

**BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE**

**September 13, 2019  
9:00 a.m., UC 214**

**Agenda**

**1.0 Action Items**

**1.1 Resolution F19-19  
Shawnee State University Development Foundation Member Appointments**

Mr. Braun, VP for Advancement & Institutional Relations, will present Resolution F19-19 that ratifies Development Foundation Board Member appointments as recommended by the SSUDF Board.

**1.2 Resolution F20-19  
Ratification of Shawnee State Development Foundation Resolutions 2019.1  
and 2019.2**

Mr. Braun will present Resolution F20-19 that ratifies SSUDF Resolutions 2019.1 and 2019.2, modifying the Foundation's capitalization policy and the underwater endowment policy as approved by the SSUDF Board.

**1.3 Resolution F21-19  
Approval of Revision & Renaming of Policy 3.19Rev, Alcohol on Campus**

Dr. Boyles, VP for Finance and Administration, will present resolution F21-19 that approves revisions updating Policy 3.19Rev to align with current operations and renames the policy "Alcohol – General Rules."

**1.4 Resolution F22-19  
Approval of Revision of Policy 5.35, Emergency Management**

Dr. Boyles will present resolution F22-19 that approves revisions updating Policy 5.35 to align with current operations.

**2.0 Information and Reports**

**2.1** Mr. Braun will present the Fall 15<sup>th</sup> Day Enrollment Report.

**2.2** Dr. Boyles will present the budget status report.

**2.3** Mr. Ballengee, Controller, will present the Cash Reserves Investment Status Report.

**2.4** Dr. Boyles will present the Finance & Administration Executive Report.

**2.5** Mr. Braun will present the Advancement & Institutional Relations Executive Report.

**3.0 Education**

Mr. Braun will present on the Strategic Enrollment Plan.

**RESOLUTION F19-19**

**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION  
MEMBER APPOINTMENTS**

WHEREAS, as the sole member of the Shawnee State University Development Foundation (SSUDF), the Board of Trustees of Shawnee State University ratifies Foundation policies and members; and

WHEREAS, at its June 28, 2019 meeting, the SSUDF recommended by resolution (copy attached) the appointment of new board member Dr. Aaron Adams and the term extension of certain existing board members;

THEREFORE, BE IT RESOLVED, the Shawnee State University Board of Trustees ratifies the appointment, reappointment, or extension of appointment, of members to the Shawnee State University Development Foundation Board as described below:

Member:	Term Ending:
Chris Brown	December 31, 2019
Lisa Johnson	December 31, 2019
Lloyd Martin	December 31, 2019
Matthew Wisecup	December 31, 2019
Ed Daniels	December 31, 2020
Wayne Wheeler	December 31, 2020
Donna Wrinkle	December 31, 2020
Debbie Esham	December 31, 2021
Ken Applegate	December 31, 2021
Frank Waller	December 31, 2021
Tom Covert	December 31, 2021
Dan Mooney	December 31, 2021
John Whitaker	December 31, 2021
Aaron Adams	December 31, 2022

(September 13, 2019)

**RESOLUTION**  
**SHAWNEE STATE UNIVERSITY DEVELOPMENT FOUNDATION**  
**MEMBER APPOINTMENTS**

WHEREAS, as the sole member of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University ratifies Foundation policies and members; and

WHEREAS, the Shawnee State University Development Foundation recommended the appointment of new board member Dr. Aaron Adams and the term extension of certain existing board members hereunder at its June 28, 2019 quarterly meeting;

THEREFORE, BE IT RESOLVED, that the SSU Development Foundation hereby recommends the appointment, reappointment or extension of appointment of the following members to the SSU Development Foundation Board for the following terms:

Member:	Term Ending:
Chris Brown	December 31, 2019
Lisa Johnson	December 31, 2019
Lloyd Martin	December 31, 2019
Matthew Wisecup	December 31, 2019
Ed Daniels	December 31, 2020
Wayne Wheeler	December 31, 2020
Donna Wrinkle	December 31, 2020
Debbie Esham	December 31, 2021
Ken Applegate	December 31, 2021
Frank Waller	December 31, 2021
Tom Covert	December 31, 2021
Dan Mooney	December 31, 2021
John Whitaker	December 31, 2021
Aaron Adams	December 31, 2022

