

Clery Act Committee Meeting
Thursday, February 22, 2018 at 9:00 AM
Student Union, Building 58 W / Room 3806
MINUTES

Committee Members Present:

Liz Arflin, Office of Dean of Students
Tim Barnes, Student Government
Bob Boyle, Housing and Residence Life
Adam Brown, UPD
Joann Campbell, Compliance
Dan Endicott, Environmental Health and Safety
Terry Evans, ES Planning & Operations
Shawn Faulkner, UPD
Katie Haft, Office of Equal Opportunity & Diversity
Kelly Harrison, CPDT
Christina Helbling, Undergraduate Studies
Anne Hoover, Academic Affairs
Andy Joiner, UPD
Donna Kirk, Athletics
Frank Mackesy, UPD
John Reis, Office of the General Counsel
Susan Russo, International Center
Sheila Spivey, Women's Center
Bill Strudel, UPD
Louis Tejada, SG, Club Alliance
Celeste Watkins, Student Government
Rachel Winter, Student Conduct

Absent:

Holly Miller, Faculty Representative
Marc Snow, Office of the General Counsel

Guests:

Robb Hartman, Internal Auditing

The meeting was called to order at 9:01 a.m. by Committee Chief, Frank Mackesy.

The first order of business was to have the individuals present to introduce themselves and state what department they were representing. Chief Mackesy welcomed Christina Helbling as the newest committee member appointed by President Delaney to the Committee. Chief Mackesy also introduced Adam Brown with UPD. Deputy Chief Bill Strudel is considering retiring in May and, should he do so, Officer Brown has been hired to replace him.

Minutes: Chief Mackesy presented the draft minutes of the November 16, 2017 meeting to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Chief Mackesy asked for a motion for approval. A motion was offered by Shawn Faulkner and seconded by Anne Hoover. The motion was unanimously carried to accept the minutes as presented.

Joann Campbell had a question/comment on the minutes. On page two 2, the second paragraph under "Update on CSAs", it states "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". Dr. Campbell said that if she were a supervisor, she would rely

on HR to carry out that function. Kelly Harrison said that they just had a discussion about this in HR last week. It was concluded that this passive approach was not going to work. Supervisors have a lot on their plate so HR created a safety net for departmental promotions to go through HR so they could be reviewed for any CSA positions. Currently, if anyone is promoted, an email goes out to say congratulations. HR will alter that email to include the CSA language. It was suggested to include the CSA training that is required and to insert a link to the training video. Mr. Harrison was unsure if he could include a link but will look into it. Currently, there is a link to CSA training on the CPDT home page.

Program Review by the Department of Education: Chief Mackesy advised the committee the Department of Education will be conducting a full audit of UNF. Included in the top ten items to audit is Clery compliance. The DOE will probably interview Frank Mackesy and Shawn Faulkner from the UPD. Chief Mackesy stated that they will try to answer all the questions that they can but if the auditors ask specific questions, he will refer them to others. Chief Mackesy thinks the University will come out okay in the audit based upon the work that the committee has accomplished over the last three years. We need to make sure that those individuals who work in positions identified in Appendix A as CSA's are trained. The auditors will be here Monday and all next week and they can ask to speak to any member of the Clery committee. If you are interviewed and you don't know the answer, refer the question back to Chief Mackesy.

As a reminder, the Clery act requires you to keep the backup documentation for the Clery reports for seven years. If you have documentation older than seven 7 years, please destroy it unless doing so conflicts with the public record laws. The DOE can audit for as long as we have documentation. Chief Mackesy will send out an email reminder when time is right to destroy 2010 records.

John Reis said that if the DOE should call on you, hopefully they will give you notice as to why so you can come prepared and bring any Clery documentation that you think will be asked for. "I don't know" is an acceptable answer. If there is someone in your department that you think has information the DOE may want, bring them with you. Only answer what they ask you. If they ask you a yes or no question, answer with yes or no.

Bi-Annual notification to CSAs: Mr. Reis said that a twice a year notice is not a requirement but is a best practice. Currently, UPD sends a notification once per year to CSAs asking them to report any unreported Clery crimes to the UPD. HR gives the list of CSAs to UPD. Mr. Harrison stated that HR is currently populating a list that will put individual names to the CSA positions and will include the expanded lists for Enrollment Services and Athletics. He will then run that list to see who has taken training. Officer Faulkner said that going forward, that notification will be sent a week or two before graduation in the spring and fall.

Update on completion of Annual Security Report (ASR) checklist: Dr. Campbell stated that the checklist is another tool that we might be able to use during the audit next week. It's another check and balance. She said that she really appreciates the help from everyone. The checklist will be posted on the Compliance website and the SharePoint site for this committee.

