

**Clery Act Committee Meeting**  
**Thursday, August 14, 2025, 9:00 AM**  
**Via Zoom**  
**DRAFT MINUTES**

**Committee Members Present:**

Yulonda Thompson, Clery Coordinator, Chair  
Anissa Agne, Enrollment Services  
Ashley Ballard, Recreation & Wellness Center  
Maurisha Bishop-Salmon, Victim Advocate  
Robyn Blank, Compliance Officer  
Bob Boyle, Housing and Residence Life  
Samantha Brown, Faculty Representative  
Tricia Bucholtz, Director OTCR  
Stephanie Castro, SG Assistant Director  
Dan Endicott, Environmental Health and Safety  
Luisa Martinez Joyce, International Center  
Donna Kirk, Athletics  
Joseph Lutz, UPD  
Kiley Moale, SG Attorney General  
Rosemary Ponce Ferguson, Employee & Labor Relations  
Jocelyn Posos, Conduct Officer  
John Reis, Office of the General Counsel, Vice-Chair

**Absent:**

Jason Edgar, SG Business Office  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Valerie Morrison, Student Health Center

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

**Minutes:** Ms. Thompson presented the draft minutes for the May 22, 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 John Reis and seconded by Dan Endicott. The motion was unanimously carried to accept the minutes as written.

Ms. Thompson then introduced Kiley Moale, Student Government Attorney General, as the most recent member. Ms. Moale, stated that she graduated in May, had previously worked in Student Government and is now in the position of Attorney General. She is attending the Graduate School with a major in criminal justice.

**Status of 2024 ASR:** Ms. Thompson gave a big thank you to everyone for getting their information to her in a timely fashion. She also thanked the committee for finding all of the Ospreys that were hidden in the report. She appreciated the fact that everyone took the time to read the report. She is now reviewing the final draft report and hopes to send it out to the committee for review by close of business on Monday, with the committee returning any comments by August 20<sup>th</sup>. Then she and Robyn Blank will review it again and send the report to the ADA Compliance Office by August 25<sup>th</sup>. Once ADA Compliance returns the report to her, she will forward it back to the committee for a final review before posting by the October 1<sup>st</sup> deadline.

Ms. Thompson submitted the report to both ChatGPT and CoPilot with a request to review it for compliance with all the requirements. Both returned similar reports that checked off what was

completed and made some recommendations for additional information or clarity. After reviewing, she did add brief comments to some sections. She will add those documents to Teams for the committee to review. She does not rely 100% on either of these AI reviews and suggests no one else should either.

**Update on Stop Campus Hazing Act action items:** Ms. Thompson reported that the policy was completed and uploaded by the June 30<sup>th</sup> deadline. She mentioned if we needed to consider adding a blurb about the transparency report, but the policy hits all the key points required. . Robyn Blank added that the transparency report was left out of the policy because it would just be a restatement of the regulation. Of course, they will complete a transparency report because it's required and we have to post our findings twice a annual year.

**Data Integrity Group:** Ms. Thompson reported that she attended a NACCOOP conference last month where this group was discussed. It could be a small subcommittee made up of representatives from Compliance, Title IX, Student Government, UPD, and Student Conduct, maybe others. There is no standard of how often the group would meet. Ms. Thompson suggested quarterly or every two months.

She then read the purpose of the group: “The Clery Compliance Data Integrity Committee exists to ensure the **accuracy, completeness, consistency, and timeliness** of all data used for Clery Act compliance reporting. We safeguard the information that shapes our Annual Security Report (AS), influences safety decisions, and builds public trust.”

While at the conference, it was pointed out the two areas that educational institutions get hit on the head for. They are not doing what they say they are doing in the annual security report and either overcounting or undercounting crimes. The Data Integrity Group would really help us to make sure crimes are counted correctly with extra eyes on the reports and how they could be interpreted as Clery or not. She would outline what the group would need to look for in reviewing the reports. First, is geographic. Did the crime actually occur on campus property?

She suggested that maybe after the beginning of the year, the group can take the last two or three ASRs and review their reports for accuracy. This way we can test the waters with a process.

Ms. Thompson asked for any feedback from the committee. Donna Kirk was confused because the agenda said “Digital” Integrity Group”, yet Ms. Thompson is talking about “Data” Integrity Group. Ms. Thompson said “Data” is the correct word and perhaps when she sent the agenda item for Mary Stumph to include, she may have written “Digital”, but we are talking about Data.

John Reis said he liked the suggestion of the smaller work group to review the reports. He questioned if the subcommittee would review all reports or if they would just review a representative group. Mr. Reis said back in 2016 or 2017 conduct reports went way up and then way down. He and the former compliance office, Joann Campbell, and UPD spent 2 – 3 days reviewing all the reports and that was a heavy lift.

Maurisha Bishop-Salmon asked what would any auditors look for. First, Ms. Thompson said that we at least would get some “brownie points” for having a Data Integrity Group, but auditors can ask for anything and we need to produce it in a timely manner. Robyn clarified the difference between the state and federal law on documentation retention. She will keep us posted on the decision the state makes regarding the Florida 10 year file retention vs. changing it to the federal requirement of seven years. The auditors could look at those three extra years of reports. We would like to limit retention to seven years, so we don't have to worry about getting dinged on reports we don't need to retain that long.

Ms. Thompsons said from the discussion, it sounds like the committee is interested in creating this group. She said the timeline to adopt guidelines for the committee would start after the ASR is filed by October 1<sup>st</sup>. She would develop a draft and send to the committee for review before the November 20<sup>th</sup> meeting so it can be discussed and voted on at that meeting. Mr. Reis stated that if we do a lookback, we only have to do that once, then suggested that the subcommittee meet quarterly to review the reports as they come in. Sgt. Lutz agreed with a quarterly review also. Sometimes, he doesn't get Conduct reports until the end of the year and there are a lot to review. It would be better for him to review them quarterly. Ms. Thompson said that since the subcommittee would be comprised of Clery subject matter experts they should be able to more easily tell if the report falls under Clery or doesn't meet the guidelines. There was a general round table discussion of how the reports are written and how best to review them.

**Update on annual CSA training:** Based on the previous conversation, Ms. Thompson segued into CSA training, which will create a one-stop-shop for gathering CSA information for the ASR. She then asked Ms. Blank to bring the committee up to date on CSA training. Ms. Blank said that we are moving to a one stop shop for CSA annual required training. The CSA list will need to be updated regularly. They are working on matching human names to the job positions. They need to determine how many seats to purchase but still have a little wiggle room for additions and deletions of people. It should launch this fall with a two week window to take the training. All CSAs will receive a notice to take this training during that timeframe. This will put all CSAs on the same training cycle. Ms. Kirk said that Athletics had in person training with Ms. Thompson, and all attended except Women's Basketball, who were out of town. She wanted to confirm that those students would need to take the online training. Ms. Thompson said that all Athletics students would need to take the 25 minute online training as that is how training will be tracked. The training portal will be closed from December 24 until January 6<sup>th</sup> for updating. Any new hires of CSAs can take training starting on January 7<sup>th</sup> and will receive the most up to date training, but they will also have to take the annual training in October. Bob Boyle said that would work for his division since they have big turnaround in the fall semester and some turnaround in spring. Ms. Kirk said that would work for Athletics as well. Luisa Martinez said that would work for the International Center since their first trip will be March 13.

**Other Business:** Ms. Blank said that she and other SUS compliance officers got together and sent a letter to the state asking that the next time they update the retention schedule to please reduce the time for retention from ten years to seven. She will follow up with them next month.

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

**Adjournment:** There being no further business, the meeting was adjourned at 9:54 a.m.