(June 28, 2019)

**RESOLUTION F20-19**

**RATIFICATION OF SHAWNEE STATE UNIVERSITY  
DEVELOPMENT FOUNDATION RESOLUTIONS 2019.1 and 2019.2**

WHEREAS, in accordance with the bylaws of the Shawnee State University Development Foundation, the Board of Trustees of Shawnee State University must ratify SSUDF policies; and

WHEREAS, the Shawnee State University Development Foundation (“Foundation”) passed policy changes to the SSUDF Capitalization Policy and approved the new Underwater Endowment Policy 20.2.3.1 at its quarterly meeting on June 28, 2019; and

WHEREAS, in accordance with Foundation Bylaws, this action taken via Resolutions 2019.1 and 2019.2 (copies attached) requires ratification by the University’s Board of Trustees;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby ratifies SSU Development Foundation Resolutions 2019.1, SSUDF Capitalization Policy and 2019.2, Underwater Endowment Policy.

(September 13, 2019)

## **Resolution 2019.1**

### **Shawnee State University Development Foundation Capitalization Policy**

#### SUMMARY of CHANGES

### **Shawnee State University Development Foundation Capitalization Policy**

#### **I. PURPOSE AND OVERVIEW**

The Shawnee State University Development Foundation (hereafter referred to as the Foundation) and its employees have a fiduciary responsibility to the local community and to the University it serves to properly capitalize and depreciate all capital assets. Employees of the Foundation are responsible for complying with the policies described below.

#### **II. DEFINITION OF A CAPITAL ASSET**

A Capital Asset is defined as a unit of property that meets **both** of the following conditions:

1. Has an economic useful life that is greater than 12 months.
2. The combined acquisition cost plus placed in service cost are more than ~~\$1,000~~ ***\$10,000.***

Repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized at cost.

### **III. POLICY STATEMENT**

All acquisitions of property and equipment and all expenditures for repairs, maintenance, renewals and betterments that materially prolong the useful lives of assets, meeting the definition of a capital asset above, will be capitalized at cost on the date acquired. Any items costing less than the aforementioned amount will be expensed on the Foundation's books during the appropriate fiscal period. Any items with an economic useful life less than 12 months are required to be expensed for financial statement purposes, regardless of acquisition cost.

Depreciation will be computed using the straight-line method over the useful life of the asset as follows:

<del>Office equipment and furniture</del>	<del>5 years</del>
Land Improvements	15 years
Buildings	40 years
<i>Buildings</i>	<i>40 years</i>
<i>Roof</i>	<i>15-20 years</i>
<i>Windows</i>	<i>20 years</i>
<i>Furniture and Fixtures</i>	<i>5-20 years</i>
<i>Settlement Costs</i>	<i>40 years</i>

Donations of land, buildings and equipment are recorded as support and capitalized at their estimated fair value at the date of the gift. Such donations are reported as unrestricted support unless the donor has restricted the donated asset for a specific purpose. Donations of long-lived assets received by the Foundation without donor-imposed stipulations about how long the property must be used will be recorded with no implied time restriction. Therefore, by not implying a time restriction the unrestricted net assets are increased by the full amount of the contribution in the year of the donation, and then decreased each year until the building or property is fully depreciated.

### **IV. RETENTION RECORDS**

A. The Foundation will retain copies of the invoice and/or supporting documentation that provides substantiation of the acquisition cost for audit purposes. These copies will be maintained for a minimum of 5 years.

