

Clery Act Committee Meeting
Thursday, February 24, 2022, 9:00 AM
Via Zoom
MINUTES

Committee Members Present:

Frank Mackesy, UPD, Chair
Anissa Agne, Enrollment Services
Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Samantha Brown, Faculty Representative
Joann Campbell, Compliance
Jason Edgar, SG Business Office
Calena Gray, Human Resources
John Grosso, SGA
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs
Fantei Norman, EOI
John Kane, UPD
Donna Kirk, Athletics
Luisa Martinez, International Center
Valerie Morrison, Student Health Center
John Reis, Office of the General Counsel, Vice-Chair
Rachel Winter, Dean of Students
Richmond Wynn, Counseling Center

Absent:

Adam Brown, UPD
Dan Endicott, Environmental Health and Safety
Shelia Spivey, Office of Diversity & Inclusion

The meeting was called to order at 9:01 a.m. by Committee Chair, Frank Mackesy.

Minutes: Chair Mackesy presented the draft minutes of the November 18, 2021 meeting 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 Jason Edgar and seconded by Ann Hoover. The motion was unanimously carried to accept the minutes as written.

Review of Second Amended Bylaws and Amend: Chief Mackesy stated that there were no major changes to the bylaws. The Director, or designee, of the Counseling Center and Student Health Services were added to the membership list. Rachel Winter said that there are department name changes. Joann Campbell said those could be considered scrivener's errors. Ms. Winter also said that the title of University Conduct Officer will probably change. Once that decision is made, she will provide the new title to John Reis and Mary Stumph. There were no other changes.

Review of and Recommended Changes to Policies or Reaffirm: Next on the agenda were the policies. Chief Mackesy reminded the committee that back in November they were tasked with reviewing the policies and providing him and John Reis any suggested changes by November 7. They received minor inputs from a couple of members.

Chief Mackesy went on to review the Campus Safety and Security Reporting policy to remind members of what they are responsible for. HR is responsible for providing notice regarding the availability of the annual ASR to current and prospective employees and to provide a hard copy of the report if requested. Calena Gray confirmed that HR is aware of this responsibility.

Enrollment Services is responsible for providing the same notice to current and prospective students. Anissa Agnee made a note of that. Mr. Reis stated that the notice is contained in the Consumer Disclosure tab and probably in the student handbook. Chief Mackesy just wanted to remind HR and Enrollment Services of their responsibilities.

UPD is aware of their responsibility to classify and count crimes, to gather and submit crime statistics, maintain a daily crime log, to email CSAs at least twice a year to report crimes, and to issue campus alerts. It was noted that issuing timely warnings is a corporate responsibility between UPD, OGC and the Marketing Department.

HR, specifically CPDT, is responsible for training CSAs. The policy states that “the current list of CSAs can be found on the Human Resources website. Kelly Harrison confirmed that list is up to date. He further stated that he runs a weekly report for the International Center and Club Alliance so they can keep on top of which study abroad leaders and club advisors still need training.

Chief Mackesy noted that Dan Endicott, the representative for Environmental Health and Safety, had a conflict and could not attend today’s meeting. However, Chief Mackesy said that fire safety information is the responsibility of EHS. He knows they maintain a fire log of the on-campus housing facilities because it is incorporated into the ASR and that is completed each year. He knows that they submit fire statistics to the Department of Education annually. He just wanted to make sure that everyone knows their responsibilities. Dr. Campbell agreed that we just needed to check the box for “reaffirmation of existing policy” and get it to her and Diane Scott and they would take it from there.

The Clery Act Timely Warning and Emergency Notification Policy was up next. Chief Mackesy and Mr. Reis reviewed and went over the policy and agreed that no revisions were needed. Again, we just need to check the box that this is a reaffirmation of the policy. Bob Boyle said that Housing and Residence Life Services is not their title. “Services” needed to be deleted. Rachel Winter said that it is University Conduct Officer not Student Conduct Officer. Those two changes will be made.

Donna Kirk said that she provides training for Athletics during the fall at the welcome breakfast. She asked if it was necessary that they also do the Osprey Ascend module. Mr. Harrison stated that in person training met the training requirement and they did not have to also complete the module. Dr. Campbell wondered if that in person training has ever been reviewed. Mr. Reis said that he and Ms. Kirk get together every year to review the training materials to make sure they are up to date before she conducts training.

Mr. Harrison stated that the policy references a Public Information Officer but he is not sure we actually have a person with that title. Chief Mackesy said that timely warnings are a joint effort by UPD, John Reis and the Marketing Department. He thinks there is a Public Information Officer in the Marketing Department. He thinks it’s Amanda Ennis. Chief Mackesy said that he looks at this from a safety and security prospective. He prefers to use Public Information Officer rather than a representative from the Marketing Department for safety and security. Dr. Campbell said that the Incident Management Team also refers to Public Information Officer so the policy using that title should be okay.

Mr. Harrison brought attention to the next to the last paragraph on page 2 that begins with “Anyone with information regarding criminal activity” that it does not list the Safe Ospreys app and suggested it be added. Chief Mackesy said that anything provided to the “tip” line goes to an email that is not monitored 24/7 but the blue light component does. He thinks it’s a great app that everyone on campus should download on their phone. It’s one button to push in an emergency. Mr. Harrison said that in New Employee Orientation, we really push them to put that app on their phone. Chief Mackesy agreed it should be added and to highlight the mobile blue light component.

Status of Adding CSA Requirements, including annual training, to CSA Performance Evaluations: Ms. Gray reported that Human Resources is still working on a new performance evaluation system but is not sure where they are on that. “They” are Daniel Nicolas, who is in charge, Carrie, and Ashley Smith. There definitely is a training piece, but there is not a box you can check that says the employee has completed what they are required to do. Mr. Harrison said that in the UNF training system, supervisors can go in there and see what training has been completed by each employee. CPDT is revamping its website so they can put material out there so supervisors know how to get into the system. He will also send an email to Deans/Dirs. with a link to the webpage.

Is there anyway to classify alcohol and drug investigations in Maxient? Chief Mackesy said that Jack Kane took over the Clery functions previously handled by Sean Faulkner. . Thanks to the generosity of Dr. Campbell, Sgt. Kane was able to attend Clery Act training. As with all officers who complete training, he came back with one or two things that he wanted to make sure we do. This discussion is for the Maxient users. Sending a matter to EOI or Conduct does not comply with the Act. The CSA has to report Clery crimes directly to UPD. As an example, underage drinking does not usually result in an arrest, but it is a reportable crime that UPD has three days to put on the crime log. A button for alcohol or drugs that would route that matter to UPD would be very helpful. There was a robust discussion among the Maxient users regarding student RAs, their training, and the functions of Maxient. Dr. Campbell advised the group that she is planning a Maxient meeting because she does not think we are using Maxient to the best of our ability and to discuss report routing. She will be happy to include Chief Mackesy and Sgt. Kane in that meeting. Chief Mackesy agreed that would be the best setting to continue this discussion.

Reminder of NACCOP Membership: Chief Mackesy reminded the committee that the University is a member of the National Association of Clery Compliance Officers and they are available for your use should have any questions.

Other Business: The only takeaways from today’s meeting is to get CSA training on their annual evaluation and for Dr. Campbell to arrange the Maxient meeting.

Next Meeting: Thursday, May 26, 2022 at 9:00 a.m. either via zoom or at a location to be determined. Chief Mackesy asked for a show of hands from the members if they would like to continue meeting by zoom. The majority of members raised their hands.

Adjournment: There being no further business, the meeting was adjourned at 10:07 a.m.

Approved as amended by committee vote on May 26, 2022.