Clery Compliance Team Meeting Minutes

Date	December 15, 2023	Place	ZOOM Online Meeting
Time	11:00 AM – 12:00 PM		
Title	December 2023 - Clery Compliance Team Meeting		

In Attendance	Shareef Amer Danielle Duran (minutes) John Guttierez David Hou Hyunkyoung Oh Steven Raskovich Jackie Varela Steven Vasquez Lynniece Warren

Agenda	I. Clery Data Year End (Standing Report Outs)
	      CSA Crime Reports
	      Timely Warnings
	      Clery Crimes
	      DHRE Fire Safety
	
	II. Campus Security Authority Lists
	
	III. 2024 Compliance Elements
	      Annual Safety Report
	      Clery Training
	      CSA Notification
	      CCT Meeting
	      Clery Geography
	      Clery Guidance Document
	
	IV. Next Meeting
	      January 12, 2024, at 10:00 am

Clery Compliance Team Meeting Minutes

Topic	Discussion	Action Items	
Standing Report Outs	1. CSA Crime Reports - will collect summary data from departments in January 2024	1. Continue to work with depts to update statistics. Depts should provide statistics in a timely fashion prior to each meeting.	
Campus Security Authority Lists	1. Continue to update CSA Lists for the new academic year.	1. CSA definition updated by the CCT to include specific titles, and all MPPs. 2. A meeting is scheduled with HR Compensation and Classification to discuss CSA identification for job descriptions and tying them to job codes when possible to automate training.	
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.	
2024 Compliance Elements	1. Annual Safety Report Clery Training CSA Notification CCT Meeting Clery Geography Clery Guidance Document	1. ASR – will begin conversation and process January 2024 to finish draft by May 2024. 2. Clery Training – project timeline Was shared. New curriculum will be Sent in the spring. 3.CSA Notification – memo will go out to staff December 2023 3. CCT Mtg – low attendance, team should advise availability or status. 4. Clery Geography –	

		strengthen and identify matrix. 5. Clery Guidance Document – CCT subgroup to assist with compiling summer 2024.	
	Next CCT Meeting	1. Set for January 12, 2024, at 10 am	
	Follow-Up	1. Nothing to discuss	