

Attendees: Dr. Maravene Loeschke, Ms. Dia Carleton, Mr. Charles Colby, Dr. Deborah Erickson, Mr. James Harrington, Dr. Hal Laydon, Dr. Robert Timko  
Guests: Chief Christine Shegan, Mr. James Welch, DA George Wheeler

Topic	Discussion	Action
<p>Approval of Minutes</p> <p>Emergency Communication/Police Enforcement</p>	<p>The minutes of January 13, 2009 were discussed.</p> <p>Mr. Reid asked District Attorney (DA) Wheeler to participate in this portion of the Cabinet meeting to clarify what information can be provided to administration (and the campus) after incidents in which campus police are involved.</p> <p>Dr. Loeschke wants the University to provide transportation back to campus to students when they are taken to the hospital or have been arrested. She also wants to ensure proper communication between campus police and residence life without violating individuals' rights, yet heeding campus community needs.</p> <p>Mr. Wheeler noted that legally student employees can, and often do, assist police with providing information about an incident. It does not however benefit the police investigation when the students are conducting their own investigations.</p> <p>Detail Information about sexual assault issues cannot be shared with others due to disclosure violations. Mr. Wheeler also noted that in most instances, the victim will disclose the information themselves over time. Police are required to provide advocacy information to victims of sexual assault.</p> <p>DA Wheeler stated that general information re: sexual assault and other incidents should be shared in an attempt to keep the campus informed without violating confidences or disclosure laws.</p> <p>Question: "What is the appropriate chain of communication for an altercation?" Campus police compiles all of the information coordinating with residence life staff when in a hall. It is easier to share information about altercations because it is considered public information. Press releases are shared with the campus. Information is often not shared during an ongoing</p>	<p>The minutes of January 13, 2009 were approved as written.</p> <p>Protocol:  If an emergency incident occurs, campus police will contact Mr. Colby. If unavailable, leave message &amp; contact Ms. Kollar or Mr. Bianco next to ensure contact is established. Mr. Colby will notify Mr. Harrington if necessary.</p> <p>Campus police will provide as much info as appropriate at the time with follow-up the next morning and timely reports.</p> <p>Victims will be given contact information for Mr. Harrington and Mr. Colby along with advocacy information.</p> <p>Residence Directors &amp; RAs are required to submit thorough reports related to all incidents for campus judicial purposes immediately. If a student is taken to the hospital and needs transportation back to campus, they will be told by campus police to contact the police when released for ride coordination.</p> <p>Campus police will work with/include professional Residence Directors &amp; RA's as much as possible when appropriate.</p> <p>When a student/staff acts inappropriately, the campus should feel free to contact campus police. If there is a threat to others, Ms. Shegan should share with Cabinet.</p> <p>It is Chief Shegan's discretion to share information as appropriate regarding sexual assault and communication with Mr. Colby and Mr. Harrington in other matters.</p>

<p>Emergency plan review</p>	<p>investigation so as not to compromise a case. It should be at the discretion of the police to determine what information is shared. Residence life should be notified of altercations by the next morning. The Residence Director of the involved hall/Duty RD should be advised of the incident as soon as possible by the dispatcher or officer to coordinate floor/hall community reactions.</p> <p>Criminal information cannot be shared with anyone other than the police under any circumstances.</p> <p>Dr. Loeschke noted that she has concerns about how seriously emergency drills are taken across campus. Mr. Welch noted that he met earlier this morning with Ms. Beckman and Mr. Day. He shared CT’s emergency information chain with Cabinet.</p> <p>Cabinet reviewed the emergency contact list and the predetermined off-campus meeting location and offered changes. Mr. Welch will remind people that they should have individual plans and develop departmental plans to ensure all are notified of an emergency. Mr. Welch will share with campus the difference between “shelter in place” and “lockdown”. The next lockdown drill will be the week of February 2.</p> <p>A federal grant through PASSHE will allow MU to do a tabletop exercise which means there will be a 4 hour block of time to do drills based on assigned scenarios by emergency planning professionals. This exercise should be scheduled within the next six months. Dr. Loeschke would like to conduct this exercise after the new provost arrives.</p> <p>Mr. Welch was contacted by Tioga county and the department of health to position MU a mini-PODS (point of distribution system) in the event of a pandemic flu outbreak. We will be given enough doses for each employee plus 4 family members and every student. MU will need to receive boxes when they arrive, move them to the appropriate areas across campus and track those who receive their doses.</p>	<p>Dr. Loeschke does not need to be called at the time of an instance unless it is critical. This is the discretion of Chief Shegan. Police/dispatcher should advise building Residence Directors/RD on duty (rather than Colby/Harrington) re less significant issues as soon as possible.</p> <p>Ms. Lavancher will share this document with Cabinet.</p> <p>Ms. Johnson will provide directions and a map to the off-campus meeting location.</p> <p>Mr. Day will send press release to notify off campus community of the drill.</p>
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Minutes reviewed and approved by Cabinet: February 10, 2009

Minutes prepared by: Ms. Anne LaVancher