**Resolution 2019.2**

**Shawnee State University Development Foundation Policy 20.2.3.1**

SUMMARY of CHANGES

20.0 Spending Policy for Endowments and Quasi Endowments.

*20.2.3.1 In the event that endowed accounts are underwater, spending will be restricted to an amount equal to 1.0% of the three-year average book value of the fund. These accounts will not be assessed the 1.0% annual fee.*



**RESOLUTION F21-19**

**APPROVAL OF REVISION & RENAMING OF POLICY 3.19REV  
ALCOHOL ON CAMPUS**

WHEREAS, Policy 3.19Rev, Alcohol on Campus, was approved by the Board of Trustees on July 11, 2014; and

WHEREAS, a review of the policy revealed the need to update certain provisions to more closely align with current operations and to rename the policy to more accurately reflect the purpose of the policy; and

WHEREAS, the related procedures were updated and are provided for information;

THEREFORE, BE IT RESOLVED, the Board of Trustees of Shawnee State University approves the updated and renamed Policy 3.19Rev, Alcohol – General Rules, effective September 13, 2019.

(September 13, 2019)

# Shawnee State University

POLICY TITLE:	ALCOHOL <del>ON-CAMPUS</del> <u>GENERAL RULES</u>
POLICY NO. :	3.19 REV
ADMIN CODE:	3362-3-11
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	<del>9/13/1907/11/14</del>
NEXT REVIEW DATE:	<del>09/2022</del> <u>07/2017</u>
RESPONSIBLE OFFICER(S):	<u>PRESIDENT/VPF&amp;A/ECS</u> <u>PRESIDENT/VPFA/VPAIR</u>
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

Shawnee State University is committed to ~~assuring~~ a healthy and safe environment for students, faculty and staff, and visitors in venues where the presence of alcohol does not interfere with the learning experience or the peaceful environment of the campus and community. ~~To that end, the purpose of this policy is to establish~~ parameters for the purchase, possession, distribution, and consumption of alcohol as described herein and in accordance with related procedures on campus.

## 2.0 STUDENT EVENTS (UNIVERSITY-SPONSORED ON AND OFF CAMPUS)

Student purchase, possession, distribution, ~~and/or~~ consumption of alcoholic beverages in University buildings, on campus grounds (owned or managed), in University provided vehicles, at University-sponsored on-campus events, or at University-sponsored off-campus events isare prohibited without prior authorization.

## 3.0 ON-CAMPUS EVENTS AND CONFERENCES

The prior-approved purchase and consumption of alcoholic beverages on University property for events and conferences must be in accordance with the exclusive food services agreement and any alcohol operating license held and maintained by the University's ~~and/or its~~ food services vendor.

## 4.0 INSURANCE

If the event in which alcohol is ~~to be~~ purchased and/or consumed and is sponsored by a non-University group or individual, proof of an appropriate level of liability insurance may be required. ~~This determination~~Decisions about insurance requirements will be made by the Director of University and Community Events in collaboration with the University's Risk Manager, and Conference Services.

## 5.0 RESIDENCE HALL STUDENT HOUSING

- 5.1 The sale of alcoholic beverages in residence halls (owned or managed by the University) is prohibited.
- 5.2 The possession and consumption of alcoholic beverages for legal-aged (age 21 or older) residents is permitted in residence halls contingent upon compliance with established residential hall rules, University policy and procedures, and subject to full compliance with state and local laws.

## 6.0 PERSONAL ~~CONDUCT~~BEHAVIOR

Patrons, including students, attending events in which alcoholic beverages are served will be held responsible for their personal ~~conduct~~behavior, as well as the ~~conduct~~behavior of guests. ~~Conduct~~Behavior that is judged to be irresponsible or inconsiderate by University officials or Department of Public Safety while possessing or consuming any alcoholic beverage may be treated as a ~~violation~~abuse of this ~~P~~policy.

## 7.0 GENERAL PROHIBITION

- 7.1 The use or sale of alcohol by any person (students, employees and visitors) on campus property (managed or owned by the University) or at University-sponsored off campus activities is prohibited in instances that are inconsistent with state or local laws ~~and/or~~ restrictions ~~and~~ as established by this policy.
- 7.2 Violations of University policy or engagement ~~in~~of illegal actions will result in the involved individual(s) being subject to ~~University~~ sanctions and/or enforcement ~~of applicable laws by DPS or local/state law enforcement, results as referenced and incorporated by University policy and/or applicable laws.~~

## 8.0 PROCEDURES

The President will ensure the establishment of procedures necessary to effectively implement this policy.

