### Clery Compliance Team Meeting Minutes

<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th>April 14, 2021</th>
<th><strong>Place</strong></th>
<th>ZOOM Online Meeting</th>
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<tbody>
<tr>
<td><strong>Time</strong></td>
<td>4:00 PM</td>
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<tr>
<td><strong>Title</strong></td>
<td>April Clery Compliance Team Meeting</td>
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#### Agenda

**I. Annual Security Report (ASR) Updates**
- a. New Annual Security Report (ASR) template received from Melinda at the CO
- b. Draft to be out to team in May
- c. The Clery Center to review in July
- d. Housing is working on the Fire Safety Report (FSR)

**II. Subcommittee Updates**
- a. CSA
  - Campus Security Authority (CSA) List Draft
  - Training
  - CSA form
- b. Travel-Geography
  - Met with Concur
  - Next Steps- Procurement
  - Travel Calendar

**III. Clery Governance**
- a. Website Development
- b. Need to establish Terms of Reference
  - Overall Purpose
  - Background & Context
  - Team Members
    - Clery Compliance Team
    - Campus Security Authority (CSA) Identification and Training Subcommittee
    - Travel Subcommittee
  - Meeting Terms
    - Expectations
    - Time & Frequency
<table>
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<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Items</th>
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| Annual Security Report (ASR) Updates | 1. New Template received from Chancellor’s Office  
2. ASR Draft to Team and General Counsel in May  
3. Clery Center review in July |                                                                              |
| Subcommittee Updates     | 1. CSA/Training Subcommittee  
   a. Need CSA Lists for groups – Lynnie sent out emails to departments such as Athletics, Housing, CEGE, etc.  
   b. CSA Reporting Form can be found at [CSUSB CSA Reporting Form](#)  
   c. Training will be via CSU Learn, approximately 30 minutes; start at the beginning of the Academic Year  
      • Will require written documentation of process/procedure  
      • Training must be completed by end of August  
      • Will also include a memo/email, training info, & CSUSB-specific links  
2. Travel/Geography Subcommittee  
   a. Met with Mona and Jay re: Concur, who can and will provide monthly reports regarding group travel  
   b. All groups should notify Risk Management beforehand  
   c. Risk is putting together a Travel Calendar; next step is to determine who has appropriate procedures in place | CSA Lists to Kim & Lynnie by April 21st |
| Clery Governance         | 1. The Clery website outline has been created; will send out for review  
2. Terms of Reference development is in process; will send out for review | Send out Clery website outline for review  
Send out Terms of Reference for review |
| Follow-Up                | 1. None to discuss                                                         |                                                                              |