

Clery Act Committee Meeting
Thursday, May 27, 2021, 9:00 AM
Via Zoom
MINUTES

Committee Members Present:

Frank Mackesy, UPD, Chair
John Reis, Office of the General Counsel, Vice-Chair
Andrea Adams-Manning, Dean of Students
Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Joann Campbell, Compliance
Jason Edgar, SG Business Office
Calena Gray, Human Resources
Kathleen Halstead, UPD
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs
Marlynn Jones, Title IX Administrator
John Kane, UPD
Donna Kirk, Athletics
Michael Malec, Counseling Center
Valerie Morrison, Student Health Center
Sheila Spivey, Women's Center
Rachel Winter, Student Conduct Officer

Absent:

Anissa Agne, Enrollment Services
Dan Endicott, Environmental Health and Safety
Ruth Lopez, International Center
Holly Miller, Faculty Representative

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

Minutes: Chair Mackesy presented the draft minutes to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, he asked for a motion for approval. A motion was offered by John Reis and seconded by Marlynn Jones. The motion was unanimously carried to accept the minutes as written.

Introduction of New Members: Chair Mackesy introduced and welcomed new members Valerie Morrison, Director Student Health Services and Richmond Wynn, Director Counseling Center.

Bi-Annual Notification to CSAs: Sgt. John Kane reported that the Osprey Update blast notification has gone out to all CSAs. Kelly Harrison said half of the letters to active CSAs are ready and the rest should be done by next week. There was an issue with the automatic groups used to identify CSAs, and some need to be manually entered due to how the positions are titled in Banner, particularly club advisors and faculty leaders of domestic student trips are more difficult to identify.

Chief Mackesy stated CSA training needs to be completed by March 31 annually for all current CSAs and new hires after March 31 need to complete by December 31 of the same year. Mr.

Harrison stated that annual notices go out and CSAs have 14 business days to complete the training, however this year they did not go out in March due to the previously mentioned group issue. Mr. Harrison stated that there is an escalation process if a CSA does not complete their training within 14 days. Notifications will go to their supervisor and/or Chief Mackesy and John Reis. Chief Mackesy noted that if necessary, notification will be sent to their Vice President.

New hires designated as a CSA will get a training notification when their ePAF is approved and their job record is created, typically 5-10 days after their start date.

Status of “Real Estate” Representative to the Committee: Chief Mackesy reported that there will not be an actual real estate representative on the committee, however he and John Reis have a system in place in regards to real estate transactions to the university.

Status of 2020 ASR: Chief Mackesy reminded the committee that ASR updates are due to him by August 23, per his May 20 email. He asked for a response as soon as possible, even if there are no edits to the report, using Arial size 11 and track changes. All committee members were emailed the ASR, 2019 ASR checklist and a blank 2020 ASR checklist. The 2020 ASR is due to the Department of Education by October 1, 2021.

Any New Campus Properties or Removed Campus Properties: The new Aquatic Center will open by August per Donna Kirk; therefore, Bolles will be removed after August 2021. Ms. Kirk will notify Chief Mackesy and Sgt. Kane when the pool officially opens. Mr. Reis stated new properties such as the Guana Tolomato Reserve and MEDNexus Palm Coast will be captured through the General Counsel’s office, as Chris Wrenn is involved with the contracts and loops him in as needed.

Report from the subcommittee to review the CSA list: Mr. Reis emailed the subcommittee a proposal to review the list on HR’s website by category to determine who is or is not a CSA, and narrow down categories from there. Current list of 300 CSAs is probably not too far off for a school our size. Calena Gray is going through position titles versus the CSA list. Job titles are not always a clear indicator if a position is a CSA (i.e., club advisors, faculty, etc.) The Recreation Department and Enrollment Services also need to be looked at more closely to determine what specific positions should be considered CSAs. Mr. Reis will send Ann Hoover links to Enrollment Services and club advisor lists to investigate further.

Update from Human Resources if job description changes to CSA: Ms. Gray and Mr. Harrison explained that all employees get Clery training at New Employee Orientation whether they are a CSA or not. When an employee is promoted or has a job change to a CSA position, they automatically receive a notification to complete training. If a position is newly designated as a CSA is not automatically captured, there is a box for the hiring department to check CSA in the position description. OPS employees such as RAs, orientation leaders, and UPD safety rangers are easy to capture. Ms. Gray and Mr. Harrison confirmed summer camp counselors are not CSAs because they are not meeting with our students; however, they do undergo heightened level 2 background checks.

Andrea Adams-Manning added that Student Accessibility Services hires OPS educational aides who work with students and may need to be considered. Ms. Gray stated that HR does not have position descriptions on OPS employees. Chief Mackesy said that HR should review all positions to determine if a position should be a CSA, excluding the established exemptions like professors, Counseling Center staff, and SHS staff. Chief Mackesy explained how doctors are exempt as CSAs when treating a patient, as they comply with other requirements as health providers. The directors of Student Health Services and the Counseling Center would be the CSA in these areas, if it is brought to their attention.

Chief Mackesy asked where student clubs fit in and who would be responsible for making sure club advisors go through CSA training. Jason Edgar confirmed this falls under Jana Soto with Club Alliance/the Student Involvement Center, and ultimately the Director of Student Government. Chief Mackesy will reach out to the Director in regard to the club advisors.

Rachel Winter confirmed that Greek organizations are not included as a Registered Student Organization (RSO) because their advisors can be non-UNF personnel. Ms. Adams-Manning asked about organizations within colleges like professional fraternities/sororities and Ms. Winter confirmed they are RSOs.

Other Business: None.

Next Meeting: Thursday, August 12, 2021 at 9:00 a.m. either via zoom or at a location to be determined.

Adjournment: There being no further business, the meeting was adjourned at 10:00 a.m.

Approved by committee vote August 12, 2021