[Ref: Residence Handbook](#)~~Residence Hall Guidelines:~~

[Ref: Student Conduct Code](#)~~Code of Conduct:~~

### History

Effective: 02/18/92

Revised: ~~07/11/14, 10/14/94~~07/11/14, 10/14/94, 9/13/19

Applicable Procedures: [3.19:1 Alcohol – On-Campus Events and Conferences](#)

# Shawnee State University

POLICY TITLE:	ALCOHOL – GENERAL RULES
POLICY NO. :	3.19 REV
ADMIN CODE:	3362-3-11
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	9/13/19
NEXT REVIEW DATE:	09/2022
RESPONSIBLE OFFICER(S):	PRESIDENT/VPFA/VPAIR
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

Shawnee State University is committed to a healthy and safe environment for students, faculty and staff, and visitors in venues where the presence of alcohol does not interfere with the learning experience or the peaceful environment of the campus and community. To that end, this policy establishes parameters for the purchase, possession, distribution, and consumption of alcohol as described herein and in accordance with related procedures.

## 2.0 STUDENT EVENTS (UNIVERSITY-SPONSORED ON AND OFF CAMPUS)

Student purchase, possession, distribution, and consumption of alcoholic beverages in University buildings, on campus grounds (owned or managed), in University provided vehicles, at University-sponsored on-campus events, or at University-sponsored off-campus events are prohibited without prior authorization.

## 3.0 ON-CAMPUS EVENTS AND CONFERENCES

The prior-approved purchase and consumption of alcoholic beverages on University property for events and conferences must be in accordance with the exclusive food services agreement and any alcohol operating license held and maintained by the University and/or its food services vendor.

## 4.0 INSURANCE

If the event in which alcohol is purchased and/or consumed and is sponsored by a non-University group or individual, proof of an appropriate level of liability insurance may be required. Decisions about insurance requirements will be made by the Director of University and Community Events in collaboration with the University's Risk Manager.

## 5.0 STUDENT HOUSING

5.1 The sale of alcoholic beverages in residence halls (owned or managed by the University) is prohibited.

- 5.2 The possession and consumption of alcoholic beverages for legal-aged (age 21 or older) residents is permitted in residence halls contingent upon compliance with established residential hall rules, University policy and procedures, and subject to full compliance with state and local laws.

## 6.0 PERSONAL CONDUCT

Patrons, including students, attending events in which alcoholic beverages are served will be held responsible for their personal conduct, as well as the conduct of guests. Conduct that is judged to be irresponsible or inconsiderate by University officials or Department of Public Safety while possessing or consuming any alcoholic beverage may be treated as a violation of this policy.

## 7.0 GENERAL PROHIBITION

7.1 The use or sale of alcohol by any person (students, employees and visitors) on campus property (managed or owned by the University) or at University-sponsored off campus activities is prohibited in instances that are inconsistent with state or local laws or restrictions as established by this policy.

7.2 Violations of University policy or engagement in illegal actions will result in the involved individual(s) being subject to University sanctions and/or enforcement of applicable laws by DPS or local/state law enforcement.

## 8.0 PROCEDURES

The President will ensure the establishment of procedures necessary to effectively implement this policy.

[Ref: Residence Handbook](#)

[Ref: Student Conduct Code](#)

### History

Effective: 02/18/92

Revised: 07/11/14, 10/14/94, 9/13/19

Applicable Procedures: [3.19:1 Alcohol – On-Campus Events and Conferences](#)

## INFORMATION ONLY

PROCEDURE TITLE:	ALCOHOL - ON-CAMPUS EVENTS AND CONFERENCES
PROCEDURE NO.:	3.19:1
RELATED POLICY:	3.19REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	DESIGNATED DEPARTMENT DIRECTORS
EFFECTIVE DATE:	09/13/19
NEXT REVIEW DATE:	09/2022
APPROVED BY:	PRESIDENT

