the moratorium in place, the University won't be in a position whereby newly hired CSAs can complete the training by December 31.

Chief Mackesy ask Mr. Reis if the Clery Act sets a deadline for training. Mr. Reis said that the Clery Act does not even require annual training; however, the best practice is to provide training once an individual is in a position of a CSA and thereafter annually. Chief Mackesy said we should go with Ms. Adams-Manning suggestion of training new student CSAs within 2 – 3 weeks of been hired into a CSA position. Joann Campbell stated that training should be completed within fourteen days of being in the position, not twenty-one. The COVID-19 training was to be completed within fourteen days so we already have a precedent for the fourteen day period. This training is a requirement of the position so they have to do it within the required timeframe.

Mr. Harrison said that the E-PAF approval date is when the actual job record is created in Banner. The next day, an email is automatically sent to individuals to take the training. As a wrap up, Chief Mackesy said that current CSAs will complete training by March 31 of each year and new hires will have fourteen days to complete it.

**Other Business:** Mr. Reis said that the Clery Act Handbook has been replaced with an appendix. There are no changes we need to make in the immediate future but come spring we may need to see if there are any changes or improvements. Chief Mackesy said with a new administration taking over in January, we need to wait and see how it all shakes out. Mr. Reis will keep the committee posted on any changes.

Chief Mackesy thanked everyone for their work on the ASR. He received a printout from the DOE that the ASR was received. Happy Thanksgiving to all.

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**Next meeting:** The next meeting of the Clery Act Committee will be held on Thursday, February 25, 2021 at 9:00 a.m. As Chief Mackesy sees no immediate changes to the COVID situation, this meeting will most likely be via Zoom.

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

Approved by Committee vote on February 25, 2021.