

**Clery Act Committee Meeting**  
**Thursday, March 26, 2015, 9:00 AM**  
**Biology Conference Room 59/2001**

**MINUTES**

**Committee Members Present:**

Frank Mackesy, UPD, Chairperson  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Donna Kirk, Athletics  
John Reis, Office of the General Counsel  
Bob Shepherd, Student Conduct  
Marc Snow, Office of the General Counsel  
Sheila Spivey, Women's Center  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

**Absent:**

Bob Boyle, Housing and Residence Life  
Cheryl Gonzalez, Title IX Administrator  
Matthew Harris, Student Government  
Andy Joiner, UPD  
Steve Paulson, Faculty Representative  
Bill Strudel, UPD

**Guests:**

Dmitriy Bond, ITS  
Keith Hufford, ITS

The meeting was called to order at 9:10 a.m. by Committee Chair, Frank Mackesy. The first order of business was for committee members and guests to introduce themselves and state what department each was representing.

**Minutes** - Chair Mackesy presented the draft minutes to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Chair Mackesy asked for a motion for approval. A motion was offered and seconded. The motion was carried to accept the minutes as presented.

**Bylaws** - Chair Mackesy then presented the draft bylaws to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Chair Mackesy asked for a motion for approval. A motion was offered and seconded. The motion was carried to accept the bylaws as presented. Chair Mackesy asked that both the minutes and bylaws be added to the SharePoint site.

**ITS and Training Video** - The next item was to discuss with the ITS representatives the training video for the CSAs. Dmitriy Bond, Director IT Enterprise Systems, stated that there were two ways to handle the posting of the CSA training video on-line: the easy way and the "hard" way. Mr. Bond said that the answers to some questions would help to determine how to post the video: How quickly the committee needed it posted? What kind of information needed to be collected? Would there be a quiz? How often would data need to be collected?

The easy way is to post the fourteen (14) minute video to MyWings with a simple acknowledgement that the CSA would click to reflect that s/he watched the video. There would be no way to monitor if the individual actually watched the video. However, once ITS had the video and list of CSAs, it would be a fairly quick turnaround for it to be ready for viewing.

The other way, while not hard, would be more time consuming. An “administrator” would have to create a “course” and quiz in Blackboard. This is not something that ITS does. However, the Center for Instruction and Research Technology (CIRT) helps faculty with Blackboard and they may be able to assist whoever will be the administrator to create the course. If CIRT doesn’t work out, then the administrator would have to learn Blackboard and create the course and quiz in that platform. The administrator would also be the individual that ITS would provide the information as to who watched the video and passed or failed the course.

There was a general roundtable discussion among the committee members. Some comments include could the course be accessed through Skillport; however, ITS has no involvement with Skillport as that is an outside vendor. One comment was that there is a Blackboard tutorial available and it is user friendly and easy to learn. Could the video be in sections so that after you reviewed a section there would be a short quiz after each section and you couldn’t go further in the video until you passed each quiz? Could the program be structured so that only the pass is recorded and not the fail. Chair Mackesy reminded the committee that the University had to have substantial compliance by July 1<sup>st</sup>.

The Committee agreed that at a very minimum, ITS would post the video and quiz to MyWings. The quiz would only be a PDF so there could be no tracking of pass or fail at this point. The CSA would acknowledge that s/he watched the video and reviewed the test. ITS would provide the administrator with a list of those have not acknowledged watching the video and the administrator would follow up with either the CSA or their supervisor. John Reis volunteered to be the administrator so that the training could be immediately rolled out. He will finalize the CSA list and provide it to ITS. He will also work on an email merge to all the CSAs. The committee will need to further discuss the role of administrator and who might be better suited to fill that role at a future meeting. Perhaps Human Resources?

While the training is available on MyWings, the committee will work to get more robust training through Blackboard. Marc Snow volunteered to contact CIRT to seek assistance. The committee agreed that immediately starting training through MyWings while working on a Blackboard course is a good plan of action.

**SharePoint** - Chair Mackesy asked Mary Stumph for a report on the SharePoint site. It is up and running. She will email a link to all the members. ITS made part of the site public and part of the site for committee members only. The committee agreed that since the Clery Act Committee has to comply with the government-in-the-sunshine laws, the site should be open to everyone. Ms. Stumph will get with ITS to make that happen.

**Schedule** - Chair Mackesy suggested that the committee hold monthly meetings until July, bi-monthly meetings until the end of the year and quarterly meetings thereafter. He asked the committee if that was too robust or not robust enough. The committee agreed with the schedule but as time goes on it might need to be tweaked. The question was asked as to when the next deadline is. October 1<sup>st</sup> is the deadline to submit the Annual Security Report (ASR) but that’s based on crime statistics for last year and is almost complete. UPD has from January until October 1 to compile that information. It was reported that Sharon Ashton, Vice President for Public Relations, volunteered to review the complete ASR before it is submitted if the committee wanted her to. She also agreed she would send a representative to any meeting in which the committee thought it would be helpful.