### 1.0 RESPONSIBILITY

- 1.1 The Director of University and Community Events (UCE), or designee, is responsible to monitor the application of and compliance with these procedures for events and conferences scheduled and managed by UCE.
- 1.2 The Athletic Director (for the Rhodes Athletic facilities and campus athletic events) will ensure the application of and compliance with these procedures for applicable events.
- 1.3 The Director of the Department of Public Safety is responsible to maintain order at venues in which the consumption of alcohol is occurring.
- 1.4 The University's exclusive food services vendor is responsible to maintain the required licenses and insurance for the sale and service of alcohol to patrons at University events and conferences. In the case of a change of the University's food service vendor, the transfer of such license will be made to the new vendor in accordance with the established vendor agreement. In lieu of or in addition to the vendor's responsibilities, the University may opt to secure a license to sell and serve alcohol at one or more location(s) on campus.

### 2.0 AUTHORIZATION TO PURCHASE ALCOHOL

- 2.1 To secure approval for the purchase of alcohol at an on-campus event or conference (whether a University or non-University event), the sponsoring party must complete an *Alcohol Authorization Form* and submit it with the *Space Reservation Form*, with all required signatures to the appropriate department director.
- 2.2 University funds may not be used to purchase alcoholic beverages.

- 2.3 Except as noted herein, all alcoholic beverages must be purchased from the University's food services vendor which is licensed and insured.

### 3.0 PERMISSION FOR SPONSORING PARTY TO PROVIDE ALCOHOL ON SUNDAYS

- 3.1 The University's food services vendor's alcohol license does not permit the sale of alcohol on Sundays. If the sponsoring party wishes to provide alcohol for an event on campus on a Sunday, prior written approval must be granted by the Director of University and Community Events and the local manager of the University's food services vendor. If approval is received and if desired, the sponsoring party may request that the University's food service staff serve the provided alcohol to the event patrons.
- 3.2 Permission for the consumption of alcohol on campus at a Sunday event is granted in exceptional circumstances only. The type of event, number and ages of expected attendees, and duration of the event will affect this decision.
- 3.3 In accordance with the liquor license, under no circumstance may any alcoholic beverage be permitted to be removed from the approved area of the event. Except for Sunday events, no alcoholic beverages may be brought into an event by an individual.
- 3.4 The sponsoring party (includes approved University sponsor) will be responsible to provide adequate supervision to ensure adherence to the University's alcohol procedures and for the actions and behaviors of those attending the event.
- 3.5 All student events in which alcohol is served must have an adequate number of adult chaperones that may include University faculty, and/or staff, as determined by the Director of University and Community Events or designee. The type of event, number and ages of expected attendees, and the duration of the event must be considered.
- 3.6 No one under the age of 21 is permitted to purchase, possess, serve, or consume any alcoholic beverage.

### 4.0 SECURITY

- 4.1 SSU's Department of Public Safety (DPS) must be informed of all events where alcohol is present. The number and types of officers (Security and/or Police) required at each event, if any, will be determined by the responsible department director, and/or the Director of UCE in consultation with the event organizer and

the Director of DPS. The sponsoring organization will be separately billed for the security time and cost of materials.

- 4.2 All sale and use of alcoholic beverages on University property will be monitored by and subject to inspection by the Department of Public Safety, Director of UCE or designee, or the applicable University dean or sponsoring department director.
- 4.3 Intoxicated individuals will not be served nor permitted to possess alcoholic beverages and are subject to being ejected from the event and University property. This determination may be made by the liquor-license holder or the appropriate University representative.

#### 5.0 VIOLATION OF POLICY OR PROCEDURES

- 5.1 A student who violates the alcohol policy and/or related procedures addressing the consumption and/or sale of alcohol will be subject to the disciplinary provisions described by the [Student Conduct Code](#).
- 5.2 An employee who violates the alcohol policy and/or related procedures addressing the consumption and/or sale of alcohol will be subject to the disciplinary provisions described by the applicable policy or collective bargaining agreement.

