

**Minutes of the Brown University Community Council (BUCC) Meeting**  
**Tuesday, April 14, 2015**  
**4:00 – 5:30 p.m.**

Members: President Paxson, Provost Colvin, Russell Carey, Cass Cliatt, Margaret Klawunn, Beverly Ledbetter, Paula McNamara, Don Operario, Lily Cohen, Manuel Contreras, Maahika Srinivasan, Grace Stokan, Eve Dewan, Sveta Milusheva, Liz Rubin, Kelly Garrett, Dawn Goodman, Julianne Hanavan, Frances Mantak, Brendan McNally, Dan DiPrete, Emily Maranjian, and Abbot Stranahan were in attendance. Richard Bungiro, Reid Cooper, Alex Gourevitch, Susan Harvey, Steven Lubar, Vesna Mitrovic, Anita Shukla, Jonathan Vu, Joel Simundich, Dan Ebner, Leora Johnson, and Milisa Galazzi were unable to attend.

The minutes of the March 10, 2015 meeting were approved.

Liliana Sampedro '18 presented a statement on behalf of the Brown Student Labor Alliance that calls for the Brown Community to help pressure the owners of the Hilton Hotel to reach a solution to a labor boycott. It was agreed that the statement would be posted to the Brown University Community Council (BUCC) website.

Beth Gentry, Assistant Vice President of Business and Financial Services, gave an update on mail services and reviewed the planned renovation of its facility in J. Walter Wilson. Improvements have been made in staff training, systems, and vendor relationships. Among the objectives of the renovation of the mail services facility are maximization of square footage to accommodate package volume in one location year round, improved processing flow, alleviate congestion, and eliminate unnecessary visits to empty mailboxes. There will be the relocation of mail services counter and service lobby, reconfiguration of processing space, and e-mail notification when mail has arrived, and mail delivery to staff and faculty. The project has a budget of \$900,000 and will be phased and completed over the summer. A retail operation will be in place by January 2015. There was a question about the need for a retail operation and whether the focus should be on the processing of packages.

Yolanda Castillo-Appollonio, Associate Dean of Student Life and Director of Student Conduct, discussed proposed revisions to the Code of Student Conduct. The Code is reviewed every five years, and this year the review focused all aspects of the Code other than sexual misconduct, because it was being taken up by the Sexual Assault Task Force. The proposed revisions focused on seven areas: definition of violations; methods of investigation of charges; hearing procedures; composition, use, and training of hearing panels; sanctions; procedures and sanctions specific to student organizations; and organization of information available to students. BUCC member discussion included questions about the current Code and how the new Code would be communicated.

Tim Shiner, Director of the Campus Center and Student Activities Office, reported on the outcomes of this spring's review of alcohol and social events policies. The review included data from the 2012 survey of Brown's students' alcohol behaviors and external review report. The Alcohol & Social Review Committee concluded that the additional interim measures enacted for spring 2015 should continue, including fully trained bartenders, no common drink sources, drinks made in front of you, and other measures. The Committee's findings include: a more in-depth look at the culture of alcohol use and behavior at Brown is needed; there is critical need for additional spaces in which students may host

social events and for safety measures at events that include alcohol; communication about policies needs to be improved; and there is a continued need for more support of students who do not drink.

Margaret Klawunn, Vice President of Campus Life and Student Services, reviewed the membership and charge of the Mental Health Community Council. The Council is chaired by Steven Rasmussen and its membership includes a broad range of people involved in mental health. The Council is charged with providing advice on the quantity, quality, and coordination of mental health care provided by Brown's network of mental health services, the quality of care for diverse community of students, the effectiveness of mental health care, and the education, training, and prevention programs on mental health provided. Emerging recommendations from the Council are focused on staffing, health insurance, resources for graduate and medical students, medical leave, web resources, training, and peer resources. The different needs of the undergraduate, graduate, and medical student populations was discussed among members of the BUCC. A member of the Council commented that the mental health needs for Graduate Students are severe and critical.

Russell Carey, Executive Vice President for Planning and Policy and Michele Cyr, Associate Dean for Academic Affairs, Alpert Medical School began the discussion of the Final Report of the Sexual Assault Task Force by asking if anyone had comments or questions about the report. BUCC members asked about plans for training students, faculty, and staff. A mix of online modules and in-person, small group format training sessions are being considered. The recommendations of the Report will be reviewed by the end of the semester.

The next meeting of the Brown University Community Council will be held on Tuesday, September 29, 2015 from 4:00 – 5:30 pm in the Stephen Robert '62 Campus Center, Kasper Multipurpose Room.

