



please send Chief Mackesy an email to that affect. The letter from the DOE reminding the University to submit the ASR can be sent to anyone in the University. If you happen to get it, please send it to Chief Mackesy. Among other things, it contains the user name and password to update the ASR on the DOE website.

**Master CSA List** – Kelly Harrison reported that he has identified a couple of areas that need updating but is working on the list. His recommendation is that the list attached as Appendix A to the Campus Safety and Security Reporting Policy be considered as the “master list”. Human Resources can then run a report based on the positions listed in Appendix A to determine who holds all of those positions. Mr. Harrison noted that the policy needs to be updated to include all positions that UNF designates as CSAs. Currently, the positions in Enrollment Services and Club Advisors are not in the policy. Human Resources runs a report of CSAs every 6 months to accurately identify who is sitting in CSA positions and can track training. If a department wants to add a position as a CSA, it needs to be added to policy and the CSA language needs to be added to the position description. Margaret Szerba reported that by September 21, they will have a firm list of club advisors, at least until the next semester begins. Anissa Agne wants to review the list of Enrollment Services positions one final time before those positions are included in Appendix A of the policy. needs to be who isd [(k) 0 ons d1feo ( t)--6 ((an.6 (

