



Clery Compliance Team Travel/Geography Subcommittee Meeting Minutes

Date	March 25, 2022		Place	ZOOM Online Meeting
Time	10:00 AM			
Title	Clery Compliance Team Travel & Geography Subcommittee Meeting			
In Attendance	Lynniece Warren/Risk, Chief Jeffrey Godown/UPD, Kim Downey/UPD, and Francisco Alfaro/PDC			
Not in Attendance	College of Extended & Global Education and Office of Student Engagement			
Agenda	<p>I. Projects</p> <p>a. Review Clery Geography Needs</p> <ul style="list-style-type: none"> • Ensure all On-Campus property determined (list on Google Drive) • Identify all Off-Campus travel <ul style="list-style-type: none"> ○ Foreign and domestic ○ Student, staff and faculty • Create guidance on how to report • Risk Management a developing process and calendar • Determine the process for advising Clery Program <p>b. Review contracts and leases for language updates required</p> <ul style="list-style-type: none"> • Create guidance for Procurement and Auxiliaries <p>II. Timelines</p> <p>a. Have a preliminary outline of Geography by July 1st</p> <p>b. Have preliminary travel reporting guidelines by July 1st</p>			
	Topic	Discussion	Action Items	
	Projects	<ol style="list-style-type: none"> 1. Ensure updated Clery Geography list is on Clery Google drive 2. Goal is community engagement, student affairs and PDC involvement; this is essential 3. Need a process to communicate with the Clery team travel and any incidents that occur during the travel 4. Need to review contracts and leases for language updates 5. All travel should be department-sponsored and have a CSA in attendance if students going 6. Would like to create a 30-60 second social media video for students to educate them about Clery 	<p>Kim to put Clery Geography list up on shared Drive</p> <p>Add Procurement and Auxiliaries to team to assist as needed</p> <p>Statement of “Why We Meet” re: CCT</p>	
	Timelines	<ol style="list-style-type: none"> 1. Focus on next Fiscal Year 		



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		<ol style="list-style-type: none"> 2. Concur can help us fine-tune process around Geography; want to set up parameters, requirements, contracts for <u>before</u> travel occurs 		
	Follow-Up	<ol style="list-style-type: none"> 1. PDC Travel to SBC; need to track for Clery purposes? 2. Review contracts for 3rd party vendors if identified as CSAs (bus drivers, private security, etc.) 	<p>Track PDC to SBC Travel, if involve Students</p> <p>Update language on Contracts w/3rd Party Vendors re: CSA duties, if applicable</p>	