



Clery Compliance Team Meeting Minutes

Date	October 20, 2023	Place	ZOOM Online Meeting
Time	3:00 PM – 4:00 PM		
Title	October 2023 - Clery Compliance Team Meeting		
In Attendance	Danielle Duran (minutes) Ryan Griffith Steven Raskovich Lisa Root Jon Merchant Lynniece Warren		
Agenda	<ol style="list-style-type: none"> I. Standing Report Outs <ul style="list-style-type: none"> CSA Crime Reports Timely Warnings Clery Crimes DHRE Fire Safety II. Campus Security Authority Lists III. Clery Training IV. Next Meeting <ul style="list-style-type: none"> December 8, 2023, at 10:00 am 		



Clery Compliance Team Meeting Minutes

Topic	Discussion	Action Items
Standing Report Outs	1. CSA Crime Reports: Student Conduct - n/a Timely Warnings per UPD - zero Institutional Equity and Compliance – n/a DHRE - n/a	1. Continue to work with depts to update statistics. Depts should advise statistics in a timely fashion prior to each meeting.
Campus Security Authority Lists	1. Updated CSA's for new academic year	1. Continue to monitor and update CSA's during academic year. Depts need to send their CSA lists to Danielle Duran. CSA training should be completed within 30 days of being assigned. Lynniece Warren met with HR reference CSA's. Not all CSA's are CSUSB employees with position descriptions
Standing Report Outs	1. CSA Crime Reports –Student Conduct (n/a) 2. Two (2) new Timely Warnings per UPD 3. Institutional Equity and Compliance – n/a 4. DHRE - n/a	1. Lynniece Warren will provide new template for depts. to fill out prior to each CCT mtg. Each unit should be responsible for their own respective areas. Those depts should be ready to provide updates.
Clery Training	1. Understanding the Clery Act, Understanding Your Role as a CSA. Possible future training with Academic Impressions.	1. Will be assigned via CSULearn. Depts need to advise their CSA lists by 10/30/23 so that Risk Management could assign training.



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	Next CCT Meeting	1. Set for December 8, 2023, at 10 am		
	Other Business	1. Will determine through discussion schedule that works best for team to meet.		
	Follow-Up	1. Nothing to discuss		