



Clery Compliance Team Meeting Minutes

Date	May 14, 2021	Place	ZOOM Online Meeting
Time	2:00 PM		
Title	May Clery Compliance Team Meeting		
In Attendance	Lynniece Warren/Risk Mgt., Lt. Joseph Fleming/UPD, Gary Dufour/UPD, Kim Downey/UPD, Jack Macfarlane/PDC, Tatiana Karmanova/CEGE, John Decker/ITS, Jackie Gardner/Student Engagement, Chelsea Herman/Athletics, Daria Graham/Student Affairs, Lisa Root/SCED, Eric Arredondo/Faculty Affairs, Jon Merchant/Housing, and Thy Monaco/GC		
	Not in Attendance: Cristina Alvarez/Title IX & HR		
Agenda	<ul style="list-style-type: none"> I. Annual Security Report (ASR) Updates <ul style="list-style-type: none"> a. Draft to be out to team by next week <ul style="list-style-type: none"> ▪ Group sign up to review sections of the ASR b. The Clery Center to review in July c. Housing has updated Fire Safety Report (FSR) II. Subcommittee Updates <ul style="list-style-type: none"> a. CSA <ul style="list-style-type: none"> ▪ Campus Security Authority (CSA) List Draft ▪ Training ▪ CSA form b. Travel-Geography <ul style="list-style-type: none"> ▪ Next Steps - Procurement ▪ Travel Calendar III. Clery Governance <ul style="list-style-type: none"> a. Website Draft Review b. Google Drive c. Next Steps: Need to establish Terms of Reference <ul style="list-style-type: none"> ▪ Overall Purpose ▪ Background & Context ▪ Team Members <ul style="list-style-type: none"> ○ Clery Compliance Team ○ Campus Security Authority (CSA) Identification and Training Subcommittee ○ Travel Subcommittee ▪ Meeting Terms <ul style="list-style-type: none"> ○ Expectations ○ Time & Frequency 		



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	Topic	Discussion	Action Items
	Annual Security Report (ASR) Updates	<ol style="list-style-type: none"> 1. ASR updates are in process; will be sent out to Team next week. Everyone will have 2 weeks to review. 2. After all Team suggestions/updates included in ASR, will go to Thy/General Counsel for her review 3. Clery Center review in July; should have back by beginning of August 	<p>Group to sign up for sectional review of ASR – an email will be sent out w/ info.</p>
	Subcommittee Updates	<ol style="list-style-type: none"> 1. CSA/Training Subcommittee <ol style="list-style-type: none"> a. CSA List draft has been compiled. b. Will now establish protocol to get updated lists moving forward. c. Each department who has CSAs should develop a procedure for updating CSA list annually. Document it. Clery Director will remind everyone annually, but all should have an internal process. d. CSA Training will be completed via CSU Learn. e. Will provide Clery info at August Housing Orientation. Will get list of names to send training to for completion. f. The CSA Clery Crime Reporting form is being made a fillable form. Once it is complete, the Team will test it. All members should review the document so as to know where to obtain it, how to complete, etc. 2. Travel/Geography Subcommittee <ol style="list-style-type: none"> a. Will meet with Procurement to capture travel on front-end (Concur will capture info on the back-end). b. Risk Management has developed a Travel Calendar; all people/departments planning a trip should notify Risk prior to travel. Risk is working to put a process online. 	<p>Review CSA List to ensure accurate (on CCT Google Drive)</p> <p>Every dept. that has CSAs should develop a procedure for updating CSA list annually.</p> <p>Review CSA Clery Crime Reporting form so as to know how to locate and use form.</p> <p>Upcoming Subcommittee mtgs will be used to review ASR.</p>
	Clery Governance	<ol style="list-style-type: none"> 1. The Clery webpage is in draft! It's not live, but can be viewed at www.csusb.edu/clery-act. UPD links will remain live and link to the new 	<p>View website & provide feedback.</p>



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		<p>site. Will add a tile & tab for the Clery Compliance Team and Subcommittees.</p> <p>a. Will also have a CSA Reporting form link. Working to make it fillable – once filled out, user can use Adobe E-Sign to sign. It'll then automatically be emailed to a pre-determined Clery group (i.e. Police Chief, Lieutenant, Clery Directors, Clery Coordinator).</p> <p>b. A Google Drive has been set up to house all CCT and Subcommittee information: https://drive.google.com/drive/folders/OAKGpfIfQqRfTUK9PVA. Please navigate to it and request access, if you don't have it already.</p> <p>c. Terms of Reference are still in the works, but it's been on the back burner because of more pressing projects. Once a draft is complete, it will be available for view on the CCT Google Drive.</p>	<p>View Clery Compliance Team Google Drive; request access from Kim if don't have already.</p>	
	Follow-Up	1. None to discuss		