

**Clery Act Committee Meeting**  
**Thursday, May 22, 2025, 9:00 AM**  
**Via Zoom**  
**MINUTES**

**Committee Members Present:**

John Reis, Office of the General Counsel, Vice-Chair  
Anissa Agne, Enrollment Services  
Robyn Blank, Compliance Officer  
Misha Bogomaz, Counseling Center  
Adam Brown, UPD  
Samantha Brown, Faculty Representative  
Tricia Bucholtz, Director OTCR  
Stephanie Castro, SG Assistant Director  
Jason Edgar, SG Business Office  
Dan Endicott, Environmental Health and Safety  
Luisa Martinez Joyce, International Center  
Donna Kirk, Athletics  
Joseph Lutz, UPD  
Valerie Morrison, Student Health Center  
Jocelyn Posos, Conduct Officer  
Vevvy Summerall, SG VP  
Yulando Thompson, Clery Coordinator  
Rachel Winter, Student Conduct Officer

**Absent:**

Frank Mackesy, UPD, Chair  
Ashley Ballard, Recreation & Wellness Center  
Maurisha Bishop-Salmon, Victim Advocate  
Bob Boyle, Housing and Residence Life  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs

In the absence of Committee Chair, Frank Mackesy, John Reis, Vice Chair called the meeting was called to order at 9:00 a.m. Mr. Reis said that this should be Chief Mackesy's last meeting as chair if the bylaws are approved. In that case, Yulonda Thompson will be the new chair once appointed by President Limayem. Mr. Reis said that the committee and the University owed Chief Mackesy a big thank you for all the work he has done on this committee for all these years.

**Minutes:** Mr. Reis presented the draft minutes to the February 20, 2025 meeting and offered the opportunity for comments/questions from the members. Upon receiving none, he asked for a motion for approval. A motion was offered by Adam Brown and seconded by Misha Bogomaz. The motion was unanimously carried to accept the minutes as written.

**Information for 2024 ASR:** Mr. Reis reminded the committee to review the ASR from last year and if there were any changes to your policies or processes to please update the ASR. He reminded the committee that there is a lot of work that happens on the back end before the ASR can be filed with DOE by October 1 and then posted online. It needs to be proofed, formatted and made ADA compliant for posting on the University's public facing website. He then asked Ms. Thompson if she had any comments on the deadline to get documentation to her. Ms. Thompson said that she created a checklist that she shared with the committee via Teams. The following are the deadlines she proposes for the ASR:

6/15: Send draft to committee for review  
7/21: Comments due from committee  
8/4: 2nd review and updates/corrections made  
8/15- 8/20: Final Draft review and updates/changes made  
8/20: Approved  
8/25: sent for ADA approval

Ms. Thompson said that she has started drafting the ASR and has the shell 60% complete. She said that she inserted some surprises in the report just to make sure that everyone reads it! Ms. Thompson continued that she is trying to make it ADA compliant as she drafts the report so it should make it easier for the ADA Office to make it ADA compliant. Most people already sent her their information that aligns with Clery, but if not, please send it to her now.

Mr. Reis said that he forgot to introduce Vevvy Summerall, the Student Government Vice President. Ms. Summerall stated that President Dyal had a conflict and could not attend today's meeting, so she sent her instead. It is her pleasure to be here. She is a political science major and hopes to be an attorney. She is involved in many things and just got back from Tallahassee. She may be coming to members of the committee to seek advice or to just learn from them. She can't wait to work with the members of the committee. Mr. Reis said that if she needed mentorship or advice to feel free to approach anyone on the committee.

**Review of revised bylaws:** Mr. Reis reminded the committee that the bylaws were sent out on May 12 for them to review. The main change is that Yulonda, as the Clery Act Compliance Manager, will be the chair of committee and Chief Mackesy will step down. Robyn Blank stated that this is the second reading of changes, with the first reading back in February. The bylaws are largely the same, with the one significant change as to the chair. She received feedback as to department name changes, which have been incorporated in the redline. It is a good practice to review bylaws every two to three years so we can check that off the list. If you approve the bylaws, she will get the President to sign off on appointing Yulonda as soon as tomorrow. Mr. Reis asked for any questions but received none. Donna Kirk made a motion to approve the bylaws as amended with a second by Stephanie Castro. The motion was unanimously approved. Yulonda said that she would post the approved bylaws on the public facing webpage as well as the Teams site.

