

**Clery Act Committee Meeting**  
**Thursday, May 24, 2018 at 9:00 AM**  
**Student Union, Building 58 W / Room 3806**  
**MINUTES**

**Committee Members Present:**

Frank Mackesy, UPD, Chief  
John Reis, Office of the General Counsel, Vice-Chief  
Tim Barnes, Student Government  
Maria Bello, Club Alliance  
Bob Boyle, Housing and Residence Life  
Adam Brown, UPD  
Joann Campbell, Compliance  
Rosalind Dexter-Harris, Enrollment Services Planning & Operations  
Dan Endicott, Environmental Health and Safety  
Shawn Faulkner, UPD  
Christina Helbling, Undergraduate Studies  
Anne Hoover, Academic Affairs  
Donna Kirk, Athletics  
Dawn Knipe, Student Government  
Ruth Lopez, International Center  
Susan Russo, International Center  
Marc Snow, Office of the General Counsel  
Sheila Spivey, Women's Center  
Tom Van Schoor, Dean of Students

**Absent:**

Cheryl Gonzalez, Title IX Administrator  
Kelly Harrison, CPDT  
Holly Miller, Faculty Representative  
Rachel Winter, Student Conduct

**Guests:**

Kim Downs, ITS  
Leanne Thomas, Controller's Office

The meeting was called to order at 9:04 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.

**Minutes:** Chief Mackesy presented the draft minutes of the February 22, 2018 meeting to the committee and offered the opportunity for comments/questions from the members. Upon receiving none, Chief

affirmed that the review is not over until after the report was issued and he does not expect any surprises in the report.

**Capturing Individuals Promoted into a CSA Position:** Chief Mackesy noted that Mr. Harrison was not able to make the meeting but he sent an email update. Human Resources has fixed the problem and we now have a system in place. Carrie Guth, Director of Employment in Human Resources, now reviews all promotions and if a promotion is to a CSA position, she notifies that individual that they are a CSA and have to complete training. Chief Mackesy stated that this was an area of concern, but Human Resources has provided a good solution. It went from HR couldn't do it and it had to be coordinated through individual departments, to, once again, HR stepping up to the plate and taking responsibility for a Clery action item.

**Maxient and Athletics:** Chief Mackesy was unsure why this item was on the agenda for the Clery Act Committee. Ms. Kirk said that's because it was discussed in the last meeting and was included in the minutes. She reminded the committee that at the last Clery committee meeting it was determined that a meeting should be held, outside of Clery, with the appropriate people. While Tom Van Schoor, Dean of Students was unable to attend the meeting, a meeting was held with Ms. Kirk, John Reis, Rachel Winter, Joann Campbell and Liz Arflin. They talked it out and it was suggested that Athletics could utilize Maxient parallel to the way that Resident Life does. Chief Mackesy said that under Clery compliance, we can't have different systems handling discipline other than Student Conduct. If a different system is used and the numbers are not reported, Athletics could be found to be out of compliance. He suggested to make sure that Athletics uses the system just like Housing is using it as they are doing it right. Ms. Kirk agreed that not all offenses will meet the Clery threshold of sending an athlete to Student Conduct and that coaches will still issue discipline on minor violations like missing practice. Athletics needs to identify where that threshold is. Chief Mackesy suggested moving this conversation to Student Conduct and let the Dean take the lead on this as it is not a Clery Act Committee issue. Ms. Kirk agreed that another meeting needs to include the Dean of Students as well as the Athletic Director and sports supervisors. It was noted that Vice Chair John Reis is working with Ms. Kirk on this.

**Internal Audit:** Chief Mackesy asked if any of the auditors had reached out to any members of the committee. After several members confirmed that they had met with the auditor, Chief Mackesy wanted to know how those meetings went. Comments included: they just wanted to know what we did; discussed the things we accomplished in here, for example, the information card; talked about travel and Maxient. Mr. Reis said that Robb Hartman, from Internal Auditing was supposed to be here. He said the auditors are just gathering information including how we put together the ASR. Mr. Snow said that Julia Hann, Internal Auditor, conducts a real thorough audit, including looking at polices and how they relate to other polices, contacting individuals when necessary, and making recommendations. Mr. Reis said that after the auditor's report is

that bi-annual notifications are what the Clery Center considers best practice and we want to abide by best practices as best we can.

Chief Mackesy also talked with the president if CSAs should get annual Clery training and the president agreed that they should. This training will be conducted through CPTD. Chief Mackesy advised that UPD had an attorney who came to speak with the UPD about Clery and said Clery training could be as short as two sentences: If someone reports a crime to you, you need to report it to UPD. If that someone wishes to remain anonymous, you must honor that. Chief Mackesy mentioned that Mr. Harrison made a comment previously that he was looking to make Clery training more interesting. Chief Mackesy thought the quicker and easier training is made, more people would be inclined to do it. He sent the information from the attorney to Mr. Harrison and he can develop training as he sees fit. Mr. Reis said that the bi-annual notification and required annual training are now included in the policy.

Chief Mackesy asked Ms. Spivey about the bystander video. She relayed that she has been unable to spend time on that but will. Chief Mackesy said he really wants to get that video up on the UPD site.

Chief Mackesy saved the best for last and that was travel through Concur. He said that the Controller's office is really trying to help us capture travel data through Concur and want to do what we think is best. Sgt. Faulkner said that he sends out between 400 and 500 letters to police departments worldwide in February of each year and follows up in May. This year, between 30 and 40 letters were returned to sender because of wrong addresses. He looked up the controller's office and they are going to be sending out letters in February of 2015.

Mackesy sent letter to Dept. of Justice re: FOIA request re: 15-007 (4) by 11/15/14  
11.3 (is)7.5

**Next meeting:** The next meeting of the Clery Act