



Clery Compliance Team Meeting Minutes

Date	March 10, 2023	Place	ZOOM Online Meeting
Time	10:00 AM – 11:00 AM		
Title	March 2023 - Clery Compliance Team Meeting		
In Attendance	Krystal Aleman Danielle Duran (minutes) Daria Graham Chelsea Hermann David Hou Jon Merchant Hyunkyung Oh Robin Phillips Steven Raskovich Steven Vasquez Lynniece Warren		
Agenda	<ul style="list-style-type: none"> I. Welcome & Introductions II. CSAs <ul style="list-style-type: none"> . Annual Memo a. CSA New Assignments III. Training & Meetings <ul style="list-style-type: none"> . Sonoma State Clery Training a. Clery Campus Safety Council b. VAWA Clery Center c. Other Training IV. Standing Report Outs <ul style="list-style-type: none"> . CSA Crime Reports a. Timely Warning b. Clery Crimes c. DHRE Fire Safety V. Clery Compliance 		



Clery Compliance Team Meeting Minutes

VI. Next Meeting
 April 14, 2023, at 10am

	Topic	Discussion	Action Items
	CSA's	<ol style="list-style-type: none"> 1. CCT should complete our own Clery Training and follow up with our own CSA's for their training (CSA Lists were sent out 9/2022). 2. Robin Phillips asked if all CSA job descriptions advise their status. Steven Raskovich added that it is a good idea to include in position descriptions as well as to remind them of their roles. 	<ol style="list-style-type: none"> 1. All departments need to ensure that all new hires are trained as well. 2. Lynniece and Robin will work together to add CSA responsibilities to position descriptions
	Trainings & Meetings	<ol style="list-style-type: none"> 1. Several staff members from CSUSB attended a Clery Conference at Sonoma State. Lynniece Warren and Institutional Equity and Compliance were in attendance. 2. CCS Council – Danelle Duran and Krystal Aleman were invited by Lynniece Warren to join. Attendees shared best practices on Timely Warnings. 3. VAWA Clery Center Training – Lynniece Warren invited several staff members from Student Affairs to attend. Training is 3/21/2023. 	
	Standing Report Outs	<ol style="list-style-type: none"> 1. CSA Crime Reports – One case is currently under investigation. 2. Krystal Aleman reminded CCT that filing a Clery Report does not automatically generate a police report. We have had two Timely Warnings (Sexual Battery and Robbery), both were sent out the same day. Sexual Battery case resulted in an arrest after a student recognized the suspect. Can work with Student Conduct to monitor both departments' statistics so that we are not double reporting. 3. DHRE Fire Safety – One trashcan fire in Coyote Village common space. Two fire drills are conducted annually. Staff does health and safety checks where they check for such things as candles, 	



Clery Compliance Team Meeting Minutes

		and extension cords. Staff work closely with JCI (fire suppression company).		
	Clery Compliance	1. Considering a CCT Retreat so that we are ready for an audit. Practice for excellence. Wants to highlight and identify things that we are doing well and what we can do better.	Lynniece Warren will gather information and advise.	
	Next CCT Meeting	1. Set for April 14, 2023, at 10am		
	Other Business			
	Follow-Up	1. Nothing to discuss		