

## Safety, Security, and Access Advisory Committee

### Agenda/Mtg Minutes June 21, 2022

Members:

Michael Martin*	Lori Schroeder*	Kathleen* McMahon	Josie Alexander*	Kristen Bautista*	Karyn Cornell*
Mark Goodrich*	Steve Doten	Siobhan Case	Mac Griswold	Uber McCrary	Lennon Prothro-Jones*
Karen Yoder	Zelda Calipes	Monique Shay*	CFA	IUOE	CSUEU
Donny Gordon*	Mick Murray*	Craig Dawson*			

Others represented (e.g., Police, medical, other?)

Attendance showed by \* next to the member name

### Minutes:

The initial plan is to have a monthly meeting with a revolving focus for each meeting, as shown on the attached draft schedule. A suggestion was made to reduce the frequency from monthly to quarterly. A Doodle poll will be sent to this group for input.

**Participants:** Please carefully review the quarterly and monthly meeting frequency consideration and respond to Doodle Poll. The detail will be sent in a separate email.

**Michael is requested** to assist in identifying members needed for represented groups listed above.

**Clery Program** – All Campus Security Authorities (CSAs) have been identified and contacted. A memo was sent with a description of the role and links to the training and verification quiz. Kathleen requested her list of CSAs and memo, including the link to the [alternate clery reporting form](#) (beyond Maxient or a Police report). The memorandum referenced above has also been attached.

Ensure all reporting has been submitted for the calendar year of 2021, including Police Services, by the end of July, including specific hate crimes. All summary and reporting information must include general location (geography) information.

Draft Annual Security Report for the main campus and the Training Ship was sent to the Clery Center, and review/comments have been received.

**Everyone**, please ensure ALL CSAs complete Clery class and quiz before classes begin. Links are all accessible at <https://www.csum.edu/safety/index.html>

**Defensive Driving Program** – Program has been refreshed.

- **ALL Drivers must complete the Program form** <https://www.csum.edu/safety/university-authorized-driver-program.html>
- Complete class and email the certificate signed by the supervisor to [safety@csum.edu](mailto:safety@csum.edu) by **Aug. 05, 2022 for those on campus during the summer.**
- Each area is required to track and maintain Authorization to Drive Personal Vehicle (Form 261), and those must be updated annually. Reminders will be sent out every April. Now available in electronic Adobe fillable form.
  
- The driving class is required every four years, and cadets every two years.
  
- Josie, Michael, Craig, and Kristen to meet separately and document the process for field trips.

**TSGB** – Cruise is going successfully, and a regular internal audit is scheduled for June 23, 2022.

## Original Agenda and backup documents.

### Agenda:

- Structure and Purpose of Committee –
  - Meet monthly with the following general agenda ( send survey for best day and time once remainder of member can be solidified (Likely in September).
    - Quarterly mtg focus (i.e., Clery, Campus Police and Safety Advisory, safety to include Facilities, chemical/lab, Emergency Preparedness, etc., Accessibility(disability support and accommodations);
    - Review and non-confidential incidents, safety related issues
    - Any TSGB safety update
    - Membership items (as much as possible email 48hrs in advance to add to agenda and carve out time)
  - Determine Membership – Based on coverage goals, both campus programs addressed and level of communications it will include the following:
    - Key managers or designees
    - Bargaining unit representatives
    - Cadet(s)
  - Member responsibilities:
    - CONDUIT FOR INFORMATION
    - Requirements being met (e.g., defensive driver sign-up and training completion, Campus Security Authority training completion).
- Due Items to ensure are completed”
  - Clery – **Due by July 30, 2022**
    - All CSAs – Ensure all 2021 crime were reported and report 2022 crimes as soon as possible.
    - Police – 2021 crimes and initial Clery category eval.
  - Defensive Driving – **Due no later than Aug 05, 2022**
    - Sign up as a driver
    - Complete defensive driver training process
    - Define Private vehicle Use Form Custodian for each Area (Form 261) and provide to [safety@csum.edu](mailto:safety@csum.edu) .
  - Other (no incidents, no TSGB internal audit 06/23/22, cruise going well)

# Safety, Security, and Access Advisory Committee

## Scope

The Safety, Security, and Access Advisory Committee have been developed with the core mission of addressing multiple different critical areas in the most efficient method.

This committee will meet every month and will have a pre-established annual agenda to meet various regulatory, Chancellor Office Executive Order, and related requirements. The following are the primary regulations and executive orders being met by this committee.

- California Code of Regulations, Title 8, Section 3203, Section 5194, and Section 5191
- EO1111 Disability Support and Accommodations Policy  
<https://calstate.policystat.com/policy/9798168/latest/> Freq – quarterly
  - AA 2014-08 Policy for the Provision of Accommodations and Support Services to Students with Disabilities <https://calstate.policystat.com/policy/9438890/latest/>
- EO1039 California State University Environmental Health & Safety Policy  
<https://calstate.policystat.com/policy/8588538/latest>
- EO 1107 Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) <https://calstate.policystat.com/policy/9938606/latest> Freq – CCT (Clery Compliance Team) quarterly

## Mission

The overarching goal of this group is to communicate information, identify opportunities to reduce and eliminate hazards, and improve access. Communication is the major mission to capture and share safety, security, and access-related information to engage our Maritime community to make our environment safer and more informed.

### Draft High level annual Topic Schedule

Month	Clery	ADA	Security	Lighting	Walkways
Jan			X		
Feb		X			
Mar	X				
Apr			X		
May		X			
Jun	X				
Jul			X		
Aug		X			X
Sep	X				
Oct			X	X	
Nov		X			
Dec	X				