



Clery Compliance Team Meeting Minutes

Date	May 12, 2023	Place	ZOOM Online Meeting
Time	10:00 AM – 11:00 AM		
Title	May 2023 - Clery Compliance Team Meeting		
In Attendance	Krystal Aleman Marissa Boles Danielle Duran (minutes) Daria Graham John Gutierrez David Hou Jon Merchant Hyunkyung Oh Steven Raskovich Lisa Root Robert Tenczar Steven Vasquez Lynniece Warren		
Agenda	<ol style="list-style-type: none"> I. Clery ASR FSR Updates II. Clery Program Guide III. Campus Security Authority Project Update New Actions for CCT: Review CSA list, CSA Subcommittee IV. Clery Training: Understanding the Clery Act Understanding Your Role As a CSA CCT and Quarterly Sessions Clery Compliance V. Standing Report Outs CSA Crime Reports Timely Warnings Clery Crimes DHRE Fire Safety 		



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	<p>VI. Next Meeting</p> <p style="text-align: center;">June 8, 2023, at 10:00 am</p>		
	Topic	Discussion	Action Items
	Annual Security Report (ASR)	1. ASR is completed annually. Timeliness is appreciated since we have strict deadlines.	1. All departments will assist with contributing
	Clery Program Guide	1. Sonoma State shared their guide with us for reference. UPD is in the process of compiling our own guide.	1. Members of CCT will look over the draft to provide feedback sometime in August 2023.
	Campus Security Authority	1. CSA Project update by Marissa Boles with Risk Management: CSA Training is being automated to help to identify and define CSA's.	1. Review CSA list, reengage CSA Subcommittee. Lynniece will work With HR/FAD/ Student Conduct to Categorize CSAs.
	Standing Report Outs	<ol style="list-style-type: none"> 1. CSA Crime Reports – work with Student Conduct on statistics 2. Two (2) Timely Warnings in 2023 3. Institutional Equity and Compliance – One (1) possible Clery incident 4. DHRE – One (1) possible incident involving use of a barbeque grill in residential area 	Lisa Root will gather Student Conduct statistics and work alongside UPD to go over cases.
	Next CCT Meeting	1. Set for June 8, 2023, at 10am	
	Other Business	1. Nothing to discuss	
	Follow-Up	1. Nothing to discuss	