

Frank Mackesy, UPD, Chair  
Anissa Agne, Enrollment Services  
Bob Boyle, Housing and Residence Life  
Adam Brown, UPD  
Samantha Brown, Faculty Representative  
Jason Edgar, SG Business Office  
Calena Gray, Human Resources  
John Grosso, SGA  
Kathleen Halstead, UPD  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Fantei Norman, EOJ  
Donna Kirk, Athletics  
Luisa Martinez, International Center  
Sasha Kutesvich, SG  
Luisa Martinez, International Center  
Valerie Morrison, Student Health Center  
John Reis, Office of the General Counsel, Vice-Chair  
Jan Soto, SG  
Shelia Spivey, Women's Center  
Tom Van Schoor, Ombudsman  
Richmond Wynn, Counseling Center

Joann Campbell, Compliance  
Dan Endicott, Environmental Health and Safety  
John Kane, UPD

The meeting was called to order at 9:00 a.m. by Committee Chair, Frank Mackesy.

: Chair Mackesy decided to take an agenda item out of order and introduced Dr. Samantha Brown as the new faculty representative. He told her that the committee cannot be successful without faculty assistance. Dr. Brown said that she is a professor in the Criminal Justice Department. She is happy to serve on the committee especially because it is in line with her research into the effects of crime. Chief Mackesy next introduced Sasha Kutesvich. Ms. Kutesvich stated that she is the Accounting Associate in Student Government for clubs and travel. Chief Mackesy introduced Jason Edgar. Mr. Edgar said that he is the Assistant Director for Student Government over the Business Office. He provides fiscal guidance to SG 18 – 22-year-olds with a \$4.5 million budget! Chief Mackesy introduced Jan Soto. Ms. Soto said that she is the Student Government advisor over clubs. Finally, Chief Mackesy reintroduced John Grosso. Mr. Grosso said that he did attend the last Clery Act Committee meeting. At that time, he was the Attorney General of Student

receiving none, he asked for a motion for approval. A motion was offered by Donna Kirk and seconded by Anne Hoover. The motion was unanimously carried to accept the minutes as written.

: Chief Mackesy confirmed that the 2020 Annual Security Report was distributed. He thanked all the committee members for the information provided to complete the report accurately. He especially thanked Joann Campbell and John Reis for reviewing the report. It only took about eight readings! Chief Mackesy advised that next year, the ASR has to be done earlier than usual. That means data will be needed in the July/August timeframe instead of August/September. He explained that the back end of how we do things changed which will necessitate an early start.

: Chief Mackesy introduced John Reis, who is vice-chair of the committee, but in reality, is the co-chair. Mr. Reis is also an attorney in the Office of the General Counsel. Chief Mackesy asked Mr. Reis if he would review the bylaws to make sure they are up to date. Mr. Reis inquired as to just a general review or if there is something specific he should look at. Chief Mackesy said “both”. The specific part would be to add the two directors that were recently added to the committee. Those directors would be of the Counseling Center and the Student Health Center. Other than that, make sure bylaws are up to date according to best practices. Chief Mackesy also suggested to make the language less restrictive by limiting it to directors by adding “or their designee”. Chief Mackesy asked Mr. Reis to forward him the bylaws for his review also.

: Chief Mackesy apologized as he usually tries to get all committee members to introduce themselves and the area they represent at the beginning of the meeting. As this meeting was via zoom, Chief Mackesy called on each individual. With the exception of the new members previously introduced, there was a new face in the crown. Carly Bengry was attending the meeting as the designee of Rachel Winter, Student Conduct Officer, who is on maternity leave with her new baby girl.

Chief Mackesy stated that Joann Campbell is not in attendance at today’s meeting, but she suggested it was time to review Clery policies to either update them or reaffirm them. For the benefit of the new members, Mr. Reis said that the Campus Safety and Security Policy is essentially the University’s internal Clery policy. The Clery Act Timely Warning and Emergency Notification Policy is the policy that Clery requires the University to have to send notifications out to University. He will review the policies for any necessary changes and will send the Timely Warning Policy to PR/Marketing to look at it as well. After that, he will circulate the policies to the committee to get any general feedback from everyone. One thing he wants the committee to look at “does the process make sense?”

Chief Mackesy recognized that Mr. Reis will take charge of the review process. Chief Mackesy said that the policies were just reviewed and updated in the last couple of years, (note, last revised in August 2019), so the policies should be up to date. Chief Mackesy advised the committee members to go to Clery website and download the handbook (<https://www2.ed.gov/admins/lead/safety/handbookfsa.pdf>) for assistance in reviewing the policies. He also advised Dr. Brown that she may be interested in reviewing the handbook for her research. During your review of the policies, some things to look for are: do they make sense? Is it clear as far as the process to send any notifications? Are we hitting the correct population? After the review is complete, it may be that we just tell Dr. Campbell that we looked at the policies and have no recommended changes.

Chief Mackesy asked that the review is completed and any suggested comments to Mr. Reis be done by December 7.

: Chief Mackesy asked Kelly Harrison how the CSA training is going. He wanted to make sure it is going smoothly. Mr. Harrison state that the training module has been in Ascend,8a6l

Chief Mackesy explained that one of his officers just went to a Clery conference and came back with a lot of best practices and suggestions. Based on this feedback, Chief Mackesy thinks we may have been designating the location of UNF crimes wrong. It turns out that the University has a deal with the FDOT that the University maintains all roads on campus; therefore, for the purposes of the Clery Act, UNF is private property not public. He is still trying to verify that, but we have until August of next year to get it right.

Chief Mackesy yea