

**Clery Act Committee Meeting**  
**Thursday, December 3, 2025, 9:00 AM**  
**Via Teams**  
**DRAFT MINUTES**

**Committee Members Present:**

Yulonda Thompson, Clery Coordinator, Chair  
Anissa Agne, Enrollment Services  
Ashley Ballard, Recreation & Wellness Center  
Maurisha Bishop-Salmon, Victim Advocate  
Bob Boyle, Housing and Residence Life  
Adam Brown, UPD  
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  
Frank Mackesy, Chief UPD  
Kiley Moale, SG Attorney General  
Valerie Morrison, Student Health Center  
Rosemary Ponce Ferguson, Employee & Labor Relations  
Jocelyn Posos, Conduct Officer  
John Reis, Office of the General Counsel, Vice-Chair

**Absent:**

Robyn Blank, Compliance Officer  
Samantha Brown, Faculty Representative  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Donna Kirk, Athletics  
Shana Sopke, Counseling Center

After confirming a quorum, Yulonda Thompson, Chair, called the meeting to order at 9:00 a.m.

**Minutes:** Ms. Thompson presented the draft minutes for the August 14, 2025 meeting and offered the opportunity for comments/questions from the members. Upon receiving none, she asked for a motion for approval. A motion was offered by Dan Endicott and seconded by Luisa Joyce. The motion was unanimously carried to accept the minutes as written.

**Status of 2024 ASR:** Ms. Thompson confirmed that the ASR was filed by the October 1<sup>st</sup> deadline. In fact, it was filed a day earlier. She is so glad that it is done and expressed appreciation for everyone's help in providing timely information. She reported that she attended a weeklong advanced seminar on Clery compliance. One thing that puzzled her is that some crimes are "double counted". There are two columns, one for crimes that happened on campus and one column for crimes that happened on campus in the residence hall. She thought that you would pick one or the other column to count the crime in, but you have to mark it in both. It did occur on campus, and it did occur in the residence halls. The Data Integrity Group (DIG) will go back and review prior ASRs to look at this and get better clarification on counting. At the seminar, she was advised not to go too far back in time to review past ASRs. Maybe the DIG will go back to the 2024 ASR numbers to see how the crimes were counted.

**Update on Data Integrity Group:** Ms. Thompson reported she drafted Standard Operating Procedures for the Data Integrity Group. It is not yet set in stone, and she will post it in Teams and email it to get feedback from the committee. She looked at other institutions procedures

and used them as a foundation for her draft. She gave it to Robyn Blank to review and provide suggestions. These procedures will be the foundation for how the Data Integrity Group will review cases. We need to determine how we come up with counting mechanisms for stalking, VAWA or other crimes the situation might fall under. The standard operating procedures give an overview of who sits on committee, how it works in and how to finalize the ASR. Ms. Thompson hopes the DIG committee will kick off the first of the year, maybe in the third week of January. She is working to determine who needs to be on the committee and will send a calendar invitation at the first of the year. She said members need to include law enforcement, student affairs, and IT security. She said that Ms. Blank reminded her to include Housing. Not everybody needs to sit on the DIG committee, but the committee's work will be beneficial to make sure the ASR is put together correctly.

John Reis inquired about how to provide any comments. Ms. Thompson said to email her directly with any comments on the standard operating procedures and she would appreciate any comments no later than January 15<sup>th</sup>. Chief Mackesy stated that crimes are getting captured and counted correctly. They have been making two marks for one crime on the ASR for years. Ms. Thompson said that she is glad to know crimes have been getting counted correctly. There was a lot of confusion among attendees at the conference about double counting crimes. Chief Mackesy said that they reached out to experts in the field who verified some crimes are counted in two different columns. He explained that it was not "double counting" the crime but just counting where the crime occurred.

**Update on CSA training system:** Ms. Thompson said it is taking some time to get the training system started but once it has started, it will move fast. She is cleaning up the spreadsheet and appreciates everyone's assistance in providing her their information and in the format she asked for. She is also working to make sure the CSA list she is working on matches the ASR. She has removed some names on this list, but the list is still in the thousands. The training system will be down from December 24 until January 6 for updating. When it is rolled out here at UNF, hopefully in February, it will have the most up to date system. Her future plan to is keep this system for maybe three years, see how it's formatted and then put together an inhouse training system.

Luisa Joyce said that if Ms. Thompson needed to have a test run, the first international trips will depart in March, and she would be happy to have those faculty test the training system. Ms. Thompson reminded her that as faculty members switch out, please let her know so can delete them and open up seats.

**Other Business:** Ms. Thompson said she put together a Book of Business for the Annual Security Report so whoever sits in this seat can pick up where she left off. This book is laid out from start to finish. She will also upload the book to Teams and would appreciate any feedback in case she missed something. She believes this is a good starting point. As with the Clery manual, the book of business is geared and structured with UNF in mind.

Jason Edgar wondered if there is a need to send out the Clery reminder email to all CSAs. Adam Brown said that UPD does it twice a year. It was sent last December and will be sent out this December.

Maurisha Bishop-Salmon reported that the Victim Advocate Office moved from under the Dean of Students to RecWell under Ashley Ballard.

Ms. Thompson closed by reminding the committee that she will email and post the standard operating procedures and would appreciate any comments by January 15. Happy Holidays to all!

**Next Meeting:** Thursday, February 26, 2026 at 9:00 a.m.

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