Respectfully submitted,

Catherine Pincince  
Secretary of the Brown University Community Council

**Brown University Community Council**

**Tuesday, April 14, 2015**

**4:00 – 5:30 pm**

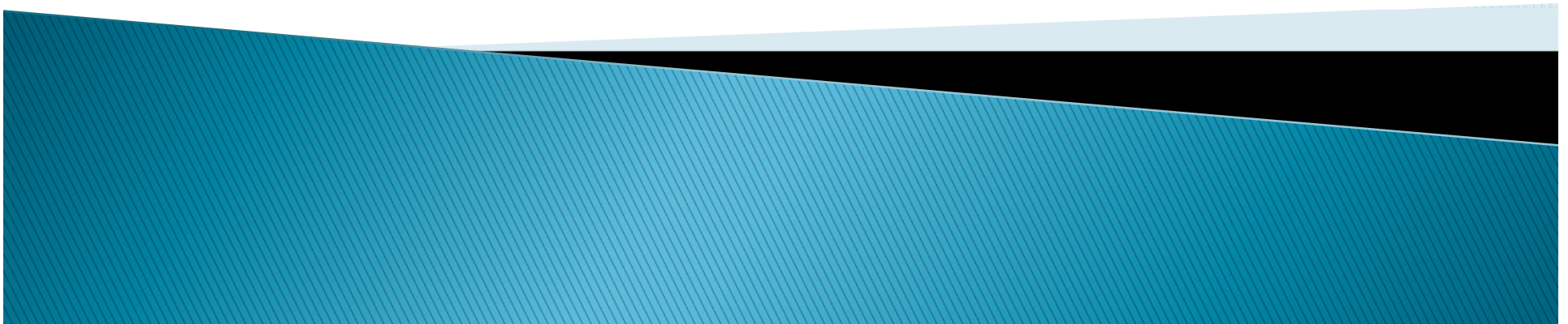
**Stephen Robert '62 Campus Center, Kasper Multipurpose Room**

**Agenda**


1. Approval of Minutes of March 10, 2015 Meeting
2. Mail Services Update and Planned Initiatives  
*Beth Gentry*
3. Update on Non-Academic Disciplinary Procedure Review  
*Yolanda Castillo-Appollonio*
4. Update on Campus Life Issues
  - Alcohol/Social Event Review  
*Tim Shiner*
  - Mental Health Community Council  
*Margaret Klawunn*
5. Discussion of Final Report of the Sexual Assault Task Force  
*Russell Carey and Michele Cyr*
6. Open Time for University Community Members to Present Broad Campus Issues to the Council

# Mail Services Update and New Initiatives

April 2015



# Mail Services Updates

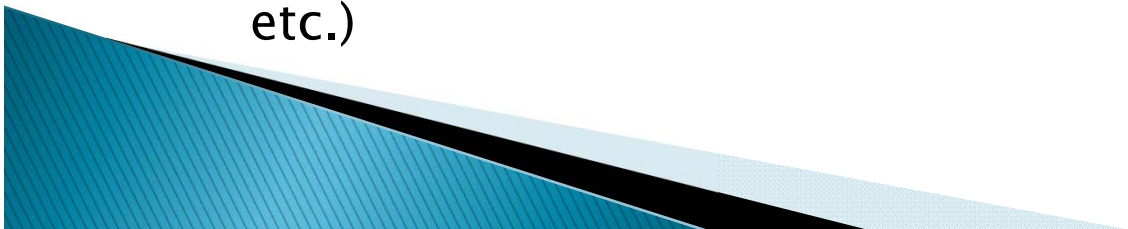
- ▶ Operational issues addressed
    - Visited other universities and implemented best practice workflows
    - Ongoing staff education expanding institutional knowledge
    - Staffing levels adjusted as necessary to meet demand
  - ▶ Systems
    - Package processing/notification system technical issues resolved with additional enhancements in process
    - Completed conversion of BRU to OIM (feeds identity information to Mail Services)
    - Work in process with Student Life and CIS re: Lived Name
    - Enhancements to Banner self-service mail forwarding is in process
    - Neopost meter machine implementation is underway
  - ▶ Partnership meetings with carriers (Fed-X, UPS and USPS)
    - Addressed challenges with SurePost (UPS) and SmartPost (Fed-X) – slower delivery/delivery notification confusing to customers
    - Improved chain of custody processes with carriers – delivery and returns
    - Fed-X account project – correct accounts established not under the umbrella of the discounted E&I consortium pricing and address accounting issues
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# Current State

- ▶ Exponential growth in package volume and related space concerns
  - Start of semester volume spikes
  - Space requirements to house, process and distribute volume
  - Inconvenient and confusing operating two pick-up locations
  - Package Volume 2002 – 2015

FY 02	FY 10	FY 14	Estimate FY 15
21,415	68,715	130,371	160,000

- ▶ Inadequate number of mailboxes to serve students
  - Our position – all active undergraduate students are assigned one mailbox number through graduation.
  - Due to shortage, priority given to active students physically on campus. Students on study away have mailbox reassigned.
  - Extremely poor service and an inconvenience to students.
  - Additional unnecessary work in Mail Services (mailbox reassignment process, combination change, communication, etc.)