Clery Act Training. Does it need to be an annual requirement? Mr. Reis said that annual Clery training is a best practice, but is not required by law. He was unsure how annual training for everyone would fit in with CPDT's current training load. Mr. Harrison said that because Enrollment Services, Athletics and Academic Advisors have a high turnover rate, that within a year there could be 100-150 new people to cycle into CSA positions. He is also concerned about a possible push back from the campus community if they have to get the same training every year. He thought that maybe there could be the initial training and then an annual piece that could be a refresher course that only touches select subjects. Donna Kirk stated that is what she does in Athletics. In addition to the annual training she also has some speaking points

that she gives during the August Athletics kickoff breakfast. Every year John Reis gives her updated talking points and she also adds some specifics related to Athletics. Mr. Harrison said that before we can move forward, he needs a better mechanism for tracking as he currently tracks training on an Excel spreadsheet. Online only tracks the last time you took the test after the video, but does not track if you watch it every year. He also needs to know what type of format and where to place it. Chief Mackesy suggested we table this for now as this would affect the whole University. He has a meeting scheduled with President Delaney next week and will discuss it with him then. Dr. Campbell asked if this committee would like to make a recommendation. Maybe the collective wisdom of the committee might make a difference. Chief Mackesy asked if the committee, by a show of hands, wanted to recommend once a year training. The majority of hands went up. Chief Mackesy then advised that when he meets with President Delaney, speaking for the committee, he will recommend Clery training once a year.

Update on new travel module: Anne Hoover said that the travel module is in the testing phase and for Clery compliance, it's going to be good. Individuals will have to report the police station that has jurisdiction over the hotel where students will be staying before they can proceed further. Valerie will be able to run a report for UPD for all the police stations.

Update on AA Domestic Travel Office: Ms. Hoover said that a domestic travel office is needed for other reasons besides Clery. Christine Helbling reported that AA has hired a new assistant director who will work closely with TLOs but also serve as a resource for faculty and office managers. Chief Mackesy said that they also need to include a Clery component into those duties. Ms. Hoover said that the new travel module will capture a lot of the Clery information and despite the travel module AA still need a domestic travel person.

Update on Maxient: Chief Mackesy asked if Donna Kirk had been added to the Maxient user list. Liz Arflin said that she was here for Tom Van Schoor. Ms. Kirk stated that she really didn't need access to Maxient but when they were going through the vendor demos, she asked if coaches could have access to list when athletes are late to practice or any disciplinary issues. Ms. Arflin said they are just now rolling it out and are continuing to have discussions to see if it could accommodate other department needs. It is geared toward Student Conduct and they have to maintain student confidentiality. While she would like to see more interdepartmental use, it might not fit all areas. It might not be the place to list if a student athlete is late to practice because it is for conduct. Dr. Campbell stated that in Athletics being late to practice is a conduct violation. Ms. Arflin said that all users would have to have complete consistency in inputting information for the system to be used effectively. She could give no answer today, but it is on her radar. Sheila Spivey said that Victim Services has been left out of the loop since the demos. Chair Mackesy said that this is not a subject for the Clery Act Committee but he wants to help facilitate the discussion. To that end, he has a meeting with Tom Van Schoor immediately at the conclusion of this meeting and will discuss it with him.

Update Title IX Video: Mr. Harrison confirmed the Title IX video has gone live and he will be placing a link to its self-enrollment page on CPDT's homepage. He will then send out an email to all those who are required to take the training, although best practice is to have everyone receive this training.

Other business: Chair Mackesy asked Ms. Spivey where the bystander video was located. She reported that she needs to get it up on the web. Chief Mackesy would like to include that video on the UPD webpage.

Chief Mackesy introduced Robb Hartman from the Office of the Internal Auditor. Mr. Hartman said that an audit of Clery compliance has been on their audit plan for a while and it is just a coincidence that their audit coincides with that of the DOE. He said that either he or Julia Hann

will reach out to everyone on the committee for input. Usually these types of audits take around eight weeks.

Takeaways: Mr. Harrison will solidify a way to capture promotions of individuals from a non-CSA position to a CSA position. HR will also be responsible for notifying these individuals that they are CSAs and they are required to take training. He will also get the CSA list for AA to Ms. Hoover so she can follow up with anyone that needs training. Finally, Chief Mackesy will facilitate Student Conduct and Athletics discussing the appropriateness of Athletics using Maxient to track discipline. If so, we may want to include Victim Services or other areas.

One more reminder that the DOE will be here next week. Hopefully, they will let us know who they want to talk to and we can work on a schedule for the week. The DOE auditors will be in Hicks Hall Room 2700. Chief Mackesy said that his hope is to get through the audit with no major findings. He believes they might cite some limited issues the committee can learn from, but nothing resulting in a fine.

Next meeting: The next meeting of the Clery Act Committee will be held on Thursday, May 24, 2018 at 9:00 a.m. in the Student Union, Building 58W/ Room 3806.

Adjournment: There being no further business, Chief Mackesy adjourned the meeting at 10:02 a.m.

Approved by Committee vote on May 24, 2018.