

Clery Act Committee Meeting
Thursday, May 23, 2024, 9:00 AM
Via Zoom
DRAFT MINUTES

Committee Members Present:

Frank Mackesy, UPD, Chair
Anissa Agne, Enrollment Services
Ashley Ballard, Wellness & Recreation Center
Robyn Blank, Compliance Officer
Misa Bogomaz, Counseling Center
Bob Boyle, Housing and Residence Life
Samantha Brown, Faculty Representative
Tricia Buchholz, EOI
Dan Endicott, Environmental Health and Safety
Rosemary Ponce Ferguson, Employee & Labor Relations
Luisa Martinez Joyce, International Center
Donna Kirk, Athletics
Joseph Lutz, UPD
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:

Adam Brown, UPD
Jason Edgar, SG Business Office
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs

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

Minutes: Vice Chair John Reis presented the draft minutes of the February 22, 2024 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 Robyn Blank and seconded by Misha Bogomaz. The motion was unanimously carried to accept the minutes as written.

Information needed for the 2023 Annual Security Report (ASR): Chief Mackesy reminded the committee that it was time to complete the 2023 ASR. Edits to the report are due to Adam Brown by close of business on Friday, August 16th. The ASR does not need to be posted until October 1, but it takes a month or longer to get it properly completed and reviewed by UPD. Chief Mackesy asked Mr. Reis if the 2022 ASR was posted to the Clery "Teams" site. When Mr. Reis replied, "not yet", Chief Mackesy asked him or Mary to post the ASR and the Margolis Healy spreadsheet to Teams with a copy of each emailed to each committee member. He reminded the committee that you don't have to reinvent the wheel. Nothing needs to be changed from last year's report unless something in your area has changed. He asked them to be sure to check the spreadsheet as it contains the specific components of the law, and that component of the law may apply to different areas of the university. Chief Mackesy said that UPD does not check behind you, so you need to make sure what you enter is accurate.

Status of hiring Clery Coordinator: Ms. Blank stated that the committee went through a full round of phone and zoom interviews. They made an offer to the top candidate but could not come to terms on salary. The committee wants A&F to research the salary and the committee was to seek other places to advertise before it advertises it again. Chief Mackesy asked Ms. Blank if she was a member of the SUS Clery Compliance Coordinators group. When she said she was not, Chief Mackesy asked Joe Lutz to have her added to the group. Sgt. Lutz also advised that he informed the compliance group that UNF was looking for a Compliance Coordinator.

Any update on CSA requirements in WorkDay performance evaluations? In Kelly Harrison's absence, Chief Mackesy looked to Rosemary Ponce Ferguson, but she could not provide an update on this item. Mary Stumph said that she received an email from Mr. Harrison and read it to the group:

Not sure about the CSA requirements in performance evaluations. I know people will have the option to do this year's evaluation in Workday, but I not sure if the CSA requirements will be specifically spelled out in that form of the evaluation. I know there is a flag that can be set in the position description that designates it as a CSA position in Workday, but I'm not sure how that will roll into the performance appraisal piece.

The annual training reminder has not gone out because all of the training resources, including me, are primarily focused on Workday. Once we get past the implementation, we can pic this up again, especially since positions will now be flagged, which will make the annual reminder/assignment much easier to perform and track.

I don't know about the Clery requirements in Workday travel, but you can touch base with Leanne Thomas to verify how that is being handled in Workday.

Ms. Ferguson advised that Julien Carter, AVP HR, is planning to send out a communication that this year, departments would have a choice of doing performance evaluations in WorkDay or using the paper form. She thought Clery requirements would be in the position descriptions and not the performance appraisals. Donna Kirk volunteered that in Athletics, they build in training and professional development into the performance appraisals.

Status of annual training reminders to be sent by CPDT? Covered above in Mr. Harrison's email.

Clery requirements in WorkDay travel? Louisa Martinez Joyce said that she has been working with Leanne Thomas regarding the Clery requirements in WorkDay travel on the International Student Affairs side of the organization.

Other Business: Chief Mackesy reminded the committee that the ASR is for the 2023 calendar year, even though the ASR won't be posted until October 1, 2024.

Tricia Buchholz informed the committee that she and Leslie Hicks, Investigator for EOI, will be attending a conference from June 11 – 13 regarding Title IX, the ASR, and Clery Compliance. She would be happy to share any information she receives with them.

Mr. Reis asked Ms. Buchholz how the new Title IX regulations might affect this committee. She said we have been instructed by the State to not follow the new guidelines, but if we do, they go into effect on August 1. The new regulations will apply more to Title IX than to Clery, but there

is a lot of overlap between Clery and Title IX. She believes she will have a lot more information after the June training and will be happy to report on the new guidelines at the August meeting.

Sgt. Lutz said that he sent out 169 letters in April to various police departments and approximately 40% of those were sent to the wrong jurisdictions. He received responses from police departments that they don't cover the particular area he was inquiring about. He said the majority of these were from the Athletics department and we need to make some adjustments. Ms. Kirk said that the coaches get that information from the hotel front desk clerk. Sgt. Lutz said he has called some of the hotels front desk and asked them if he dialed 9-1-1 where would that call go. The answer is to the "police". The biggest problem is in Miami where there are so many small police departments.

Takeaways: Please get your ASR information to Adam Brown by no later than Friday, August 16th. Mr. Reis noted that the ASR should reflect the current policies, not what was in effect in 2023.

Next Meeting: Thursday, August 8, 2024, at 9:00 a.m. via zoom.

Adjournment: There being no further business, the meeting was adjourned at 9:30 a.m.