

## Clery Act Committee Meeting

Thursday, May 28, 2015, 9:00 AM  
Student Union Building 58 W / Room 30804

### DRAFT MINUTES

#### **Committee Members Present:**

Frank Mackesy, UPD  
Bob Boyle, Housing and Residence Life  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Matthew Harris, Student Government  
Anne Hoover, Academic Affairs  
Andy Joiner, UPD  
Steve Paulson, Faculty Representative  
John Reis, Office of the General Counsel  
Marc Snow, Office of the General Counsel  
Tim Robinson, International Center  
Bill Strudel, UPD  
Bob Shepherd, Student Conduct  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

#### **Absent:**

Cheryl Gonzalez, Title IX Administrator  
Donna Kirk, Athletics  
Sheila Spivey, Women's Center

#### **Guests:**

Rich Carey, Military & Veteran's Resource Center  
Ruth Lopez, International Center  
Cheryl Parham, Financial Aid

The meeting was called to order at 9:03 a.m. by Committee Chair, Frank Mackesy. The first order of business was for everyone in attendance 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. Jillian Gooding said that Cheryl Gonzalez was listed as absent in the minutes but she must have come late and not signed the sheet. Ms. Gooding remembers because Ms. Gonzalez sat next to her. Chair Mackesy then asked for a motion to approve the minutes as corrected. A motion was offered and seconded. The motion was carried to accept the minutes as corrected.

**New Member from International Center** - Chair Mackesy welcomed Tim Robinson, new committee member from the International Center, as well as Ruth Lopez, also from the International Center. Chair Mackesy said that the International Center has a big role in Clery compliance and he appreciated Dr. Robinson joining the committee to not only hear about any changes to compliance but to also have the committee offer any help so that the International Center can remain in compliance. Dr. Robinson said that while he has been working with John Reis and others on Clery compliance, he is happy to serve on the committee.

**Update on CSA Training** - Chair Mackesy asked for an update on the CSA training video. Andy Joiner said the CSA training module was up for viewing. He stated that he has received approximately 100 end of the year reports from CSAs that had nothing to report. John Reis said that 108 CSAs had completed the online training. Chair Mackesy said that the committee expected that level of completion because of the summer session but expected the training to pick up again in the fall. Marc Snow suggested that since most of the faculty teach either Summer A or B, that a reminder be sent to the faculty to complete the training. Chair Mackesy asked that John Reis send that reminder to the faculty and to copy Andy Joiner. Anne Hoover suggested that Mr. Reis could also reach out to Chip Klostermeyer, president of the Faculty Association, to remind faculty. Chair Mackesy said that the August letter will also be going out to CSAs so that will boost training compliance. All in all, Chair Mackesy is happy with 25% compliance so far.

**Webinar** – Chair Mackesy stated that he appreciated various committee members' departments pitching in to pay the cost of three webinars. The last of these, "Policy Statements" will be today at 3:00 p.m. in the Administration and Finance conference room (Hicks Hall, Building 53, Room 2200). Chair Mackesy said that universities are getting dinged by the OCR for lack of content in their policies. With the new VAWA requirements, the ASR requires 110 policy statements and we only have approximately twelve. He said that we will get this done and be in compliance with that mandate.

Chair Mackesy said that he met yesterday with Albert Colom, Associate Vice President Enrollment Services. He said that he discussed having Jillian Gooding carry back information from the Clery Act committee that would benefit areas outside of her area to Dr. Colom. Ms. Gooding agreed to do so.

Clery requires training to all incoming transfers, freshmen and their parents. Dr. Colom and the Integration Committee, made up of members from Academic Affairs and Student Affairs, are planning a training schedule to meet these needs. The handout "UNF Student Life Cycle" will be posted to the SharePoint site for review. There will be online training the student will have to complete before they can register for classes. Training will continue during New Student Orientation, the Week of Welcome and the FYE/FTIC Seminar. Clery also requires this training to be "ongoing". The University has interpreted that to mean that training could be held every other year so when this year's freshmen are incoming juniors, they will have to complete training, a refresher course of what they received as freshmen, before they can register for classes. Campus Clarity (content delivery and tracking software program) should be up and running for training before registering, for New Student Orientation and the Week of Welcome. The Integration Committee is still working on the FYE/FTIC Seminar.

Chair Mackesy stated that he quickly viewed the presentation that Cheryl Gonzalez and Andrea Adams-Manning use for their training sessions. One observation he made is that the ASR is not mentioned in either of the presentations. Clery requires that we point students to the ASR on the UPD website. Jillian Gooding stated that as part of their financial aid compliance, her office places a notice in Osprey Update to faculty, staff and students on how to access the ASR. This is done three times per year, at the end of every semester. Chair Mackesy agreed that we were in compliance as far as letting people know about the ASR, but we needed it to be in the presentations. Mr. Snow said that he addressed the ASR and VAWA in his verbal presentation, the topics just didn't actually get on a slide. He agreed that the presentations need to be cleaned up a bit and will be sure to include Title IX in Clery training. Chair Mackesy also noted that there were a couple of exact duplicate slides in the two presentations and suggested that the presenters may want to think about not duplicating each other.