#### 6.0 VIOLATION OF LAW OR DISRUPTION DUE TO CAMPUS

Any individual found to be illegally purchasing, selling, and/or consuming alcohol, is intoxicated, disruptive to others, or believed to pose a threat to him or herself or others while on University premises at University or non-University-sponsored events will be subject to the action(s) deemed necessary by the Department of Public Safety and/or local law enforcement agencies.

#### History

Effective: 07/11/14

Revised: 07/15/16; 05/26/16, 9/13/19



**RESOLUTION F22-19**

**APPROVAL OF REVISION OF  
POLICY 5.35 EMERGENCY MANAGEMENT**

WHEREAS, Policy 5.35, Emergency Management, was approved by the Board of Trustees on January 1, 2014; and

WHEREAS, the policy was edited to improve clarity and to reflect current operations;

THEREFORE BE IT RESOLVED, the Board of Trustees of Shawnee State University approves Policy 5.35Rev, Emergency Management effective September 13, 2019.

(September 13, 2019)

# Shawnee State University

POLICY TITLE:	EMERGENCY MANAGEMENT
POLICY NO. :	5.35REV
ADMIN CODE:	3362-5-35
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	09/13/19
NEXT REVIEW DATE:	09/2022
RESPONSIBLE OFFICER(S):	PRESIDENT/VPFA
APPROVED BY:	BOT

## 1.0 POLICY PURPOSE

Shawnee State University is committed to providing a safe and secure environment to those who work, study, live, and visit the campus. In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 USC § 1092(f)*, this policy serves to ensure that an Emergency Response Plan (ERP) and relevant additional safety and security protocols are adopted for the campus community.

## 2.0 SCOPE AND APPLICATION OF EMERGENCY RESPONSE PLAN (ERP)

2.1 There shall be an ERP, safety procedures, and security protocols that:

2.1.1 Identify an Emergency Response Coordinator (ERC) responsible for implementing the ERP and an Emergency Response Team responsible for executing assigned roles during an emergency. The Emergency Response Coordinator and Emergency Response Team shall be appointed by the President.

2.1.2 Describe specific responses to emergencies that address campus and community communication and notification, ensure availability of essential equipment, include written procedures, and provide for ongoing training for safety and security personnel and campus constituents, where appropriate.

2.1.3 Provide for active emergency response planning, training, and exercises necessary to maintain peak efficiency and that describe the roles and responsibilities of departments as well as individuals in order to provide a uniform and comprehensive approach to prepare for, respond to, and reduce the impact of emergencies.

2.2 The University's Emergency Response Plan (ERP) details actions to be taken during an emergency/incident by an individualized department and/or department head. The preparation for these actions will remain the responsibility of the individual responsible for that department and/or classroom, working in conjunction with the University's Director of Department of Public Safety and the Emergency Response Coordinator.

### 3.0 COMPLIANCE

- 3.1 All University employees, students, and visitors of property owned, leased or controlled by the University are subject to this policy.
- 3.2 Persons who violate provisions of this policy, refuse to evacuate any building or area, or refuse to follow the directions of emergency personnel during an emergency will be subject to the applicable corrective disciplinary process. In the case of student residents, non-adherence could result in termination of the student housing contract and other sanctions as dictated by the Student Conduct Code.

### 4.0 PROCEDURES

- 4.1 The President shall ensure the adoption of the Emergency Response Plan (ERP) and the designation of appropriate University officials to effectively implement this policy.
- 4.2 Designated University officials are charged with responsibilities such as:
  - 4.2.1 Oversight of the day-to-day management of the University's Emergency Response Plan, procedures, and guidelines necessary for compliance with this policy; and
  - 4.2.2 Ensuring the accuracy and currency of procedures, practices, and programs specific to the safety and security of the campus community; and
  - 4.2.3 Execution of measures that ensure compliance including meeting timely reporting requirements with applicable federal, state and local laws; and
  - 4.2.4 Effective and professional enforcement of applicable laws and University policies; and
  - 4.2.5 Regular and specialized training and awareness activities as deemed essential.

