

Clery Act Committee Meeting
Thursday, August 10, 2023,
9:00 AM Via Zoom
MINUTES

Committee Members Present:

Anissa Agne, Enrollment Services
Robyn Blank, Compliance Officer
Misa Bogomaz, Counseling Center
Bob Boyle, Housing and Residence Life
Francesca Brant, Housing and Residence Life
Adam Brown, UPD
Samantha Brown, Faculty Representative
Dan Endicott, Environmental Health and Safety
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs
Donna Kirk, Athletics
Joe Lutz, UPD
Luisa Martinez Joyce, International Center
Valerie Morrison, Student Health Center
Jocelyn Posos, Student Conduct
John Reis, Office of the General Counsel, Vice-Chair
Rachel Winter, Dean of Students

Absent:

Frank Mackesy, UPD, Chair
Anthony Balmaso, SG Attorney General
Jason Edgar, SG Business Office
Sheila Spivey, Office of Diversity & Inclusion
Representative from Equal Opportunity & Inclusion

The meeting was called to order at 9:01 a.m. by Committee Vice Chair, John Reis.

Introduction of new SG Member: Unfortunately, Anthony Balsomo, SG Attorney General was not able to attend today's meeting. He will be introduced at the November meeting.

Minutes: Mr. Reis presented the draft minutes of the May 25, 2023 meeting to the committee and offered the opportunity for comments/questions. Upon receiving none, he asked for a motion to approve the minutes. A motion was offered by Dan Endicott and seconded by Misha Bogomaz. The motion was unanimously carried to accept the minutes as written.

2022 ASR – Documentation due by August 15: Mr. Reis reminded the committee members that the information for the 2022 ASR is due to Adam Brown by no later than Tuesday, August 15. It is not due to be submitted to the DOE until October 1, but we need time to compile the information, review it and format it before filing it with the DOE. Please refer to the Margolis Healy spreadsheet to make sure you include all that is required in your section. Adam Brown reported that he has received information from Donna Kirk and Dan Endicott but really needs the information from everyone else.

Maxient CSA reporting form MyWings tile and inclusion of link to Maxient form on UPD website: Mr. Reis reported that when MyWings was redesigned, the tile for the Maxient reporting form is no longer on the home page. Donna Kirk advised that in MyWings you can add it to your favorites, but you are only limited to 10 favorites. Search for CSA Incident Report

and it should pop up. Then you can add it to your favorites. She also stated that she reviewed the UPD website and it includes a page with Clery information. She thought that it would be a good idea to include a link to the reporting form on this page. When CSAs search for the reporting form, they may not look in MyWings, but the first page that pops up in a search on UNF's home page is the Clery Page on UPD's site. It is her recommendation that UPD add a link to the reporting form there. Adam Brown said that Matt Taylor handles their webpage and he will get with him. Mr. Reis asked if a link could also be included in Maxient, but he was unsure how that worked. Jocelyn Posos said it would be super easy to add it there. She also suggested it could be added to your favorites by bookmarking the page.

Discussion of SharePoint Site: Mr. Reis asked if any committee members actually go to the committee's Talon SharePoint site. No members responded that they did. He concluded we do not need a SharePoint site. Mary Stumph piped up and reminded the committee that there is also a UNF webpage for the Clery Committee that contains the agenda and minutes. Mr. Reis suggested a Teams site where committee members could collaborate on documents and message each other. The committee agreed with that suggestion. Mr. Reis will get with Mary to create a Teams site and invite all members of the committee.

Other Business: Ms. Kirk asked Kelly Harrison if CPDT was still requiring annual CSA training as part of the best practices that the committee previously discussed. Mr. Harrison replied that each unit is handling that themselves. These units include Athletics, the International Center for Study Abroad leaders, Housing for new Resident Assistants and club advisors, which continually keep up with the annual requirement of training. There is an online course in Osprey Ascend, which includes a video and short quiz. Once completed, the training is included in each individual's training transcript. If there is in-person training, if an attendance sheet is sent to him, he will manually add that course to each person's transcript. Ms. Kirk asked about if someone missed in-person training. Mr. Harrison said that if they are a direct report to her, she could add it to required training in Osprey Ascend. If they are not her direct report, she can ask their supervisor to add. Alternatively, you can send him names and he can add it and if you give a date to complete the training, he can track it. Dr. Joyce advised that Study Abroad leaders have to take CSA training annually or they will not be approved for travel.

Mr. Reis recommended that since annual training is a best practice, he would like CPDT to track annual training. Mr. Harrison said that he can set up that process, which will include sending reminders out when training is not completed by a certain date and giving supervisors notice. He reminded the committee that WorkDay is coming next year. That will include a checkbox if the position is also a CSA. With WorkDay, some position titles will be changed so we will probably have to review the CSA list again.

Takeaways: Mr. Reis again gave a reminder that documentation for the ASR is due to Adam Brown by August 15. Also, be on the lookout for a Team invitation to the Clery Team.

Next Meeting: Thursday, November 16, 2023, at 9:00 a.m. via zoom.

Adjournment: There being no further business, the meeting was adjourned at 9:22 a.m.
Approved by Committee vote February 22, 2024.