Joann Campbell wanted to discuss "ongoing" training. She reminded the committee that there is ongoing training through the Ombudsman, Shelia Spivey and "Take Back the Night", the OGC

and other resources all through the year. The questions are: How do students know about it? How do they get credit for attending? Chair Mackesy agreed that this training throughout the year will show due diligence on our part. He thinks that between Campus Clarity and other training, we will be in compliance with “ongoing”.

The topic next turned to employee training. Employees should be receiving the same information that the students receive. For new employees, it is covered in New Employee Orientation; however, there is no mechanism in place now for ongoing training with current employees. Campus Clarity is geared towards students and we need to come up with some training module for current employees. Chair Mackesy suggested that we seek the assistance of CPDT.

**Clery Checklist** – Chair Mackesy said that most of the members on the committee do not have responsibilities for the ASR. He has assigned portions of the checklist to committee members whose responsibilities fall within that area. Those committee members include: Bob Boyle, Dan Endicott, Sheila Spivey, Bob Shepherd and Tom Van Schoor. We have to be in compliance by July 1 and he has asked these members to provide him their information, and backup, by June 22. He suggested sending the backup to Compliance and Joann Campbell agreed that was a good idea.

Chair Mackesy next addressed Bob Shepherd because Student Conduct has a lot of stuff to capture. Mr. Shepherd said that both he and Mickey are capturing the numbers. Chair Mackesy suggested that incidents could be reported as they come up rather than reporting 250 at the end of the year. Mr. Shepherd agreed that this was a good idea.

The committee then had a general round table discussion on international travel. Chair Mackesy asked Steve Paulson, faculty representative from CCOB International Business Flagship, if the international trips he coordinates are somehow routed through the International Center. Dr. Paulson confirmed that students are sent there for safety and security training and any visa related issues. Chair Mackesy then asked “how do we know if any locations are Clery reportable?” Mr. Reis explained that the International Center has developed a checklist to determine in advance whether a given travel location is Clery reportable. The International Center also has a form to report any incidents. Dr. Robinson said they get many reports at the conclusion of trips but most of them are not Clery reportable. Chair Mackesy asked if the form asked for information from the foreign country, such as police report number, contact name and information. The form does not but will be revised to include this information. Chair Mackesy explained that it's the UPD's obligation to make contact with the police department where the trip will take place.

The International Center conducts training for new faculty taking students abroad, but no training for those who regularly make trips. All study abroad leaders are CSAs so they all need to take the CSA training online. Not all, but most of the international trips are coordinated through the International Center. The committee needs to keep in mind ad hoc faculty led trips – conferences, poster presentations, etc.

As for domestic travel, there is no central clearing house for domestic travel. Approximately 80% of domestic travel is through a Transformational Learning Opportunity (TLO) or the Center for Community Base Learning (CCBL). However, there are other ad hoc faculty led trips that the University may not be aware of. Dr. Robinson suggested that most incidents that occurred during domestic travel were not Clery reportable.

Chair Mackesy asked Dr. Paulson what did he think that faculty would think if there were some sort of “domestic travel center” that faculty would have to go to before they traveled with students? Dr. Paulson personally would view it to be very helpful and welcome the assistance

and he thinks other faculty would as well. As with anything, there would be some faculty who might try to fight it.

**Clery Policy** – Mr. Reis reported that the biggest change to the policy was the CSA list. Also, it was decided to delete Appendix A which listed policy statements as this would make the policy too long. Mr. Reis asked the committee to review Appendix B, the CSA list, and provide him with any necessary changes. He thought the policy could be finished soon but then it would have to go through the Policy and Compliance Committee. He hopes to have it wrapped up by the next meeting.

**Other Business** – Matthew Harris, student representative, informed the committee that he was no longer an active member of Student Government because his term expired May 1<sup>st</sup>. Mr. Reis confirmed that the bylaws stated that there would be a representative from “Student Government”. Mr. Harris stated that he would be happy to help facilitate getting an active member of Student Government appointed to the committee.

The next committee meeting will be on Thursday, June 25, 2015 in the Social Sciences, Building 51 / Room 3201. There will be meetings in July, September and November and in the new year, the committee will meet quarterly.

There being no further business, the meeting was adjourned at 9:57 a.m.

Minutes approved by committee vote on June 25, 2015.