History:

Effective 1/17/14

Revised: 9/13/19

Ref: [Emergency Response Plan \(ERP\)](#)

# Shawnee State University

POLICY TITLE:	EMERGENCY MANAGEMENT
SUBJECT: EMERGENCY MANAGEMENT	POLICY NO. : 5.35
ADMIN CODE:	3362-5-35
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	-091/137/194
NEXT REVIEW DATE:	091/202217
RESPONSIBLE OFFICER(S):	

## 1.0 POLICY PURPOSE

Shawnee State University is committed to providing a safe and secure environment to those who work, study, live, and visit the campus. In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 USC § 1092(f)*, this policy serves to ensure that an Emergency Response Plan (ERP) and relevant additional safety and security protocols are adopted for the campus community.

## 2.0 SCOPE AND APPLICATION OF EMERGENCY RESPONSE PLAN (ERP)

2.1 There shall be an ERP, safety procedures, and security protocols that:

- 2.1.1 Identify an Emergency Response Coordinator (ERC) responsible for implementing the ERP and an Emergency Response Team responsible for executing assigned roles during an emergency. The Emergency Response Coordinator and Emergency Response Team shall be appointed by the President.
- 2.1.2 Describe specific responses to emergencies that address campus and community communication and notification, ensure availability of essential equipment, include written procedures, and provide for ongoing training for safety and security personnel and campus constituents, where appropriate.
- 2.1.3 Provide for active emergency response planning, training, and exercises necessary to maintain peak efficiency and that describe the roles and responsibilities of departments as well as individuals in order to provide a uniform and comprehensive approach to prepare for, respond to, and reduce the impact of emergencies.

~~2.2 The University's Emergency Response Plan (ERP) details actions to be taken during an emergency/incident by an individualized department and/or department head. The preparation for these actions will remain the responsibility of the individual responsible for that department and/or classroom, working in conjunction with the University's Director of Department of Public Safety and the Emergency Response Coordinator. The preparation for emergencies that must occur as the result of the specialized operation of a single department or classroom will remain the responsibility of the individual who is responsible for that department or the~~

~~faculty member(s) responsible for the classroom, working in conjunction with the University's Emergency Response Coordinator and/or the Office of Environmental Health & Safety.~~

## 2.2

### 3.0 COMPLIANCE

- 3.1 All University employees, students, and visitors of property owned, leased or controlled by the University are subject to this policy.
- 3.2 Persons who violate provisions of this policy, refuse to evacuate any building or area, or refuse to follow the directions of emergency personnel during an emergency will be subject to the applicable corrective disciplinary process. In the case of student residents, non-adherence could result in termination of the student housing contract and other sanctions as dictated by the Student ~~Code of~~ Conduct Code.

### 4.0 PROCEDURES

#### 4.0

- 4.1 The President shall ensure the ~~development and maintenance~~adoption of the Emergency Response Plan (ERP) procedures and the designation of the appropriate University officials to effectively implement this policy.
- 4.2 Designated University officials are charged with ~~such~~ responsibilities as such as:
- 4.2.1 ~~Oversight of~~ the day-to-day management of the University's Emergency Response Plan, procedures, and guidelines necessary ~~for to assure~~ compliance with this policy; ~~and for approval by the President or designee.~~
- 4.2.2 ~~Ensuring~~ the accuracy and currency of procedures, practices, and programs specific to the safety and security of the campus community; and
- 4.2.3 ~~, to e~~ Execute ~~ion of~~ measures that ensure compliance including meeting timely reporting requirements with applicable federal, state and local laws; and
- 4.2.4 ~~, to e~~ Effectively and professionally enforcement of applicable these laws and University policies; and
- 4.2.4.2.5 ~~, and to provide r~~ Regular and specialized training and awareness activities as deemed essential ~~to fulfill their assigned duties.~~

~~5.0 RELATED LINKS~~

~~5.1 Shawnee State University Emergency Response Plan (ERP)~~

~~5.2 Shawnee State University Building Marshal Program Guidelines~~

~~5.3 Shawnee State University Emergency Alert System Guidelines & Procedures~~

History:

(Effective:     -1/17/14)

Revised:     9/13/19

Ref: Emergency Response Plan (ERP)

Approval