Clery Compliance Team Meeting Minutes

Date	August 13, 2021	Place	ZOOM Online Meeting
Time	2:00 PM		
Title	August Clery Compliance Team Meeting		
In Attendance	Lynniece Warren/Risk Mgt., Lt. Joseph Fleming/UPD, Lt. John Guttierez/UPD, Kim Downey/UPD, Jon Merchant/Housing, John Decker/ITS, Jack MacFarlane/PDC, Cristina Alvarez/Institutional Equality & HR, Jackie Gardner/Student Engagement, Mark Atkinson/CEGE, Thy Monaco/General Counsel, Melisa Morrow/Risk Mgt. Not in Attendance: Athletics, Student Conduct, Faculty Affairs		

Agenda	I. Annual Security Report (ASR) Updates
	      a. Review Process Feedback
	
	II. Clery Website
	      a. Soft Launch active now: https://www.csusb.edu/clery-act
	          ▪ Meeting Minutes & Meeting Agendas
	      b. Hard Launch mid-September or October
	
	III. CSA Training
	      a. Housing, Athletics, Faculty Advisors for International Students, Club Sponsors, HR List
	          ▪ Get new academic-year list
	          ▪ Send dates for orientation to Kim
	
	IV. Clery Crime Reporting Form
	      a. Currently a PDF Form available on UPD website as well as new Clery website
	      b. Want to look at other options – i.e. Qualtrics survey
	          ▪ Want to be able to review trends, report out information better, etc.
	      c. Clery Crime Statistics Review
	
	V. Clery Governance
	      a. Team Membership
	      b. Google Drive
	          https://drive.google.com/drive/u/1/folders/0AKGpfIfQqRfTUk9PVA		

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Topic	Discussion	Action Items	
Annual Security Report (ASR) Updates	1. Annual Security Report (ASR) and Fire Safety Report (FSR) with the Clery Center for their review. Should receive it back by August 25th, then will work with team to make any changes needed. Still on track for September 15th posting. 2. We want to document all of our procedures, including the ASR review we did this year. That way next year will hopefully go a bit more smoothly and will be less cumbersome.		
Clery Website	1. Currently have a "soft launch" of our new Clery web page. 2. ITS is working to make the Clery links on the University webpage link to the new site. 3. Team to review and critique the site. 4. Hard launch maybe late October after departments have had time to teach about Clery in new academic year orientations.	Team to take a look at new site and provide feedback	
CSA Training	1. Need to update our CSA List for the academic year. 2. Training will then be assigned automatically via CSU Learn and will allow 60 days for everyone to complete. 3. Housing has completed their staff orientation, and included Clery information. Student Engagement's orientations are scheduled and CGI will be scheduled.	If haven't already, please provide current CSA list to Kim	
Clery Crime Reporting Form	1. The form is in PDF form on the UPD website and the Clery website. We will be working on a Qualtrics survey version to best capture date and strengthen response and review. 2. We will also be looking at the way we review our crime stats and see if there is any way to improve process.		
Clery Governance	1. We will review that our membership is up-to-date 2. We will document our procedures, such as ASR review, crime stats review, etc.	Kim will send invites to those still not on Clery google Drive	
Follow-Up	1. None to discuss		