

DRAFT
Clery Act Committee Meeting
Thursday, November 16, 2017 at 9:00 AM
J.J. Daniel Hall, Building 1 / Room 2800
MINUTES

Committee Members Present:

Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Joann Campbell, Compliance
Dan Endicott, Environmental Health and Safety
Shawn Faulkner, UPD
Anne Hoover, Academic Affairs
Dee Kennedy, Athletics
John Reis, Office of the General Counsel
Bob Shepherd, Student Conduct
Bill Strudel, UPD
Tom Van Schoor, Dean of Students
Celeste Watkins

Absent:

Frank Mackesy, UPD
Cheryl Gonzalez, Title IX Administrator
Kelly Harrison, CPDT
Donna Kirk, Athletics
Ruth Lopez, International Center
Holly Miller, Faculty Representative
Marc Snow, Office of the General Counsel
Sheila Spivey, Women's Center

Guests:

Taylor Hoffman, Compliance
Barbara Sperbeck, ITS, Project Management Office

The meeting was called to order at 9:00 a.m. by Committee Vice Chair, John Reis.

Minutes: Mr. Reis presented the draft minutes of the August 10, 2017 meeting to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Mr. Reis 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: Mr. Reis reported that the ASR was sent out a week or so before the required date because it was ready! Thanks to all for their hard work on getting the report done on a timely basis. To view a copy of the report, go to UNF's home page and on the bottom, click on "Consumer Information". There are also links to the ASR on the UPD and Compliance websites.

To follow up on that, Joann Campbell said that the ASR check list was distributed two weeks ago and while she received some responses almost immediately, there were a flurry of emails late yesterday and today. If you had a role in any portion of the ASR, Dr. Campbell needs your name and the page number that corresponds to the section(s) that you were responsible for. The page numbers are different from last year, so please be sure and provide her the accurate

page number for this year. Mr. Reis asked that if you haven't gotten your information to Dr. Campbell yet, please do so.

Update on CSAs: Mr. Reis said that Kelly Harrison could not attend today's meeting but provided him an update via email. The official CSA list is Exhibit A to the policy and it has been revised to include all positions that UNF has designated as CSAs. About a month ago, VP staff approved updated Exhibit A and it is now on the website. If you have a list on your website, (HR UPD) please make sure that your list is the same as Exhibit A to the policy as that's the most up to date list. HR keeps track of the updated list not only by position but also by the individual serving in that position to make sure training is received. All necessary position descriptions have been updated to include the CSA requirements.

There is now a self-enrollment link and complete instructions for the Clery Act training that has been added to the CPDT webpage. Individual departments will no longer have to enroll employees for the training. Mr. Reis will get that link and forward it to all members. If an individual gets promoted to a CSA position, their supervisor or HR should let that individual know about the required training and where to find the self-enrollment page. Celeste Watkins said the self-enrollment tab will be easier for Student Affairs as students change frequently. Bob Boyle said that he has some trouble with RAs because they are constantly changing but he will follow up to make sure training is getting done and to make them aware of the self-enrollment tab.

There was a brief discussion as to whether Clery Act training needs to be an annual requirement. The policy does not address that. Some department have made it annually for their employees. This item needs to be added to the agenda for the next meeting so we are all on the same page.

Ms. Watkins provided a list of Club Advisors who have completed the Clery Act training. There are still a few who have not but if they haven't completed training they are unable to move forward such as reserving rooms in the Student Union.

Title IX Video: Mr. Harrison's email also included an update on the Title IX video and they are currently doing the final review and are expected to sign off on the completed module very soon. He will send out a notification when the class goes live and will also include the self-enrollment link.

Dee Kennedy reported that Athletics has a process in place for the staff and athletes to view the video once it's available. A new, last minute NCAA mandate requires all Athletics staff and athletes to be trained by May. Dr. Campbell said that the NCAA requirements are much more rigorous and was not sure that this video would be adequate. Tom Van Schoor said that all athletes will be given access to all four portions of the Campus Clarity training and that should satisfy the NCAA requirements.

By-laws: Mr. Reis reported that the Director of CPDT has been added as a member of the committee to its bylaws and Mr. Harrison is now an official committee member.

Maxient: Dr. Campbell introduced Barbara Sperbeck, Project Manager for ITS. Ms. Sperbeck gave a brief overview of her education (UNF!) and work history and stated that she is new to higher education but is an experienced project manager. Ms. Sperbeck stated that she picked up this project from the previous manager. There was a big push to get custom information to the vendor. She has requested training for the second or third week in January. She is also looking into the expense for another half day training as there will be about 40 users and she wants to make sure that everyone gets what they need in training. Ms. Sperbeck reviewed the list of users which include Student Conduct, UPD, the Counseling Center, EDO, Student Affairs

and Academic Affairs. Ms. Kennedy asked if Donna Kirk was listed as a user but she is not. Dr. Campbell said that it makes sense for Athletics to be included because they have their own conduct process and Maxient is a student management system. The system will be able to send documents that follow the progress throughout the process. As all incidents will be under one umbrella in Maxient, it should make it easy for Clery reporting.

Dan Endicott asked for a brief overview of what Maxient is and will do. Mr. Van Schoor stated that it started out as a data management system for Student Conduct. Letters will go out through the system as well as scheduling hearings until the final result is logged. The user list was expanded to include the behavioral intervention team. It will be more robust than we have now because it will be a comprehensive look at a student's entire behavior. As an example, one student was first reported as stalking but they also found out about four academic integrity charges in four different classes. Knowing more about a student, we can better address issues in a more proactive way. The system is also FERPA compliant in that one can only see their area. All users have different access with Tom Van Schoor and Bob Boyle having the most access.

Travel: Ann Hoover and Dr. Campbell have seen some emails regarding the new travel software, but the project manager left and this project seems to have been placed on hold. Ms. Hoover reported that before that, Chief Mackesy made sure that the hotel and its local police department information will be included as necessary information to fill out. She also reported that there is some discussion in Academic Affairs, supported by Karen Patterson, Associate VP for Academic Affairs, that a domestic travel office be created. Laura Colomb currently handles TLOs and AA is looking to expand her duties to include domestic travel. Of course, she will need to be paid a little more. This can only happen with University support and, if approved, AA is looking to put this into the budget for 18/19. Dr. Campbell wondered if this committee should make a recommendation to the powers that be to support these additional resources that are required for Clery compliance. This item will be added to the agenda for the next meeting.

The discussion turned to an example of travel involving the equestrian club which consistently travels to two stables as well as other locations for competitions. It would be great to have a domestic travel office make sure clubs like this are following all the Clery requirements. Dr. Campbell asked if we need a dedicated Clery coordinator.

Committee Webpage: Mary Stumph will continue to keep up the SharePoint site, but she has also created a page on the UNF site for Clery Act Committee materials that is accessible to the public. The easiest way to find the Clery Act webpage is to go to the A-Z index, hit "P" and scroll to Presidential Appointed Committees.

Next meeting: The next meeting of the Clery Act Committee will be held on Thursday, February 22, 2018 at 9:00 a.m. in the Student Union, Building 58W/ Room 3806.

Adjournment: There being no further business Mr. Reis adjourned the meeting at 9:40 a.m.

Approved by Committee vote on February 22, 2018.