

**Clery Act Committee Meeting**  
**Thursday, November 19, 2020 at 9:00 a.m.**  
**Via Zoom**  
**MINUTES**  
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**NP.1T:**

**Absent:**

Cristina Helbling, Undergraduate Studies  
Holly Miller, Faculty Representative  
Sheila Spivey, Women's Center

The meeting was called to order at 9:01 a.m. by Committee Chair, Frank Mackesy. Chief Mackesy asked that Vice Chair John Reis conduct the approval of the minutes since Chief Mackesy was not at the August 13, 2020 meeting. Mr. Reis offered the opportunity for comments/questions from the members. Upon receiving none, Mr. Reis asked for a motion for approval. A motion was offered by Shawn Faulkner and seconded by Bob Boyle. The motion was unanimously carried to accept the minutes as written.

**Introduction of New Members:** Chief Mackesy introduced Calena Gray, who will be representing Human Resources, and Nagat Khalifa, who will be representing Student Government. Ms. Nagat stated that she goes by her last name, Khalifa, as it is easier. Chair Mackesy welcomed both and stated the Committee is lucky to have them aboard.

**Bi-A**

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**What is the Annual Period for Training:** Mr. Harrison explained that he needs a due date for annual training to be completed. The timeframe for annual training could be from January 1 to December 31 of each year. He needs a date to input into the new training system so that notices can be automatically sent to individuals who need annual training in order to provide a date for completion. Chair Mackesy suggested that November 30 might be a good date so that if anyone hasn't done it by that date, we can get them to complete training by December 31, which will keep us in compliance.

Mr. Harrison said that he is able to capture all new CSAs in new employee orientation where they take their first training. New student resident assistants do not go through new employee orientation so they are harder to capture. Bob Boyle said that the biggest influx of new RAs is in August. Mr. Harrison said that once they are added into the new training system, they will automatically be sent an email congratulating them and alerting them that as a CSA they are required to take training by a certain date. He will be able to track exactly who has or hasn't taken the training. After a round table discussion it was decided that current CSAs will be required to take the annual training by March 31 of each year. If they do not take the training, it will be easy for the system to generate an email reminding them of the deadline.

Andrea Adams-Manning suggested that new

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**Next meeting:** The next meeting of the Clery Act Committee will be held on Thursday, February 25, 2021 at 9:00 a.m. As Chief Mackesy sees no immediate changes to the COVID situation, this meeting will most likely be via Zoom.

**Adjournment:** There being no further business, Chief Mackesy adjourned the meeting at 9:30a.m.

Approved by Committee vote on February 25, 2021.