



## Clery Compliance Team Meeting Minutes

<b>Date</b>	April 14, 2021	<b>Place</b>	ZOOM Online Meeting
<b>Time</b>	4:00 PM		
<b>Title</b>	April Clery Compliance Team Meeting		
<b>In Attendance</b>	Lynniece Warren/Risk Mgt., Lt. Joseph Fleming/UPD, Kim Downey/UPD, Jack Macfarlane/PDC, Tatiana Karmanova/CEGE, Cristina Alvarez/Title IX & HR, John Decker/ITS, Jackie Gardner/Student Engagement, Chelsea Herman/Athletics, Lisa Root/SCED, Eric Arrrendondo/Faculty Affairs, Jon Merchant/Housing, and Thy Monaco/GC		
<b>Agenda</b>	<ul style="list-style-type: none"> <li>I. Annual Security Report (ASR) Updates               <ul style="list-style-type: none"> <li>a. New Annual Security Report (ASR) template received from Melinda at the CO</li> <li>b. Draft to be out to team in May</li> <li>c. The Clery Center to review in July</li> <li>d. Housing is working on the Fire Safety Report (FSR)</li> </ul> </li>   <li>II. Subcommittee Updates               <ul style="list-style-type: none"> <li>a. CSA                   <ul style="list-style-type: none"> <li>▪ Campus Security Authority (CSA) List Draft</li> <li>▪ Training</li> <li>▪ CSA form</li> </ul> </li> <li>b. Travel-Geography                   <ul style="list-style-type: none"> <li>▪ Met with Concur</li> <li>▪ Next Steps- Procurement</li> <li>▪ Travel Calendar</li> </ul> </li> </ul> </li>   <li>III. Clery Governance               <ul style="list-style-type: none"> <li>a. Website Development</li> <li>b. Need to establish Terms of Reference                   <ul style="list-style-type: none"> <li>▪ Overall Purpose</li> <li>▪ Background &amp; Context</li> <li>▪ Team Members                       <ul style="list-style-type: none"> <li>○ Clery Compliance Team</li> <li>○ Campus Security Authority (CSA) Identification and Training Subcommittee</li> <li>○ Travel Subcommittee</li> </ul> </li> <li>▪ Meeting Terms                       <ul style="list-style-type: none"> <li>○ Expectations</li> <li>○ Time &amp; Frequency</li> </ul> </li> </ul> </li> </ul> </li> </ul>		



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Topic	Discussion	Action Items	
Annual Security Report (ASR) Updates	<ol style="list-style-type: none"> <li>1. New Template received from Chancellor's Office</li> <li>2. ASR Draft to Team and General Counsel in May</li> <li>3. Clery Center review in July</li> </ol>		
Subcommittee Updates	<ol style="list-style-type: none"> <li>1. CSA/Training Subcommittee               <ol style="list-style-type: none"> <li>a. Need CSA Lists for groups – Lynniece sent out emails to departments such as Athletics, Housing, CEGE, etc.</li> <li>b. CSA Reporting Form can be found at <a href="#">CSUSB CSA Reporting Form</a></li> <li>c. Training will be via CSU Learn, approximately 30 minutes; start at the beginning of the Academic Year                   <ul style="list-style-type: none"> <li>• Will require written documentation of process/procedure</li> <li>• Training must be completed by end of August</li> <li>• Will also include a memo/email, training info, &amp; CSUSB-specific links</li> </ul> </li> </ol> </li> <li>2. Travel/Geography Subcommittee               <ol style="list-style-type: none"> <li>a. Met with Mona and Jay re: Concur, who can and will provide monthly reports regarding group travel</li> <li>b. All groups should notify Risk Management beforehand</li> <li>c. Risk is putting together a Travel Calendar; next step is to determine who has appropriate procedures in place</li> </ol> </li> </ol>	CSA Lists to Kim & Lynniece by April 21 <sup>st</sup>	
Clery Governance	<ol style="list-style-type: none"> <li>1. The Clery website outline has been created; will send out for review</li> <li>2. Terms of Reference development is in process; will send out for review</li> </ol>	<p>Send out Clery website outline for review</p> <p>Send out Terms of Reference for review</p>	
Follow-Up	<ol style="list-style-type: none"> <li>1. None to discuss</li> </ol>		