

## **Clery Act Committee Meeting**

**Thursday, July 23, 2015, 9:00 AM  
Building 51, Room 3201**

### **MINUTES**

#### **Committee Members Present:**

Frank Mackesy, UPD  
Joann Campbell, Compliance  
Flora Coleman, as designee for the Title IX Administrator  
Jillian Gooding, Compliance Coordinator, Student Financial Aid  
Kelly Harrison, CPDT  
Andy Joiner, UPD  
Donna Kirk, Athletics  
Ruth Lopez, as designee for the International Center  
John Reis, Office of the General Counsel  
Sheila Spivey, Women's Center  
Bill Strudel, UPD  
Tom Van Schoor, Dean of Students and Title IX Coordinator for Student Affairs

#### **Absent:**

Bob Boyle, Housing and Residence Life  
Dan Endicott, Environmental Health and Safety  
Cheryl Gonzalez, Title IX Administrator  
Matthew Harris, Student Government  
Anne Hoover, Academic Affairs  
Steve Paulson, Faculty Representative  
Tim Robinson, International Center  
Bob Shepherd, Student Conduct  
Marc Snow, Office of the General Counsel

#### **Guest:**

Curtis Phills, Faculty from Psychology

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy. As Chair Mackesy notices a guest at the table, the first order of business was for everyone to introduce themselves and state what department they are representing. Curtis Phills stated he was a faculty member from the Psychology Department and said he had a concern about the most recent safety alert. Chair Mackesy said that this committee doesn't have anything to do with the timely warnings, but is in tune with the administrative and compliance portion of the Clery Act they deal with. He said that UPD and three to four others discuss the situation and how to express it through Osprey Update. Usually these discussions occur at night or on the weekends



Joann Campbell said that in her committee meeting on travel, they are trying to put together a workflow. What steps will get us from here to there. In mapping it out, you will find your missing steps.

We need to identify where CSAs are located. Athletics is easy, but it's all the other CSAs hidden in the University that we need to find. Chief Mackesy wanted to know whose responsibility it is to identify the person to communicate with the committee from Athletics, the faculty, New Employee Orientation. Chief Mackesy suggested that the CSA subcommittee needs to map out the workflow. Identify which positions, not the individual serving in that position, are CSAs. Once those positions are identified, then we need to figure out how they get training. This will always be a chase unless training is mandatory for every employee. Dr. Campbell suggested that by using due diligence in tracking down CSAs for training that will offer some protection in an audit.

**Out of state/country letters on travel.** Chair Mackesy said that Andy Joiner had to find the

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