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| **Date** | March 15, 2024 | **Place** | ZOOM Online Meeting |
| **Time** | 10:00 AM – 11:00 PM |
| **Title** | March 2024 - Clery Compliance Team Meeting |
| **In Attendance**  | Albert AnolinJohn BinkleyDanielle Duran (minutes)John MerchantSteven RaskovichLisa RootRobert TenczarLynniece Warren |
| **Agenda** | 1. Recorded Meetings
2. Clery Training & Assessment Needs
3. Clery Data Year End (Standing Report Outs)

 CSA Crime Reports Timely Warnings Clery Crimes DHRE Fire Safety1. Scenarios
2. Annual Safety Report - Assignments
3. Next Meeting

April 9, 2024, at 10:00 am |
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| **Topic** | **Discussion** | **Action Items** |
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| Recorded Meetings | 1. Current process – retain for the purposes of capturing accurate minutes and action items only and then discard immediately.
 | 1. Continue to work on retentionperiods. Will explorealternatives. |
| Clery Training & Assessment Needs | 1. Annual Safety Report – can be found on Clery page on CSUSB website as well as on home page of institution site.
2. Identifying Campus Security Authority - project
 | 1. Need to compile2023 programs to add to ASR fromStudent Affairs/HR.2. Identify trainingawareness items for2024.3. HR has identified a new process to identify CSA’s. Will begin to assign new CSA training.  |
| Clery Data (Standing Report Outs) | 1. CSA Crime Reports2. Timely Warnings3. Clery Crimes 4. DHRE Fire Safety | 1. Continue to compile data fromdepartments. CCTMicrosoftTeams group wascreated to assistgroup with trackingstats/data.CCT is to send datavia Microsoft Teamsas needed monthly. |
| Scenarios |  1. Sent Clery Crime Definitions and scenarios to CCT for review and discussion. | N/A |
| Annual Safety Report - Assignments |  1. Assignments – CCT will assist in compiling ASR. Would like it to be completed by April 15, 2024, for first review. Final publish date is September 15, 2024. | 1. During reviewCCT member(s) cansuggest updates orchanges to ASR.  |
| Next CCT Meeting | 1. Set for April 9, 2024, at 10 am
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| Follow-Up | 1. Nothing to discuss
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