



We need information for domestic travel. It is not the responsibility of UPD to gather that information. It's up to the departments that travel, such as SA, AA, International Center to get the information to UPD and then it's UPD's responsibility to analyze that information and follow up as necessary.

Dr. Campbell reported that because of an audit comment on student travel, a committee has been formed to address and to try to get a handle on student travel. The committee meets on July 9<sup>th</sup>. The goal is to capture 100% of the travel but that will be a process. Chair Mackesy suggested we identify the stakeholders that are involved in student travel. The stakeholders the committee identified were:

- AA – Melissa Hyman
- Athletics – Alexandra Iannone
- CCBL – Mark Falbo
- International Center – Susan Russo
- SA including SG – Christine Malek
- Undergraduate Studies TLO for AA – Laura Colomb

Chair Mackesy asked Dr. Campbell to invite these stakeholders and Andy Joiner to the July 9<sup>th</sup> meeting. He thought that a meeting including all of these individuals who are involved with travel with help facilitate getting an understanding of how much travel is out there. He also asked Officer Joiner to send an email to these individuals telling them what UPD needs to know, what qu

decisions to be made. A meeting has been scheduled for tomorrow, June 26, for all the appropriate parties to discuss the issues, make decision and get the contract moving forward. Unfortunately, students have already registered for fall classes so it is anticipated that Campus Clarity will be operational by spring term, January 2015. Once in place, it will help with compliance with Clery, Title IX and alcohol awareness.

Chair Mackesy asked about ongoing training as the committee had discussed students receive training every two years. As Campus Clarity is expensive and the University could only purchase so many licenses, those licenses are for FTIC and students at risk, such as athletes or fraternity and sorority members. Campus Clarity was not intended for all students, transfers or graduate students. Mr. Snow has been working with CPDT and EOD to develop our own online training but it is not ready yet. Shelia Spivey stated that she is interested in assisting with training modules.

**UNF Student Life-Cycle on Share Point:** Mr. Snow reported that prong 4 of the UNF Student Life Cycle is not yet finalized. The decision needs to be made on how to provide recurring training.

**CSA Training:** Mr. Reis reported that approximately 3 – 4 CSAs are completing online training per week. So far, approximately 125/400 CSAs have completed training. After the August letter is sent, he expects the number of CSAs completing training will dramatically increase. Ms. Hoover suggested that there are 50 new faculty members who will be attending New Faculty

**Other Business:** Chair Mackesy stated that he appreciates all the hard work that the committee members have put into this, especially as these are additional duties to what is listed in their job descriptions. He feels that a year from now, Clery compliance will be on cruise control. Yes, there will always be the chasing down of new CSAs and keeping track of hotels, but the nuts and bolts will be in place.

Chair Mackesy suggested that since the committee meets in July and September, it might need to meet in August as well to make sure the ASR is completed timely. The committee agreed that it would be a good idea to go ahead and schedule it. As the committee routinely meets on the fourth Thursday of the month, it will be August 27<sup>th</sup> at a location to be determined.

Mr. Snow reminded Chair Mackesy that Sharon Ashton had volunteered her shop to review the ASR for aesthetics not for editing. Chair Mackesy said that he was all for that; however, at this late date, he didn't want anything to slow down the process. Last year, there were only a few policies that had to be included, this year, there are 112. He is all for it next year, but will have to see if there will be time for her review this year.

Chair Mackesy suggested that a subcommittee to work on the ASR would be a good idea. The committee could include him, Joann Campbell, John Reis, Officer Joiner and Officer Bill Strudel. He will get the committee together before the next meeting.

Jillian Gooding noted that the committee keeps referencing the ASR is due on October 1<sup>st</sup>, but she wanted to remind everyone that not only was it due, but it needed to be posted and a notification sent out that date also.

Mr. Snow reported that he has been working with Felicia George in HR to identify job titles that naturally would include CSA responsibilities, such as RAs and coaches. Once identified, Ms. George will incorporate CSA duties into those job descriptions.

**Next Meeting:** Thursday, July 23, 2015 Social Sciences, Building 51 / Room 3201

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

Minutes approved by committee vote on July 23, 2015.