



Clery Compliance Team Meeting Minutes

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| Date | February 9, 2021 | Place | ZOOM Online Meeting |
| Time | 1:30 PM | | |
| Title | February Clery Compliance Team Meeting | | |
| In Attendance | Lynniece Warren/Risk Mgt., Nina Jamsen/UPD, Lt. Joseph Fleming/UPD, Kim Downey/UPD, Gary Dufour/UPD, Jesse Neimeyer/PDC, Tina Newton/CEG, Jackie Gardner/Student Engagement, Cristina Alvarez/Title IX & HR, John Decker/ITS, Beth Jaworski/Health Center, Jackie Varela/Student Engagement, Chelsea Herman/Athletics, Lisa Root/SCED, and Thy Monaco/GC | | |
| Agenda | <ul style="list-style-type: none"> I. Welcome & Introductions II. Accomplishments <ul style="list-style-type: none"> • Annual Security Reports (ASR) and Fire Safety Reports (FSR) successfully completed and posted in December, per extension from the US Department of Education • Campus Security Authority (CSA) Identification and Training Subcommittee established and moving forward • Travel Subcommittee established and moving forward III. Clery Governance Documents <ul style="list-style-type: none"> • Executive Order 1107 • Need to establish Terms of Reference <ul style="list-style-type: none"> ▪ Overall Purpose ▪ Background & Context ▪ Team Members <ul style="list-style-type: none"> ○ Clery Compliance Team ○ Campus Security Authority (CSA) Identification and Training Subcommittee ○ Travel Subcommittee ▪ Meeting Terms <ul style="list-style-type: none"> ○ Expectations ○ Time & Frequency IV. Goals for 2021 <ul style="list-style-type: none"> • CSA identification finalization • Training program and timeline finalization • Possible campus policy regarding Clery Compliance • Quarterly Clery Crime review • Clery Geography review and upkeep • Distribution requirements of ASRs and FSR per EO1107 <ul style="list-style-type: none"> ▪ HR – current and prospective employees ▪ Admissions – current and prospective students ▪ Student Affairs | | |



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| Topic | Discussion | Action Items | |
|----------------------------|--|--|--|
| Welcome & Introductions | 1. Introduced Lynniece and Gary to the team. | | |
| Accomplishments | 1. All Clery Reports were posted successfully and on time, per the CO's guidelines 2. Subcommittees are established and moving forward | | |
| Clery Governance Documents | 1. Lynniece, Gary, Lt. Fleming, and Kim to work on offline <ul style="list-style-type: none"> a. Terms of Reference – should reflect purpose b. Meeting Agendas will be sent out ahead of meetings c. Each Subcommittee will need to meet between now and March. Will report to the CCT after each meeting. <ul style="list-style-type: none"> - CSA/Training Subcommittee to create a list to move forward with; can add to and massage later; CCT to review - Travel Subcommittee to create a Clery list; may add Purchasing to team re: Concur access, etc. | <p style="color: green;">Consider the CCT's purpose from your perspective as a team member.</p> <p style="color: green;">May add Purchasing to the Travel Subcommittee re: Concur access, etc.</p> | |
| Goals for 2021 | 1. CSA Identification Finalization a priority 2. Plan to have a training program identified and timeline finalized by the end of the fiscal year 3. Looking to start reviewing Clery crimes quarterly rather than after the year-end | | |
| Follow-Up | 1. Melinda from the CO to provide CCT with CSA training at March meeting | March CCT meeting scheduled for 3/9/21 | |