

Clery Act Committee Meeting

Thursday, November 21, 2024, 9:00 AM
Via Zoom
DRAFT MINUTES

Committee Members Present:

Frank Mackesy, UPD, Chair
Anissa Agne, Enrollment Services
Ashley Ballard, Recreation & Wellness Center
Maurisha Bishop-Salmon, Victim Advocate
Misha Bogomaz, Counseling Center
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Tricia Buchholtz, Director EOI
Stephanie Castro, SG Business Center
Jason Edgar, SG Business Center
Donna Kirk, Athletics
Joseph Lutz, UPD
Jocelyn Posos, Conduct Officer
John Reis, Office of the General Counsel, Vice-Chair
Yulonda Thompson, Clery Coordinator

Absent:

Michael Barcal, SG
Robyn Blank, Compliance Officer
Samantha Brown, Faculty Representative
Dan Endicott, Environmental Health and Safety
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs
Luisa Martinez Joyce, International Center
Valerie Morrison, Student Health Center
Rosemary Ponce Ferguson, Employee & Labor Relations
Sheila Spivey, Community Engagement & Partnerships
Rachel Winter, Student Conduct Officer

After establishing a quorum, the meeting was called to order at 9:02 a.m. by Committee Vice Chair, John Reis.

Minutes: Mr. Reis presented the draft minutes of the August 8, 2024 meeting to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, he asked for a motion to approve the minutes. A motion was offered by Donna Kirk and seconded by Misha Bogomaz. The motion was unanimously carried to accept the minutes as written.

Introduction of Yulanda Thompson, new Clery Coordinator. Mr. Reis introduced Yulonda Thompson as the University's new Clery Coordinator. Mr. Reis then asked each of the members to introduce themselves. After that, Ms. Thompson said that she came from Community in Schools. She is an alum of the University. She has already met with some of the members of the committee, who have been very helpful and looks forward to working with the committee.

2023 Annual Security Report: Sgt. Lutz confirmed that the Annual Security Report was filed with the Department of Education by the October 1st deadline. Mr. Reis recapped that he, Chief

Mackesy and Adam Brown began working on the ASR in mid-August. They added any updates needed, filled in the crime statistics, formatted the document and had it made ADA compliant. It is now on the UPD webpage. Deputy Chief Adam Brown said this year was the quickest yet in terms of the committee getting him their portions of the ASR. He really appreciates that so that he doesn't have to scramble around at the last minute.

Update on CSA Requirements in Performance Evaluations: Mr. Reis stated that there has been no representative from HR at the last several meetings. He will get with HR after the meeting and encourage their participation. There is no update on this agenda item since there was no representative from HR.

Status of Annual Training Reminders to be sent by CPDT: Mr. Reis stated that Kelly Harrison from CPDT has not been at the last several meetings. Mr. Reis will also get with Mr. Harrison to encourage his participation.

Other Business: Mr. Reis noted that there will be a change in the Federal Department of Education administration come January. In 2016 President Trump did away with the Clery Compliance Handbook and replaced it with a short memo that outlines the requirements of the Clery Act but does not provide much detail. It has been status quo for the last eight years. We will have to see if there are any changes next year.

Ms. Thompson said that she attended NACCOOP training in October. She learned about Clery audits, the ASR report and had her questions cleared up. She stated that Robyn Blank has been very informative and helpful. One of the things that Ms. Thompson has been working on is a Clery Act website. She shared her screen with the committee and went over the pages she has developed but is still in the development phase.

The home page contains a Clery Act overview. There are several links in the navigation box and Ms. Thompson went over each of the following pages:

Annual Security and Fire Safety Reports has a description of the report and a link to the current Annual Security Report.

Campus Map currently has the interactive campus map, but she plans to replace it with the paper map that clearly defines the perimeter of the campus.

Crime Log – Fire Log contains an overview of the logs and has a quick access to important campus numbers including emergency numbers.

Safe Osprey contains a link to download the app.

Campus Security Authority contains an overview of what CSAs are, what they do and what staff positions are required to be CSAs. Ms. Thompson said that she also looked at other campus websites and their lists of required CSA position are much shorter than ours. It looks like almost everyone at UNF is a CSA, but that must be the way the University wants it. She intends to add a link to the Maxient report on this page also.

UPD

Clery FAQ

News & Announcements also contains a link to the Clery Center and the current annual report

Ms. Thompson said that the webpage is a work in progress, and she is open to any suggestions. She hopes to launch the final page in mid-December.

Ms. Thompson created a Clery flow chart that she will share with the committee for any comment. She has begun networking with the other campuses Clery officers. She is working on a site on how to report crimes. She wants to make it simple. It will be a place to go to ask questions, which also details the uniform process for reporting. Hopefully, this will help prevent situations from falling through the cracks.

Ms. Thompson reported that Kelly and Liz have started working on a spreadsheet that lists all CSAs, their location, and phone number and when they last had training. Chief Mackesy advised that Kelly's shop should have already been doing this all along. He also reminded Ms. Thompson about the three click rule to get to the Clery webpage. It has to be no more than three clicks away from the home page and that is his recommendation. Chief Mackesy said that once the Clery page is up and running he will have it added to UPD's drop down menu. He also said that UPD will also keep the current ASR on their page. He also stated that all the job descriptions were updated to reflect CSA requirements and that Kelly should be tracking training. Ms. Thompson said that she is working with Kelly to make the CSA training branded to UNF.

She is working on a template for the ASR that will also be UNF branded and shared a sample with the committee. Chief Mackesy gave his permission to design it any way she wants as long as it can be made ADA compatible.

Ms. Thompson said that she is also working on a UNF manual for her position so that whoever sits in this job, will be able to go to the manual, see the process and pick up where she left off.

Finally, Ms. Thompson said that Ms. Blank suggested the committee review the bylaws and see if they need to be updated. Chief Mackesy said that the committee reviews the bylaws every three years and thinks we are in the middle of the three-year window. He suggested that Ms. Thompson review the committee structure. The question was raised if we need to restructure the committee and what that might look like?

Mr. Reis stated that he is happy and thankful to have Ms. Thompson as the Clery Act Compliance Manager. He is impressed by how much she has done in such a short amount of time. Chief Mackesy said he supports her rebranding the ASR and likes the message space for the President and UPD. He is sure the Marketing department will appreciate it. He especially thinks the Clery manual will be awesome.

Chief Mackesy asked Ms. Thompson that once she is comfortable with the site, please share the link with Mary Stumph so she can send it to the committee for feedback. He also advised the committee that next year we will start looking at the ASR sooner than later so that it can be revamped to Yulanda's standards.

Maurisha Bishop-Salmon, Victim Advocate, said that her department has been relocated and the new location needs to be updated in the ASR. Chief Mackesy said that it's up to each department to bring that to the attention of the committee and to include it in their annual updates to the ASR..

Next Meeting: Thursday, February 20, 2025 at 9:00 a.m. via zoom.

Adjournment: There being no further business, the meeting was adjourned at 9:55 a.m.