





Ms. Thompson reported that Kelly and Liz have started working on a spreadsheet that lists all CSAs, their location, and phone number and when they last had training. Chief Mackesy advised that Kelly's shop should have already been doing this all along. He also reminded Ms. Thompson about the three click rule to get to the Clery webpage. It has to be no more than three clicks away from the home page and that is his recommendation. Chief Mackesy said that once the Clery page is up and running he will have it added to UPD's drop down menu. He also said that UPD will also keep the current ASR on their page. He also stated that all the job descriptions were updated to reflect CSA requirements and that Kelly should be tracking training. Ms. Thompson said that she is working with Kelly to make the CSA training branded to UNF.

She is working on a template for the ASR that will also be UNF branded and shared a sample with the committee. Chief Mackesy gave his permission to design it any way she wants as long as it can be made ADA compatible.

Ms. Thompson said that she is also working on a UNF manual for her position so that whoever sits in this job, will be able to go to the manual, see the process and pick up where she left off.

Finally, Ms. Thompson said that Ms. Blank suggested the committee review the bylaws and see if they need to be updated. Chief Mackesy said that the committee reviews the bylaws every three years and thinks we are in the middle of the three-year window. He suggested that Ms. Thompson review the committee structure. The question was raised if we need to restructure the committee and what that might look like?

Mr. Reis stated that he is happy and thankful to have Ms. Thompson as the Clery Act Compliance Manager. He is impressed by how much she has done in such a short amount of