

Clery Act Committee Meeting

Thursday, April 23, 2015, 9:00 AM
Student Union Building 58 W / Room 30804

MINUTES

Committee Members Present:

Frank Mackesy, UPD
Bob Boyle, Housing and Residence Life
Joann Campbell, Compliance
Dan Endicott, Environmental Health and Safety
Cheryl Gonzalez, Title IX Administrator
Jillian Gooding, Compliance Coordinator, Student Financial Aid
Matthew Harris, Student Government
Anne Hoover, Academic Affairs
Andy Joiner, UPD
Donna Kirk, Athletics
Steve Paulson, Faculty Representative
John Reis, Office of the General Counsel
Marc Snow, Office of the General Counsel
Sheila Spivey, Women's Center
Bill Strudel, UPD
Bob Shepherd, Student Conduct

Absent:

Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

The meeting was called to order at 9:03 a.m. by Committee Chair, Frank Mackesy. The first order of business was for committee members to introduce themselves and state what department they are 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 commented that there were a couple of edits to the minutes posted on the SharePoint site. He asked for a motion to approve the minutes as edited. A motion was offered and seconded. The motion was carried to accept the minutes as edited.

Bylaws - Chair Mackesy then said that the bylaws needed to be amended to reflect the three new members appointed to the committee by President Delaney. He also told the new members that the bylaws now contain language that the committee can seek approval for action items from the president's designee instead of the president. Chair Mackesy asked for a motion to amend the bylaws to include the new members. A motion was offered and seconded and carried to accept the amended bylaws.

CSA Training Video - Chair Mackesy asked for an update on the CSA training video. John Reis reported that previously we thought that the quickest way to get the training video online was through MyWings. However, with help from ITS and CIRT, the training module is now available through Blackboard. CSAs will be able to watch the video, take a quiz and provide feedback. Once each CSA has done those three things, Blackboard will reflect they completed the training module.

CSA Letters - Mr. Reis informed the committee that Tom Serwatka made some edits to the “January” letter and approved it late yesterday. Once Mr. Reis gets the mail merge complete, a personalized email will be sent to all 350+ CSAs asking for them to report to UPD any crimes reported to them last year and to let them know how to access the training module. He also confirmed that the CSAs were identified by position not by name.

Committee members suggested to Mr. Reis that their names be added to the list of users for the training module in Blackboard. Mr. Reis said that he would do so, but he would have to add the committee members as “administrators”, which means they each have the ability to make changes to the training module. However, he emphasized “please don’t”. If any committee member has suggested changes, please let him know and he can make the changes. Mr. Reis advised that the training module was purchased from the Clery Center so the University is in compliance by using it because it is their CSA training program.

Chair Mackesy said he cannot emphasize enough for the committee members to make sure their areas are in compliance. Athletics and the International Center are big areas of Clery that need to be in compliance. Chair Mackesy shared with the committee that Donna Kirk invited Chief Mackesy to attend a meeting in Athletics with the coaches. He also said that they are eager to learn their specific responsibilities. Chair Mackesy also said that legislation has been introduced that would increase the fine per incident.

Chair Mackesy reminded the committee that the CSAs must report crimes that have been reported to them to the UPD. If a CSA is not sure if something was a crime, fill out the report anyway; send it to UPD and UPD will determine whether or not it was a crime that needs to be reported. It is also the responsibility of CSAs to report crimes to UPD even when the victim doesn’t want it reported. The report can be submitted to UPD without personally identifying the witness/victim.

The next discussion was concerning when to send the “January” letter out, deadline to report to UPD, and who needs to respond. The “January” letter is the one that in the future will be sent out every January reminding CSAs of their responsibilities and requesting that CSAs report any crimes they may have forgotten or neglected to report throughout the previous calendar year. Because this will be a new procedure and because of the implementation of the online training program, the committee has decided to send the “January” letter out now to kick-off the new cycle of two letters a year to CSAs. After a general roundtable discussion, the committee decided that the letter should go out this week with a deadline of May 1st to respond. Also, a response is needed from every CSA, with follow up, if necessary. The January letter also contains information on how to access the training module.

