

## **Clery Act Committee Meeting**

**Thursday, February 20, 2025, 9:00 AM**  
**Via Zoom**  
**DRAFT MINUTES**

### **Committee Members Present:**

Frank Mackesy, UPD, Chair  
Anissa Agne, Enrollment Services  
Madeline Anderson  
Ashley Ballard, Recreation & Wellness Center  
Maurisha Bishop-Salmon, Victim Advocate  
Robyn Blank, Compliance Officer  
Misha Bogomaz, Counseling Center  
Bob Boyle, Housing and Residence Life  
Adam Brown, UPD  
Samantha Brown, Faculty Representative  
Stephanie Castro, SG Business Center  
Haley Ginsburg, Student Advocate, SG  
Luisa Martinez Joyce, International Center  
John Kane, UPD  
Donna Kirk, Athletics  
Joseph Lutz, UPD  
Rosemary Ponce Ferguson, Employee & Labor Relations  
Jocelyn Posos, Conduct Officer  
John Reis, Office of the General Counsel, Vice-Chair  
Sheila Spivey, Community Engagement & Partnerships  
Yulonda Thompson, Clery Coordinator

### **Absent:**

Tricia Buchholtz, Director EOI  
Jason Edgar, SG Business Center  
Dan Endicott, Environmental Health and Safety  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Valerie Morrison, Student Health Center

The meeting was called to order at 9:00 a.m. by Committee Vice Chair, John Reis. He said that Committee Chair Frank Mackesy was in attendance but under the weather, so Vice Chair Reis ran the meeting.

**Minutes:** Mr. Reis presented the draft minutes of the November 21, 2024 meeting to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, he asked for a motion for to approve the minutes. A motion was offered by Adam Brown and seconded by Bob Boyle. The motion was unanimously carried to accept the minutes as written.

**Introduction of Haley Ginsburg, Student Advocate, SG representative.** Mr. Reis introduced Haley Ginsburg, Student Advocate and SG representative. He then gave a brief overview of the Clery Act and the makeup of the committee. He explained that Clery compliance and the Annual Security Report are not the responsibility of any one person but is a collaborative effort by many. That is why the Committee encompasses a broad portion of the university with representatives from many departments. He asked Ms. Ginsburg to say a little about herself

and explain with a Student Advocate does. He then asked each of the members to introduce themselves.

**2024 Annual Security Report:** Mr. Reis reminded the committee that every year, by October 1<sup>st</sup> the Annual Security Report must be submitted to the Department of Education and posted on the University's website. He instructed the committee members to start looking at the policies that affect their area and make sure they are up to date. Like last year, they like to get the draft report ready by early to mid-August. After that, it needs to be proofed to make sure the correct information and policies are included, make any necessary edits and then, since it will be a public document, it needs to go through the ADA office to make sure that it is accessible. It takes time to do all those things. At the May meeting, there will be another reminder that if you haven't already done so, to get the information in. By then we should have a definite date in August that the information is needed.

**Audit CSA list to make sure it's up to date:** Mr. Reis stated that the update of the CSA list is typically done by Kelly Harrison. In his absence, Yulonda Thompson advised that she has been talking with Kelly about cleaning up the CSA list. They are currently in the process of finding out who is in and who is out as CSAs. Mr. Harrison is looking to update who needs training. Ms. Thompson uploaded a spreadsheet in Teams listing CSA by department and asking if the supervisors know who their CSAs are and when they last received training.

Ms. Thompson said is looking at a system through Stafford & Associates to serve as the central location for housing all CSA information and is attending a demo of it next week. If she likes what she sees, she will come back to the committee to see if we want to put it in place.

This will be a one stop shop for all things Clery and make the process so easy. It will capture all CSAs, their training, Title IX training, send notifications when training is needed, house certificates, and post tests. All this for less than \$1,000! After using it for a year or so, we can bring it in house along with all UNF information stored in it. The only tedious part will be inputting CSA names, titles and email addresses, but each department would have to identify their CSAs. Ms. Thompson's thought process is the first year is getting everything inputted and the second year she will need to figure out how to bring it back in house. She said that with the increased penalty for any Clery violations, this system could help us tremendously. Once we get the train on the track and the train moves smoothly forward, she can bring it back under the UNF umbrella. Mr. Reis suggested that if we do this, she needs to make sure that the contract with Stafford & Associated contains language that we can bring it back under UNF with all the information that was inputted. We need it in the contract and not just rely on their representation.

