

Clery Act Committee Meeting

Thursday, August 10, 2017 at 9:00 AM
Student Union, Building 58W / Room 3804
MINUTES

Committee Members Present:

Frank Mackesy, UPD
Anissa Agne, Enrollment Services
Tim Barnes, Student Government
Joann Campbell, Compliance Officer
Shawn Faulkner, UPD
Katie Haft, Title IX representative
Kelly Harrison, CPDT
Anne Hoover, Academic Affairs
Andy Joiner, UPD
Donna Kirk, Athletics
Ruth Lopez, International Center
Holly Miller, Faculty Representative
John Reis, Office of the General Counsel
Tim Robinson, International Center
Bill Strudel, UPD
Margaret Szebra, Student Government
Luis Tejeda, Student Government
Tom Van Schoor, Dean of Students
Rachel Winter, Student Conduct Officer

Absent:

Bob Boyle, Housing and Residence Life
Dan Endicott, Environmental Health and Safety
Cheryl Gonzalez, Title IX Administrator
Marc Snow, Office of the General Counsel
Sheila Spivey, Women's Center

Guests:

Alexandria Iannone, Athletics

The meeting was called to order at 9:00 a.m. by Committee Chair, Chief Frank Mackesy. The first order of business was for committee members and guests to introduce themselves and state which department they are representing.

Minutes: Chief Mackesy presented the draft minutes of the May 25, 2017 meeting 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.

Annual Security Report – Chief Mackesy reported that Donna Kirk in Athletics is always first to submit this report and her efforts are much appreciated. He has also received updated reports from the Dean of Students, Student Conduct, Housing and Dan Endicott. He has not yet received the report from the Title IX Administrator. The ASR flows according to the ASR Checklist, not by department. Please note that the ASR is not the responsibility of the UPD, but is the responsibility of the individual departments of the University. UPD only formats the report, publishes it and submits it to the DOE. If your department has no changes to last year's ASR,

please send Chief Mackesy an email to that affect. The letter from the DOE reminding the University to submit the ASR can be sent to anyone in the University. If you happen to get it, please send it to Chief Mackesy. Among other things, it contains the user name and password to update the ASR on the DOE website.

Master CSA List – Kelly Harrison reported that he has identified a couple of areas that need updating but is working on the list. His recommendation is that the list attached as Appendix A to the Campus Safety and Security Reporting Policy be considered as the “master list”. Human Resources can then run a report based on the positions listed in Appendix A to determine who holds all of those positions. Mr. Harrison noted that the policy needs to be updated to include all positions that UNF designates as CSAs. Currently, the positions in Enrollment Services and Club Advisors are not in the policy. Human Resources runs a report of CSAs every 6 months to accurately identify who is sitting in CSA positions and can track training. If a department wants to add a position as a CSA, it needs to be added to policy and the CSA language needs to be added to the position description. Margaret Szerba reported that by September 21, they will have a firm list of club advisors, at least until the next semester begins. Anissa Agne wants to review the list of Enrollment Services positions one final time before those positions are included in Appendix A of the policy.

CSA Notifications - John Reis and Shawn Faulkner just got back from a Clery Compliance seminar in Baltimore. Mr. Reis said that a best practice is that twice a year we need to reach out to CSAs for any crimes not reported. It was suggested to send that email a week before the end of the semester, which is the end of December and the beginning of May. Another suggestion was that a lot happens in the summer and the email should also be sent to the CSA the third week in July. Chief Mackesy confirmed that the UPD will send out the email three times a year, at the end of each semester. Mr. Harrison said that once HR’s list matches the policy list easy it will be easy to compile a list for the emails.

CSA Training – Mr. Harrison reported that campus wide 94% have completed CSA training. At the recent New Faculty Orientation, they viewed the CSA video and also received crisis management training. CSA training is continuing during New Employee Orientation. In fact, all new hires that are in designated CSAs positions receive a flyer in the packet of information that alerts them they are a CSA and provides CSA information. There are mechanisms in place to catch other employees. For instance, Student Government has new employees take the CSA training. Right now, it is a manual process to identify an employee moving from a non-CSA position to a CSA position, but HR is trying to build a better mousetrap for that. Mr. Harrison is working with the new HR Director to have OASys flag that in some way. Dir. Kirk reported that at Athletics Annual Kickoff, they also have CSA training and responsible employee training.

