

**Clery Act Committee Meeting**  
**Thursday, February 28, 2019 at 9:00 a.m.**  
**John A. Delaney Student Union, Building 58W, Room 3804**

**Committee Members Present:**

Frank Mackesy, UPD, Chair  
Anissa Agne, Enrollment Services  
Tim Barnes, Student Government  
Adam Brown, UPD  
Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
Shawn Faulkner, UPD  
Katie Haft, Office of Equal Opportunity & Diversity  
Kathleen Halstead, UPD  
Kelly Harrison, CPDT  
Christina Helbling, Academic Support Services  
Anne Hoover, Academic Affairs  
Donna Kirk, Athletics  
Dawn Knipe, Student Government  
Louisa Martinez, International Center  
John Reis, Office of the General Counsel  
Sheila Spivey, Women's Center  
Tom Van Schoor, Dean of Students  
Rachel Winter, Student Conduct

**Absent:**

Maria Bello, Club Alliance  
Bob Boyle, Housing and Residence Life  
Holly Miller, Faculty Representative

The meeting was called to order at 9:02 a.m. by Committee Chair, Frank Mackesy, who asked that everyone introduce themselves and state what department they are representing.

**Minutes:** Chief Mackesy presented the draft minutes of the November 15, 2018 meeting to the committee and asked that two typographical errors be corrected. On page one, change "UN" to "UNF" and on page two, bold the term "Written procedures for CSAs". He then 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 Deputy Chief Brown and seconded by Dawn Knipe. The motion was unanimously carried to accept the minutes as corrected.

**Discussion of offsite instructional locations:** Chief Mackesy asked the committee if anyone knows what the process is so that UPD is alerted to new offsite instructional locations. UPD needs to know of these locations under the Clery Act so they can send out letters to the local police department checking for crimes in that area. The consensus was that this information goes through Shawn Brayton, Director of Academic Support Services, who was invited to today's meeting but was unable to attend due to illness. John Reis said that the "instructional site" have to meet certain criteria. Anissa Agnee said it these sites are also reportable to SACS and DOE and that instructional sites have to provide a certain amount of credit hours toward a degree but are not branch campuses. Chief Mackesy asked how we can add an element to the approval process to let UPD know about instructional sites. He said that the University does not want to get caught by the DOE for not sending letters to the law enforcement agency of those

areas. Chief Mackesy asked if there were contracts in place for both instructional sites and for Athletics sites. Members agreed that contracts are in place for both of these. All these contracts go through the Office of General Counsel. Chief Mackesy recommended John Reis discuss the issue with Karen Stone, Vice President and General Counsel, so that maybe her office could be the clearing house for Clery compliance for offsite locations by informing UPD of any new sites.

**Obtaining correct travel information from Concur:** UPD recently sent letters to the local police departments for offsite locations with the information gathered from Concur. Many letters came back with invalid information, such as incorrect address or incorrect police department information. Chief Mackesy does not think this is a problem with Concur, but more with the individuals inputting incorrect information. Local letters, not international letters, are the ones being returned. For instance, Broward County Sheriff's Department was listed for an event held in that county, but Coral Springs was the actual city in that county the event was held and the letter should have been sent to the Coral Springs Police Department. Officer Faulkner showed a handful of letters that had been returned and a spreadsheet in which he had highlighted the information from Concur which was incorrect. Chief Mackesy said that UPD will be sending these returned letters back to the individual departments to correct the information and return to Officer Faulkner. UPD will then send out the letters to the correct police department or address. Chief Mackesy advised members that they will get a list from Officer Faulkner that will require action on their part. We have until the beginning of September to send the letters out.

**2018 ASR:** Chief Mackesy advised that it is time to start working on the 2018 ASR. During the summer term, he will be sending the ASR out to everyone for each department to update. Chief Mackesy plans to plug Deputy Chief Brown into this process so you may hear from him also. Chief Mackesy stated that Mr. Reis makes sure that the hyperlinks for policies are up to date and that the ASR correctly reflects that the University is doing what the policy dictates.

Chief Mackesy asked Deputy Chief Brown to report on the Clery training he just completed. Deputy Chief Brown said he is just back from a three-day Clery conference at UCF. It was a good conference and very comprehensive in what Clery requires. He said that mainly police chiefs and deputy chiefs from all over the United States were in attendance and that compared to most, UNF is way ahead of the others in a lot of places. He noticed a complete lack of understanding on behalf of some universities and while they may mean well and are well intentioned, they can still be fined for noncompliance. Officer Brown said the conference was very informative in regard to timely warnings, emergency notifications, and how to count crimes. Chief Mackesy said that Joann Campbell is a huge supporter of what we we're trying to do here. In next year's budget request, she is going to submit a budget request for her office to pay for the University's membership in the Clery Center. A big thank you to Dr. Campbell. Kelly Harrison said that once we are members, we could use their actual course materials and implement them into our new training software. Chief Mackesy said that Dr. Campbell will look into that on behalf of the Committee.

**Bi-annual notification to CSAs:** As discussed above and below.

**Written internal procedures for CSAs:** Chief Mackesy reminded the committee that when the internal auditors audited the Clery Committee, they found a few minor areas in need of correction. All have been resolved except we are waiting on final approval on the missing residential student policy. After a general discussion, it was determined that the procedures for notifying the UPD on Clery related crimes needs to be altered. If a crime is occurring i the UPD Communications Center or 9-1-1 should be called immediately. Then an email should be sent to [updcommand@unf.edu](mailto:updcommand@unf.edu) . If the crime occurred some time ago, you only need to send the notification to [updcommand@unf.edu](mailto:updcommand@unf.edu). Chief Mackesy has changed the process at UPD so

that the [updcommand@unf.edu](mailto:updcommand@unf.edu) email is now monitored. If you have any questions as to whether it's a Clery reportable crime, just call UPD and they will be happy to advise you.

Dr. Campbell suggested that the committee members review the timely warning policy and come prepared to discuss any needed changes at the May meeting.

**Updates from CPDT:** Kelly Harrison reported that CPDT made a recommendation for new training software, but there is still additional work to do. He has been assured by Shari Shuman that the University will get some type of software in the next nine to twelve months. Currently, CPDT is still manually tracking training for all employees. The new system will allow us to track all training in an automated process.

Mr. Harrison is still working with Housing and Enrollment Services on the CSA list to pare down "all" employees to a more specific list. For instance, he doesn't think Housing wants to list all 206 Housing employees as CSAs. He hopes to get this resolved by end of next week and then can update the master list. Once he gets the list cleaned up, he will send it to Officer Faulkner to send out the bi-annual notification to the CSAs. This should be completed by the end of March.

**Next meeting:** The next meeting of the Clery Act Committee will be held on Thursday, May 23, 2019 at 9:00 a.m. at the John A. Delaney Student Union, Building 58W, Room 3804.

**Adjournment:** There being no further business, Chief Mackesy adjourned the meeting at 10:00a.m.

Approved by committee vote on May 23, 2019.