Donna Kirk shared that on page 3 of the existing ASR it identifies Athletics CSAs by many titles, but in reality, all full-time personnel in Athletics are CSAs. She suggested to list that instead of listing the many titles. Mr. Reis said that he is fine with that as it is up to the department if they want to list all employees in that department or list by titles. Bob Boyle said that he has over 100 and is pushing to 200 staff, that are student employees. It is a constant revolving door and gathering information can be challenging.

Mr. Reis concluded that the new Clery website will contain the official CSA list. If a list stays on the HR site too it must match the Clery list.

Mr. Reis said there have been some discrepancies in tracking training between online training and in person training in Athletics. Luisa Joyce provided an update regarding her conversation with Mr. Harrison in regards to tracking International training. Ms. Kirk said that she provides Mr. Harrison a list of any training conducted by Athletics, including at the welcome back

breakfast. Mr. Reis said that we need to have a master list that includes all CSA training regardless of the format of the training.

**Any updated to Title IX regulations?** Robin Blank had a meeting earlier this week to talk about what's going on at the federal level. There have been no sudden moves, and no guidance issued. Maybe it will be more stable by the time we meet in May and there could be an update.

**Discuss "Stop Hazing Act":** Mr. Reis stated that Ms. Thompson will take the lead on this agenda item and the next. Ms. Thompson said that the new policy went into effect January 1, 2025, and the Hazing committee is reviewing our current policy and what changes are needed to be in compliance with the new policy. Under the new policy, CSAs will now have to report hazing and there is a timeline for implementation. The University's new hazing policy must be in place by June 23, 2025. By July 1, 2025, the University must have a process for document hazing violations. By December 23, 2025, a "transparency report" must be publicly available on our website and must be updated at least twice a year. By October of 2026, hazing statistics must be included in the ASR, which contains the stats of 2025.

The Clery Act now has a new name. It used to be the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act but has been renamed to Jeanne Clery Campus Safety Act. The fine was \$65,000 but is now \$71,545 for each infraction in not being compliant with Clery and there is no cap on the amount of the fine.

**Update from Yulonda Thompson, Clery Act Coordinator:** Ms. Thompson asked the committee to please review the Clery website. Look for any errors and let her know if there is anything she should add or take off. She now has in place a CSA handbook and flowchart to report crimes. She wants to add an International component to the flow chart. She hopes the website is user friendly and meets the criteria of what we need to have on the site. She is very excited about the CSA tab and will expand it over the course of time. For example, if we were to decide to go with a third party for CSA training, she will need to decide what to include on the site regarding that. The handbook is a good resource, and she plans to add a Power Point presentation to show step by step how to file a report in Maxient. This will be a great tool that people can refer back to. She wants to add a tab for important numbers. If you have an important number that you think she be included, please let her know. Please remember it is the Committee's webpage so please provide any feedback.

**Bylaws Update:** Robyn Blank said the last time the bylaws were reviewed was in 2022. Each committee member should have received the redline of suggested changes to the bylaws with the meeting materials. There are a few clean up items and we need to add the recognition of a full time Clery Compliance Manager. Ms. Blank said that she is going to ask the President to appoint the Clery Compliance Manager as the chair of the Clery Committee in place of the Chief of the Police. She asked the committee to review the redlines and the plan is to vote on the changes at the May 22 meeting. She needs any comments or suggestions either before or at that meeting. Coincidentally, she has a meeting with the President the following day and, if approved by the committee, will ask him to approve the Third Amended Bylaws of the Clery Act Committee at that meeting.

**Other Business:** None.

**Next Meeting:** Thursday, May 22, 2025 at 9:00 a.m. via zoom.

**Adjournment:** There being no further business, the meeting was adjourned at 9:58 a.m.