Next up was the “July” letter. This is the letter that goes out informing people in certain positions that they are a CSA and how to access the training module. Additionally, for those CSAs who are already aware of their responsibilities and have previously completed the training, this letter will serve as reminder of their ongoing duties. After some discussion, it was agreed that the “July” letter should really be sent out August 3rd when faculty are back on contract and not during the summer when they are not on a contract. (Anne Hoover is going to confirm the date faculty are back on contract.)

Chair Mackesy said that with the turnover in Housing, Club Alliance and Athletics it’s a job just to keep updated on who is a CSA. Andy Joiner said that he usually sends an email to Housing and Club Alliance before the July letter is sent out to get an updated list of the names of individuals in certain positions. He will add Athletics to that email. The discussion turned to travel, both domestic and international. Many trips (maybe 80%) are coordinated through the International Center, Transformational Learning Opportunities (TLO) scholarships and the Center for Community Based Learning (CCBL); however, there are some faculty led trips that

are not. Faculty who lead trips coordinated through the International Center have to take a training course, perhaps the CSA training module could be incorporated into that.

Chair Mackesy indicated that the International Center has expressed a desire to attend committee meetings on an "as needed" basis, rather than have a designee serve as a regular committee member. He mentioned this was the committee's third meeting and at all three meetings, international issues were discussed. Chief Mackesy is going to contact the International Center and ask again that they appoint a representative to serve on the on the Committee. The committee members agreed with this decision.

ASR Checklist - Chair Mackesy then went over the Annual Security Report (ASR) Checklist to make sure all areas are covered. Sheila Spivey said that she has reviewed the sections relating to dating violence, domestic violence, sexual assault & stalking and that the Women's Center already does the majority of the items on the checklist. As Tom Van Schoor was not present at the meeting, so Chair Mackesy asked Bob Shepherd to get with him and review the section regarding student disciplinary procedures. Bob Boyle already has ownership of the missing student section and will review the ASR to make sure they are in compliance. Both Bob Boyle and Dan Endicott have worked on the fire safety reports and statistics section but will review the ASR to make sure they are doing everything on it. Chief Mackesy said that the UPD will handle all the rest of the checklist including the emergency drills and testing. He is confident that if the committee uses this ASR checklist it will be our blueprint for success.

Webinars - UPD, the General Counsel's Office and Joann Campbell, Compliance Officer have all agreed to pay for webinars sponsored by the National Association of Clergy Compliance Officers and Professionals (NACCOP). They all start at 3:00, run ninety minutes and will be in the Administration and Finance conference room (Hicks Hall, Building 53, Room 2200). Please feel free to attend all or only the one(s) specific to your area:

April 23 (today) "Classifying and Counting Crimes"
May 7 "Student Conduct, Residential Life & Police"
May 28 "Policy Statements"

Other Business – Marc Snow related to the committee that he participated in a conference call with the other SUS attorneys on proposed amendments to the Campus Accountability and Safety Act (CASA). Last year Senator Rubio asked the SUS for their comments to the bill, which were provided. Now, the bill has been revised and Senator Nelson is asking for the SUS's comments. The proposed bill, including last year's comments, prepared by the BOG General Counsel will be posted to the SharePoint site for review. Mr. Snow agreed to provide the revised comments from the SUS general counsels to Senator Nelson once they are completed. Committee members will be advised once this document is received and it will be posted on the SharePoint site for review. Chief Mackesy said that he has reviewed the proposed changes in the revised Bill and they seem to be heavy handed.

John Reis proposed a discussion of the University's Campus Safety and Security Reporting Policy for the committee's next meeting and said that a redlined version of proposed changes to the Policy is posted on SharePoint in the "Draft Documents" library for review and comment.

The next committee meeting will be on Thursday, May 28, 2015 at 9:00 a.m. at a location yet to be determined.

There being no further business, the meeting was adjourned at 10:05 a.m.

Minutes approved by committee vote on May 28, 2015.