**Status of CSA list:** Mr. Reis said that traditionally we have had the list of the CSAs in the policy and on the HR website. Because of so much turnaround, it is always an issue to make sure they match up. Thanks to Yulonda, the Clery Information public facing website will now host the list. That is where to go to see who is a CSA in your area. Yulonda said that she and Robyn have been looking at trying to streamline the list, which is approximately 1,350 names. Once they have done so, they will get everyone to look at it to make sure it's correct and then it will be posted on the Clery website. She said that Robyn has done a fantastic job of working with the departments to try to figure out who is in and who is out. She will have more information on that as the summer progresses. Dan Endicott asked if names would be on the public facing site. Mr. Reis said that no names are posted, just the positions.

Luisa Martinez Joyce said they have at least 30 faculty members they need to start looking at. Does she need to go to the HR site? Ms. Thompson said that the Clery site will now house that information. She reminded the committee that it is very important that as people roll off the list to let their administrator know so she can keep the list updated. When we get the software, we have to pay by seat, so they are trying to keep the list lower. We can always go up in seats but can't come down. Last year, the list was very extensive. She has streamlined it by listing by departments, not positions. Ms. Joyce then asked if she should reach out to Yulonda for the CSA list, then to Kelly for training, and then she would need monitor the annual training.

Yulonda said that she will be a one stop shop and she will be able to give her all that information. She will even be able to pull a report. Ms. Joyce stated that it would be good to have a central place for everything. Yulonda said that she wanted to set the same training date every year for everybody. The committee will decide the best time to get that annual training done. Currently it is the individual's anniversary of their last training but that made dates all over the place. She is planning to have a two-week window for everyone to complete their training.

**Status of Clery Act software:** Mr. Reis said that Yulonda mentioned a lot about the software in the last discussion. Yulonda said that the first thing is to streamline the list. It will then be a seamless process to get the information over and the process can then start soon. She hopes it will be ready in the next month or two, but definitely before October. Mr. Reis asked if there will be a need for training. Yulonda said the software is intuitive. For those that need training, a link will be provided that you click on and start the training. Training takes a maximum of 25 minutes, including the competency quiz. She will also do some in person training, but it will not trump the online training. Training will be tracked online, and updates provided as to when next training is needed.

**Update on "Stop Campus Hazing Act" action items:** Mr. Reis said that the Hazing Act is a fairly new federal law that puts requirements on universities to prevent, educate, track and create policies on hazing. Much like Clery it requires posting the policy and having a place on a public facing website to list hazing incidents on campus. The hazing policy is in the process of being updated now. Yulonda said that Rachel Winter and her crew sent out the first draft. She asked that everyone look it over to make sure it's aligned with Clery. She asked Robyn to speak about the process of approval. Robyn said that they are only taking the draft to internal members, then to CEROC, executive staff and then finally to the BOT. July 1 is the deadline to have the policy in place. There are not huge changes to the policy so it should be no issue in getting it approved. With the July 1 dated, the timeline may be truncated. The ASR after this one will also include hazing prevention, awareness and statistics. Mr. Reis stated people often think hazing is limited to Greek life, but unfortunately, it also happens in NCAA sports, club sports, student life, and student clubs.

**Any update on tracking annual CSA training?** Mr. Reis said that Yulonda already touched on that a bit in our previous discussion and asked if anyone had anything to add. No one did.

**Other Business:** Mr. Reis asked if anyone had any other business. No one did. Mr. Reis said a big thank you again to Chief Mackesy and as the Chief would say "this is not just the UPD's responsibility, but the University's". He thanked everyone for all they do for the committee and the University.

**Next Meeting:** Thursday, August 14, 2025 at 9:00 a.m. via zoom.

**Adjournment:** There being no further business, the meeting was adjourned at 9:35 a.m.

Approved by committee vote on August 14, 2025.