

CLERY COMPLIANCE TEAM

January 23, 2019

MINUTES

1. *Committee Reports*

- a. Geography – The Geography working group had their first meeting. The members were fully trained on the various Clery geography definitions. The draft Clery map was distributed, which includes a listing of all spaces not included in geography and why so that justifications could be recalled in the event of a future audit. The group began brainstorming possible departments that should be reporting off site locations. It was determined that the Center for Community Engagement does not likely hold activities in such locations so does not need to be on this group. Extended Education and Athletics will start collecting their 2018 locations for review.
- b. Policy – The Policy group met and reviewed the Clery Center's Policy Statements document, which defines all of the policies and policy statements required by Clery. Campus legal counsel recommended the campus first address the noncompliant alcohol and drug requirement and the campus Drug Free Schools and Communities Act compliance as well as how the campus defines campus activities.

2. *2018 ASR Timelines*

The group reviewed the progress against the CO [Clery Action Item guideline](#) document. All activities are ongoing but not complete.

3. *2018 Fire Safety Report*

Housing was directed to pull statistics and start considering preparation of the 2018 Fire Safety Report. There were upgrades to the Verdot fire system so that should be considered to see if that requires updates to the report.

4. *2019 CSA Designations & Training*

The Clery Coordinator is working with IT/CMS on the CSA report. The learning management system is being upgraded right now so there will be a delay in delivery of the online training. The entire Athletics staff was trained last week. Thanks to Gail and David for getting them together and allotting the time.

5. *2019 CSA Reports*

The group was reminded that CSA reports should be submitted as they are reported. This will greatly help us meet the timelines. Housing is working on a system to allow the Clery Coordinator to pull information directly from Maxient.

Bimonthly Meeting Goals:

- Policy Review
- Statistic Review
- Clery Geography and Noncampus Facilities
- Outreach Activities
- CSA Staff List

CCT Upcoming Meetings

TBD

Upcoming Deadlines (to be updated)

- August 31 – Compilation of all Statistics and CSA Acknowledgement
- September 15 – Annual Fire Report to CO
- September 15 – Clery Report to the CO
- September 15 – Clery & Fire Report Notice and Web Posting
- September 28 – Enter Stats to DOE System (Fire & Crime)
- December 31 – Campus Safety Plan