Clery CSA/Training Subcommittee Meeting Minutes

Date	March 16, 2022 Meeting		Place	Zoom Online Meeting
Time	4:00 PM			
Title	Clery CSA/Training Subcommittee Meeting			
Attendance	*Present: Lynniece Warren/Risk, Lt. Guttierez/UPD, Kim Downey/UPD, Lisa Root/Student Affairs, Cristina Alvarez/Title IX & HR, Jackie Gardner/Student Engagement, Chelsea Herman/Athletics, and Jesse Neimeyer-Romero/PDC* *Absent: Faculty Affairs*			

Agenda	I. CSA List
	     o Will update at Academic Year start
	     o Do some/all Position Description require addition of CSA designation?
	
	II. CSA Training
	     o Lynniece to follow-up w/Reps (Athletics, Faculty Affairs, Deans), etc. to ensure compliance
	     o Recommendations of what to do if CSAs don't complete assigned training
	
	III. Clery Crime & Fire Statistics
	     o Will review at meetings to ensure staying on top of all crimes and incidents			

	Topic	Discussion	Action Items	
	CSA List	• Will update at start of Academic Year; will follow same steps as last year • Some positions are contractual (i.e. Coaches, Faculty, etc.) and don't have a "Position Description (PD);" need to look at those, as well. • Possibly we can capture CSA designation at the recruitment step in HR and then put requirement in PD or contract	Discuss CSA List identification process at next meeting Need to ensure CSA designation language is in all applicable Position Descriptions and Contracts Check w/HR and Faculty Affairs about inclusion of statement in new PDs/Contracts moving forward	
	CSA Training	• Will follow up with the Staff Development Center regarding training completion and compliance. So far, 70% of those assigned have	Contact Staff Development Center re: training completion/	

		completed their training as requested. We are hoping to reach 80%. • Ensuring compliance with training requires that every identified CSA's supervisor or MPP be notified that it's their responsibility. We'll need to provide an out-of-compliance list to the CCT, who can then elevate the list to the Cabinet. Direct those who haven't completed the CSA training that they cannot travel with students, oversee student programs, etc., as this is a requirement of their position	compliance rate Provide out-of-compliance list to full CCT	
	Clery Crime & Fire Statistics	• Team reviewed January-February, 2022 Clery crime stats		
	Follow-Up/Further Discussion	• Clery information is now being included in the Student Handbook, which helped us to achieve an Admin & Finance goal of increasing campus awareness of Clery! • Reviewed documents provided by Dr. Graham re: a possible new reference material for the campus, which would include Clery information for CSA's, etc. Do we want digital, physical, or both? Could be a "folder," reference sheet, myCoyote tile, etc. Would CCT or Student Affairs take the lead?		