

Clery Act Committee Meeting
Thursday, May 25, 2023, 9:00 AM
Via Zoom
DRAFT MINUTES

Committee Members Present:

Frank Mackesy, UPD, Chair
Anissa Agne, Enrollment Services
Robyn Blank, Compliance Officer
Misa Bogomaz, Counseling Center
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Samantha Brown, Faculty Representative
Jason Edgar, SG Business Office
Anne Hoover, Academic Affairs
Marlynn Jones, EOI
Donna Kirk, Athletics
Valerie Morrison, Student Health Center
Jocelyn Posos, Student Conduct
John Reis, Office of the General Counsel, Vice-Chair
Sheila Spivey, Office of Diversity & Inclusion
Rachel Winter, Dean of Students

Absent:

Dan Endicott, Environmental Health and Safety
Kelly Harrison, CPDT
Luisa Martinez Joyce, International Center

The meeting was called to order at 9:02 a.m. by Committee Chair, Frank Mackesy.

Minutes: Chief Mackesy presented the draft minutes of the February 23, 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 Anne Hoover and seconded by Misha Bogomaz. The motion was unanimously carried to accept the minutes as written.

2022 ASR – Documentation due by August 15: Chief Mackesy reminded the committee members that it is time to gather the information for the 2022 ASR. Documentation is due to Adam Brown by no later than Tuesday, August 15. Please use the Margolis Healy spreadsheet that was previously sent to make sure you are up to speed on what is required. A reminder that one of the recommendations is to mimic the language in the law as much as possible in your policies. If you cannot use the exact language, make sure that you satisfy the intent of the law as related to your policies and procedures.

Status of HR representative to serve on Committee: Rosemary Ponce Ferguson, Associate Director of Labor and Employee Relations, is now serving as the Human Resources Representative. As a representative of HR is written into the bylaws, we do not need to have the President officially appoint her, but Chief Mackesy will shoot Alison Cruess an email advising her that Rosemary is now on the committee representing HR.

Other Business: Chief Mackesy stated that the brochure of services available that the University needs to provide to victims has been completed. Sheila Spivery and her team did a wonderful job and produced an excellent brochure. Chief Mackesy asked Sheila to speak to this item. First, Sheila thanked her team, which included Valerie Morrison and Mischa Bogomaz, among others. She stated that the brochure that chief Mackesy saw was modified after he saw it because she had to submit it to Marketing for review and Marketing aligned it with the other brochures and pamphlets the University has published. The brochure entails campus resources, such as mental health services and Housing contacts and is available to students, faculty, and staff. The Clery recommendation included immigration services, but that information is too overwhelming to include in the brochure. The International Center has agreed to be the resource for visa assistance. They will help determine what campus resources can provide assistance to those seeking immigration assistance as well as refer them to legal services, such as Jacksonville Area Legal Aid and the Jacksonville Bar Association Lawyer Referral Services. The brochure contains information above and beyond what was recommended for any person affected by crime including contact information for the Dean of Students and EOI. It's a great overview for anyone needing assistance. Once the brochures are printed, they will be available in her office.

Sheila advised that the Women's Center is paying for 500 brochures but will probably need help with this cost in the future. Chief Mackesy said the committee appreciates the Women's Center paying for the first printing. Sheila will let Chief Mackesy know how much it cost for the first printing. When the Clery Committee was created, it was not given a budget. Chief Mackesy will speak with Scott Bennett and see if he can help. The money could be deposited with the Compliance Office who could pay for printing costs. Rachel Winter said that her office would be happy to help with printing costs.

Robin Blank advised that the revisions to the Missing Resident Student Policy passed CEROC and will go to the cabinet on Tuesday so we can check off that box on the report. Once it's approved by the Cabinet, it will be posted on the regulations and policies webpage.

Takeaways: Please destroy all records that relate to the 2016 ASR as the DOE only requires these records to be maintained by for seven years. Be mindful that retention records for Florida and federal laws don't always match up. John Reis will review those laws and send an email to the group.

Chief Mackesy will investigate funding for reprinting of the victim brochure.

Chief Mackesy will send an email to Alison Cruess regarding the HR representative on the committee.

All edits to the ASR are due to Adam Brown by no later than August 15.

Next Meeting: Thursday, August 10, 2023, at 9:00 a.m. via zoom.

Adjournment: There being no further business, the meeting was adjourned at 9:25 a.m.

Approved by committee vote on August 10, 2023.