



## Clery Compliance Team Meeting Minutes

|                      |   |              |                     |
|----------------------|---|--------------|---------------------|
| <b>Date</b>          | September 16, 2022  | <b>Place</b> | ZOOM Online Meeting |
| <b>Time</b>          | 2:00 PM   |              |                     |
| <b>Title</b>         | September Clery Compliance Team Meeting   |              |                     |
| <b>In Attendance</b> | <p>Lynniece Warren/Risk Mgt., Jeffrey Godown /UPD, Krystal Aleman/UPD, Daria Graham/Student Affairs, Robin Phillips/HR, Francisco Alfaro/ Palm Desert Campus, Lisa Root/Student Conduct, and Hyunkyoungh Oh</p> <p>Not in Attendance: Athletics, Faculty Affairs, Strategic Communications, and Student Engagement</p>  |              |                     |
| <b>Agenda</b>        | <ol style="list-style-type: none"> <li>I. Clery ASR FSR Distribution and Posting               <ol style="list-style-type: none"> <li>a. Team reviewing assigned sections</li> </ol> </li> <li>II. Clery Security Authority Lists</li> <li>III. Clery Training for CSAs</li> <li>IV. Clery Reporting for Each Meeting:</li> <li>V. Next CCT Meeting:               <p style="margin-left: 40px;">Nov 4, 2022 at 2pm</p> </li> </ol> |              |                     |



### Clery Compliance Team Meeting Minutes

|  | Topic                                  | Discussion   | Action Items  |  |
|--|--|--|---|--|
|  | Clery ASR FSR Distribution and Posting | 1. ASR FSR posted prior to deadline  | Fix link for FSR  |  |
|  | Clery Security Authority Lists         | 1. Develop comprehensive list of CSAs<br>2. Work with HR and look at job descriptions      | Update CSA List (proposed deadline of October 7 <sup>th</sup> ) |  |
|  | Clery Training for CSAs                | 1. Increase our CSA training compliance percentage   |   |  |
|  | Clery Reporting for Each Meeting       | 1. Report statistics periodically to avoid possible errors with reporting near deadline(s) |   |  |
|  | Next CCT Meeting                       | 1. Set for Nov 4, 2022 at 2pm  |   |  |
|  | Other Business                         | 1. Nothing to discuss  |   |  |
|  | Follow-Up                              | 1. Nothing to discuss  |   |  |