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| **Date** | March 15, 2024 | **Place** | ZOOM Online Meeting |
| **Time** | 10:00 AM – 11:00 PM | | |
| **Title** | March 2024 - Clery Compliance Team Meeting | | |
| **In Attendance** | Albert Anolin  John Binkley  Danielle Duran (minutes)  John Merchant  Steven Raskovich  Lisa Root  Robert Tenczar  Lynniece Warren | | |
| **Agenda** | 1. Recorded Meetings 2. Clery Training & Assessment Needs 3. Clery Data Year End (Standing Report Outs)   CSA Crime Reports  Timely Warnings  Clery Crimes  DHRE Fire Safety   1. Scenarios 2. Annual Safety Report - Assignments 3. Next Meeting   April 9, 2024, at 10:00 am | | |
|  | | **Topic** | **Discussion** | **Action Items** | | --- | --- | --- | | Recorded Meetings | 1. Current process – retain for the purposes of capturing accurate minutes and action items only and then discard immediately. | 1. Continue to  work on retention  periods. Will explore  alternatives. | | Clery Training & Assessment Needs | 1. Annual Safety Report – can be found on Clery page on CSUSB website as well as on home page of institution site. 2. Identifying Campus Security Authority - project | 1. Need to compile  2023 programs to  add to ASR from  Student Affairs/HR.  2. Identify training  awareness items for  2024.  3. HR has identified  a new process to  identify CSA’s. Will  begin to assign new  CSA training. | | Clery Data (Standing Report Outs) | 1. CSA Crime Reports  2. Timely Warnings  3. Clery Crimes  4. DHRE Fire Safety | 1. Continue to  compile data from  departments. CCT  Microsoft  Teams group was  created to assist  group with tracking  stats/data.  CCT is to send data  via Microsoft Teams  as needed monthly. | | Scenarios | 1. Sent Clery Crime Definitions and scenarios to CCT for review and discussion. | N/A | | Annual Safety Report - Assignments | 1. Assignments – CCT will assist in compiling ASR. Would like it to be completed by April 15, 2024, for first review. Final publish date is September 15, 2024. | 1. During review  CCT member(s) can  suggest updates or  changes to ASR. | | Next CCT Meeting | 1. Set for April 9, 2024, at 10 am |  | | Follow-Up | 1. Nothing to discuss |  | | | |