**Vice Chair** - Chair Mackesy stated that he had wanted to recommend that Joann Campbell to serve as the Vice Chair but after discussing it with the General Counsel's Office decided that it might have the appearance of being a conflict of interest for the University's Compliance Officer to serve in this role. He then recommended that John Reis serve as the Vice Chair. He offered the committee the opportunity for comments/questions regarding his recommendation. Upon receiving none, Chair Mackesy asked for a motion for approval. A motion was offered and seconded. The motion was carried to appoint John Reis as Vice Chair.

**NACCOP** – There is a \$250 annual institutional membership fee to join the National Association of Clery Compliance Officers and Professionals (NACCOP) as well as a \$50 per person professional membership. He thought that some members on his staff would get professional memberships if we could get funding for the institutional membership. Some of the benefits of a professional membership are:

- Clery Compliance Training Resources
- Access to legislative updates
- Professional Development Opportunities
- Access to Clery related studies & press releases
- Webinars & Blogs
- Tools for managing institutional compliance objectives
- Access to Clery compliance reference materials & resource library
- Connect & Collaborate with other Clery Compliance Officers (listserv)
- Annual Conference (additional fees apply)

Chair Mackesy asked if the department of any committee member would be willing to pay the institutional fee of \$250. Joann Campbell said that she looked at her budget and she had the funds to pay it. Chair Mackesy told her how much he appreciated that.

**Committee Makeup** – Chair Mackesy asked the committee if they gave any thought as to representatives from Study Abroad or the Provost's Office joining the committee. John Reis said that representatives from Study Abroad didn't think it necessary for a representative from their office to serve on the committee. Chair Mackesy was concerned about how much they know about Clery compliance or more importantly, what they don't know. Mr. Reis reported that he has met with individuals from Study Abroad and went over a check list to determine which trips would be Clery reportable. A comment was made that that there are probably others that would rather not serve, but the safety and security of our students is paramount. Chair Mackesy said he would keep that in mind.

The committee's consensus was that the Provost's Office needed a member to serve on the committee. They could provide needed leverage in making sure that CSAs are properly identified, the training video watched and the quiz taken. Marc Snow volunteered to follow up with the Provost to see whom he would like to appoint.

It was suggested that Jillian Gooding, Compliance Officer for Enrollment Services, who attended the last meeting would be an asset to the committee. Marc Snow is going to follow up with Albert Colom, Associate Vice President Enrollment Services, to see if she could serve.

**Clery and VAWA** – Chair Mackesy asked that each committee member be sure and read these laws (links will be posted on the SharePoint site) from the perspective of their department and make note of what applies to your department.

**CSA Subcommittee Report** – John Reis reported that the subcommittee met to review the list of CSAs and to discuss how to get information to them, especially the fact that they are a CSA and how to access the training video. The subcommittee would like to provide two letters

annually to the CSAs. The first would be in July to notify them that they are CSAs and how to access the training video. The second letter would go out in January reminding them of their responsibilities as CSA's. Additionally, an annual reporting form was proposed, to be completed even if there were zero incidents to report, to ensure accurate reporting. Mr. Reis distributed the two letters and the incident reporting form for review. He said these documents will be posted to the SharePoint site for review and comment.

Marc Snow reported that he had opened a dialogue with Human Resources so that CSA responsibilities could be built into the appropriate job descriptions. In this way, CSA responsibilities could be covered in New Employee Orientation as well as New Faculty Orientation. New hires could also be directed to the training site. Going further with this thought, Club Alliance designees could notify club sponsors of their CSA designation when they sign up to be a sponsor. They too could be referred to the training site.

**ASR and VAWA Amendments Checklists** – Chair Mackesy said that these checklists simplify the whole process. He asked committee members to review these checklists (which are on the SharePoint site) from the perspective of your departments.

**Takeaways** - Meetings will be on the fourth Thursday. The schedule for the rest of the year will be:

April 23  
May 28  
June 25  
July 23  
September 24 (start of bi-monthly meetings)  
November 19 (a week early because of Thanksgiving)

John Reis will get the training video, quiz and list of CSAs to ITS so it can be uploaded to MyWings. He will then ensure that the email gets sent to all CSAs. He will follow up to ensure compliance. He will make sure the January letter gets sent to all who were CSAs last year for last year's annual report. Moving forward, letters will be sent in July and January.

Chair Mackesy will send Joann Campbell a link to the NACCOP membership site so she can pay for the institutional membership.

Mary Stumph will send Outlook meeting invitations to the committee for the six meetings listed above.

**Adjournment** - There being no further business, the meeting was adjourned at 10:15 a.m.

Minutes approved by committee vote on April 22, 2015.