

Clery Act Committee Meeting
Thursday, May 26, 2022, 9:00 AM
Via Zoom
MINUTES

Committee Members Present:

Frank Mackesy, UPD, Chair
Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Samantha Brown, Faculty Representative
Joann Campbell, Compliance
Rosalind Dexter-Harris, Enrollment Services
Jason Edgar, SG Business Office
Leslie Hicks, EOI
Anne Hoover, Academic Affairs
John Kane, UPD
Donna Kirk, Athletics
Stephanie Levine, HR
Michael Malec, Counseling Center
Luisa Martinez, International Center
Valerie Morrison, Student Health Center
John Reis, Office of the General Counsel, Vice-Chair
Ashley Smith, HR
Shelia Spivey, Office of Diversity & Inclusion
Rachel Winter, Dean of Students

Absent:

Dan Endicott, Environmental Health and Safety
Kelly Harrison, CPDT

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

There were new faces in the Zoom meeting, so Chief Mackesy called on each member to state their name and what department they were representing.

Minutes: Chief Mackesy presented the draft minutes of the February 24, 2022 meeting to the committee and offered the opportunity for comments/questions from the members. Jason Edgar said that he had a correction to the members present in that Alexandra Kutesvich is no longer with Student Government. No other committee members had any changes or corrections to the minutes. Chief Mackesy asked for a motion to approve the minutes as amended. A motion was offered by Anne Hoover and seconded by Samantha Brown. The motion was unanimously carried to accept the minutes as amended.

Annual Security Report: Chief Mackesy stated that it is time to start putting together the 2021 Annual Security Report. For newer members, Chief Mackesy explained that last year was the documentation for the 2020 ASR. Also, last year everyone sent their documentation to him, he compiled it, sent it to the committee to review, and then finally, he Joann Campbell and John Reis completed the final review. The ASR is usually filed in late September but definitely by the October 1 deadline. We will now begin working on the 2021 ASR, which will not be made public to the University until the end of September or October 1. Chief Mackesy stressed that he needed all the committee's inputs for the 2021 ASR by August 11.

From the UPD perspective, they will be doing things differently this year. Last year all documentation was sent to Chief Mackesy and then he sent it to Adam Brown. This year, Adam is going to be preparing the 2021 ASR. Chief Mackesy advised the committee that they will be getting the 2020 control document from Adam. Each department then makes any necessary changes using track changes and to send back to Adam. The email will include what font size and what specific font to use. Please don't change them. Keep it in what it is as it looks unprofessional when the report contains different font sizes and it is time consuming to correct it. You don't need to worry about formatting as UPD will format the document at the very end to make sure it looks okay. Final due date to have all your final changes in will be August 11. The reason it's August 11 is because that is the next Clery Committee meeting. Adam will send the email and attach the 2020 final ASR, the 2021 control document and the 2021 check list. Chief Mackesy asked if Joann Campbell would still help with the final review since she is moving from Compliance Officer to another position. She agreed to do so. Chief Mackesy, Dr. Campbell and Mr. Reis will give the 2021 ASR a final review before it's submitted to the DOE.

Chief Mackesy said as a reminder that some of the committee members may not even need to make any changes to the control document. The ASR checklist, which Adam will send out, can help narrow down the areas that each department needs to review. UPD has no idea if you changed your policies, cannot check your mistakes and won't know if you leave something out.

Update Performance Evaluations including CSA Requirements: Chief Mackesy said that Stephanie Levine and Ashley Smith are temporarily representing HR until Calena Gray's replacement is hired. Mr. Reis started the conversation sharing that he received emails from both Kelly Harrison and Carrie Guth that advised him that HR is working on a new electronic performance evaluation ("PE") that can enable the supervisor to add goals to the PE and evaluate the CSA if they have taken the required CSA training. Chief Mackesy wondered who was going to make the goals part of the evaluation, HR or the supervisor. Mr. Reis said that he understood that the position description will be part of the electronic PE and supervisors can evaluate them on training as part of their goals. He also suggested a checkbox on the electronic PE that the employee would check yes or no as to whether they completed the required training. Ms. Smith confirmed that the evaluation process will change into an electronic form. At the beginning of the fiscal year, the goals for next year should be inserted and then at the end of the year, the supervisor will evaluate if the employee completed their goals. Chief Mackesy inquired as to who would take the lead on this. Ms. Smith said that it would probably be her and Carrie Guth. She will talk to Carrie about it and get back to the committee.

Other Business: Chief Mackesy stated that he, Dr. Campbell, Mr. Reis, Rachel Winter, Bob Boyle and others met regarding the Maxient program picking out certain reports that should come to UPD to review. Ms. Winter reported that Jocelyn Posos has gone through four or five different versions of the report and sent to Bob Boyle to review. They are trying not to make it too complicate for the RAs but are limited in how they can route reports. Hopefully they can start rolling it out going into Summer B. They are trying to make it so UPD does not have to work through all the reports that Student Conduct and Housing have to sort through. They are trying to narrow it for UPD, while also trying to limit human error on the part of the RAs.

Moving onto the next topic, Chief Mackesy said that in reviewing the minutes from the last meeting, he noticed two changes that needed to be made to the Clery Act Timely Warning and Emergency Notification Policy. He noted that Mr. Boyle said that Housing and Residence Life Services is not their title and "Services" needed to be removed. Ms. Winter also noted that the title is University Conduct Officer not Student Conduct Officer. He wondered if those changes had been made. Joann Campbell said that the Compliance Office will review that policy, make the technical changes and send it to CEROC to affirm. The policies will be on the next CEROC agenda.

Chief Mackesy then opened the discussion for committee members if any had other business. Louisa Martinez Joyce reported that the University has eleven faculty led study abroad trips out this summer. There have not been any such trips since 2019. For security purposes, she will have all addresses for all faculty put into Concur. The addresses will be put in at the expense side of the travel request, not at the beginning. So far, travel has been going well with the only issues happening with COVID protocols for entry and exit.

Mr. Reis advised the committee that the fines for Clery violations went from \$59,017 to \$62,689 per violation. Chief Mackesy said that the fine was adjusted for inflation, and he has never seen a fine adjusted for inflation except this one. Mr. Reis said that when we started this Clery journey almost ten years ago, fines were around \$35,000 per incident.

Chief Mackesy next reviewed the takeaways from this meeting are that the information for the 2021 ASR will be due to Adam Brown by August 11. Please remember font size and font style, and please don't change it. Dr. Campbell will make the changes in the policy and route to CEROC. Ms. Smith will take the lead on the PE as it relates to CSAs. Ms. Winter still has the lead with Mr. Boyle's shop on Maxient

Next Meeting: Thursday, August 11, 2022, at 9:00 a.m. via zoom.

Adjournment: There being no further business, the meeting was adjourned at 9:37 a.m.

Approved by Committee vote on August 11, 2022.