

## Clery Act Committee Meeting

Thursday, May 25, 2017, 9:00 AM  
Student Union, Building 58W / Room 3804

### Committee Members Present:

Frank Mackesy, UPD  
Anissa Agne, Enrollment Services Representative  
Joann Campbell, Compliance Officer  
Katie Haft, Equal Opportunity & Diversity Representative  
Kelly Harrison, CPDT  
Andy Joiner, UPD  
Donna Kirk, Athletics  
Holly Miller, Faculty Representative  
Tod McVey, Environmental Health and Safety Representative  
John Reis, Office of the General Counsel  
Kristen Smith, Housing and Residence Life Representative  
Marc Snow, Office of the General Counsel  
Sheila Spivey, Department of Diversity Initiatives  
Bill Strudel, UPD  
Margaret Szebra, Student Government  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs  
Rachel Winter, Student Conduct Officer

### Absent:

Tim Barnes, Student Government  
Bob Boyle, Housing and Residence Life  
Dan Endicott, Environmental Health and Safety  
Cheryl Gonzalez, Title IX Administrator  
Anne Hoover, Academic Affairs  
Tim Robinson, International Center  
Student Government Student Representative  
Club Alliance Representative

### Guests:

Sharon Comer, PMO  
Kelly Griffis, PMO  
Julia Hann, Internal Audit  
Amanda Lovins, CAMS  
C. Kelsey Ryan, Student Financial Aid

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nted the draft minutes of the February 23, 2017 meeting to the  
rtunity for comments/questions from the members. Upon  
asked for a motion for approval. A motion was offered by Bill  
Joiner. The motion was unanimously carried to accept the

**Update on CSA On-Line training:** Kelly Harrison reported that campus-wide, 94% of employees have completed the CSA training video. While 100% is the goal, Mr. Harrison is very pleased with a 94% completion rate. 100% of the designated CSAs have completed the

training. Chief Mackesy commended Margaret Szerba because he spoke with a group from Student Government and all have at least heard of the Clery Act and some even knew what the Clery Act is. Ms. Szerba said that all SG officers are required to take Clery training as well as all new staff members. Mr. Harrison said that A&F has largely completed the training, although they do have a few staff members on extended leave who have not completed it yet. He needs to work with MOCA and Academic Affairs.

Mr. Harrison said they are still working on compiling an official list of UNF CSAs, whether designated by law or by UNF. He is working from three lists now, but needs to have all lists match. The current CSA list is up on the policy website and Mr. Harrison hopes to have the final list complete by the end of June.

Mr. Harrison said he is still working on getting the Title IX video on canvas. He is in the final stages of getting a Title IX awareness class online. He is working with an outside vendor and once the contract is approved it will take approximately 12 weeks to get it online. The current Title IX class has an introduction by President Delaney. We need a new class that will be "leadership neutral". The long term plan is to have it ready to go into Canvas by the beginning of the fall.

Chief Mackesy informed the Committee that the Clery fine has been adjusted for inflation and now the fine for each infraction is \$57,500. Joann Campbell said that the new fine is also retroactive back to November 2015. Chair Mackesy stressed that the liability is so great that's why it's so important to be compliant.

John Reis relayed that the Clery policy will go before the Policy and Compliance Committee at their next meeting and he will review the white paper.

**Clery Business Cards:** Chair Mackesy thanked Dr. Campbell for funding the purchase of the Clery business cards and passed out a box of cards for Clery members to take back to their departments. He thanked Donna Kirk for bringing this option to the attention of the committee. Mr. Harrison said that at the recent Professional Development Forum, Clery cards were placed into the bags that were given to all those who attended the forum.

**Annual Notification to CSAs:** Chair Mackesy said that the Clery Act requires an annual notice

**Clery property owned or leased by the University:** Chief Mackesy was provided a list of all University property owned or leased so we're good on that.