On-Line Training – Mr. Harrison reported that in early September, the new Title IX video will be in Canvas. As this new video will replace the video currently in Blackboard, that video will not be moved to Canvas. The new video also discusses the overlap between Title IX and the Clery Act and Title IX Awareness. As it will be in Canvas, HR can track who has taken this training.

Clery Policy – Mr. Reis reported that the Campus Safety and Security Reporting Policy was supposed to go before the Policy and Compliance Committee, but that committee is going away and Dr. Campbell will be heading up a new committee. The other thing that was changed in the policy was to update the CSA list on Appendix A. As this is not a major change, it does not need to go before the Board of Trustees. Now, the policy needs to be updated to include the Enrollment Services positions once Ms. Agne has reviewed them. Dr. Campbell said to send the updated policy to her and Stephanie Howell and she will send it to the constituent groups. Ms. Agne agreed that in the policy, it should state “all professional staff in Enrollment Services. Mr. Reis pointed out that in the seminar he attend another best practice is to add HR employees. Mr. Harrison advised that all employees in HR are CSA trained. He suggested that

a conversation needs to be held with Rachelle Gottlieb as she may want just certain positions designated as CSA, not all positions.

Mr. Reis informed the committee that the Director of Clery Compliance at DOE was a speaker at the conference. The Director indicated that broad investigating will be pulled back or go away in a year. Audits will be more focused and Clery violations will not be used as a way to investigate entire university processes. That sort of practice will be stopped. Another Dear Colleague letter will be coming out in 2017 to provide more guidance. Mr. Reis also reported that in regards to the timely warning and emergency notification, if more than 3 people are involved in those discussions, you are not compliant. Chief Mackesy said that the people he consults with are Marc Snow and Sharon Ashton, in her role as the Public Information Officer, not VP of Public Relations.

Bylaws – Chief Mackesy suggested to the committee that it was time to update the bylaws by changing the information under membership, to take the names off and to have the membership of the committee identified by position. It was determined to add “Director or designee” after removing the individual names from positions listed in the bylaws. We also need to add Director or designee from Human Resources, the International Center and Enrollment Services. Women’s Center will be replaced by Department of Diversity Initiatives. Dr. Campbell has done research and most Compliance Officer who serve on committees are non-voting members and she would like to continue serving on the committee, but as a non-voting member.

Travel – Joann Campbell thanked Donna, Alex, Ruth, Anne and the UPD representatives for working with her and the PMO for the travel software to discuss workflows. The ITS project management team is very receptive to suggestions made by the workgroup and Dr. Campbell is confident we will get there. This should roll out in December. Maxient is also moving forward which will capture much of the Student Conduct information. Rachel and Tom are getting with the PMO to provide the information to make that software work for us. This process is moving along nicely.

Other Business - Chief Mackesy wanted to give a shout out to the new Student Conduct Officer, Rachel Winter. She submitted a very good update to the ASR and provided accurate student conduct numbers even stating that she and her team triple checked the numbers. Dr. Campbell advised the committee that the work group gave the PMO the workflows so they can build custom software which will take a couple of months. Once that’s done, they will offer one training session and we can invite as many people as necessary to attend this training. They will then be the trainers. Chief Mackesy said that Maxient is a cross functional program that will be used by Housing and Student Conduct to input, but UPD and the Counseling Center have access to it and can add notes. This program will make it easier for departments across the University to track a student and be able to identify those students who have multiple incidents.

Chief Mackesy appreciates the effort in completing the 2016 ASR. Going forward, it should be easier each year as we should only need to update the information in the report. Please check your policies that are referenced in the ASR to make sure they are the current policies.

Adjournment – Chief Mackesy adjourned the meeting at 10:00 a.m.

Next meeting – the next meeting of the Clery Act Committee will be on Thursday, November 16, 2017 at 9:00 a.m. at a location to be determined.

Approved by committee vote on November 16, 2017.