# Solution – Renovation of Mail Services Facility in J. Walter Wilson

## ▶ Design Objectives

- Maximize square footage to accommodate package volume in one location year round
- Improve mail/package processing workflow
- Alleviate current JWW lobby congestion
- Create visibility to process
- Eliminate unnecessary visits to empty mailboxes

## ▶ Solution

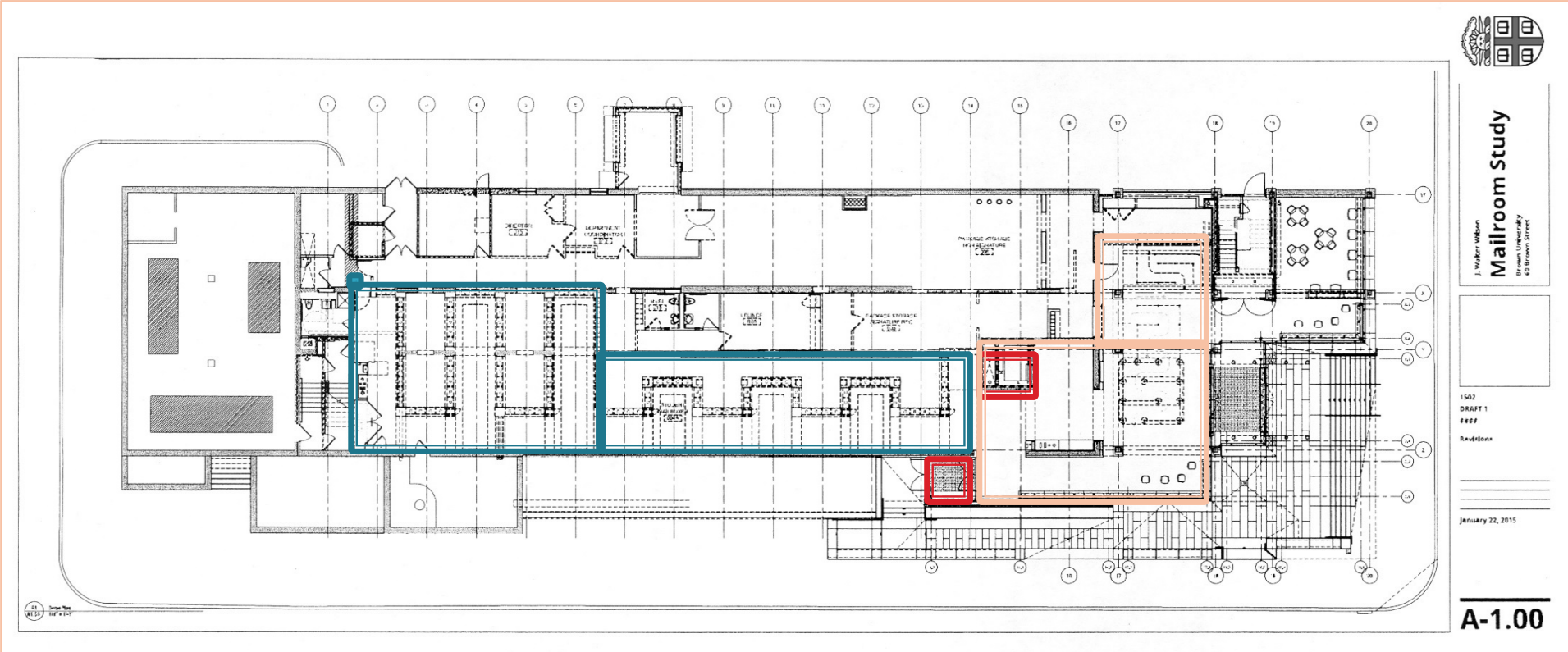
- In order to improve service and recognizing we no longer have overflow space on campus to accommodate start of semester volume peaks, the current mailbox space will be repurposed. Student letter mail will be secured in a high density mail system with an email notification when mail has arrived and faculty/staff mail currently being picked up by staff will be delivered.
- Relocation of mail services counter and service lobby
- Reconfiguration of mail and letter processing space

## ▶ Budget & Timing

- Recognizing the complexity of this renovation and the need to provide excellent mail service to the entire community, the Space Committee has approved a project budget of \$900k but every effort will be made to complete this improvement project for less.
- Construction planning is currently under way and the project will be phased and completed over the summer. Retail operation will be in place by January 2016.



# Current JWW First Level Configuration

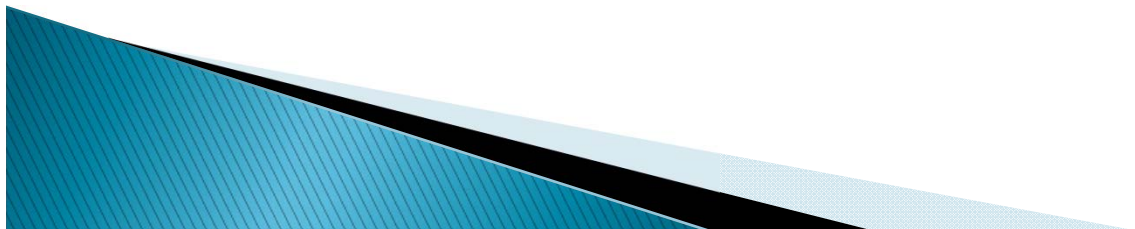
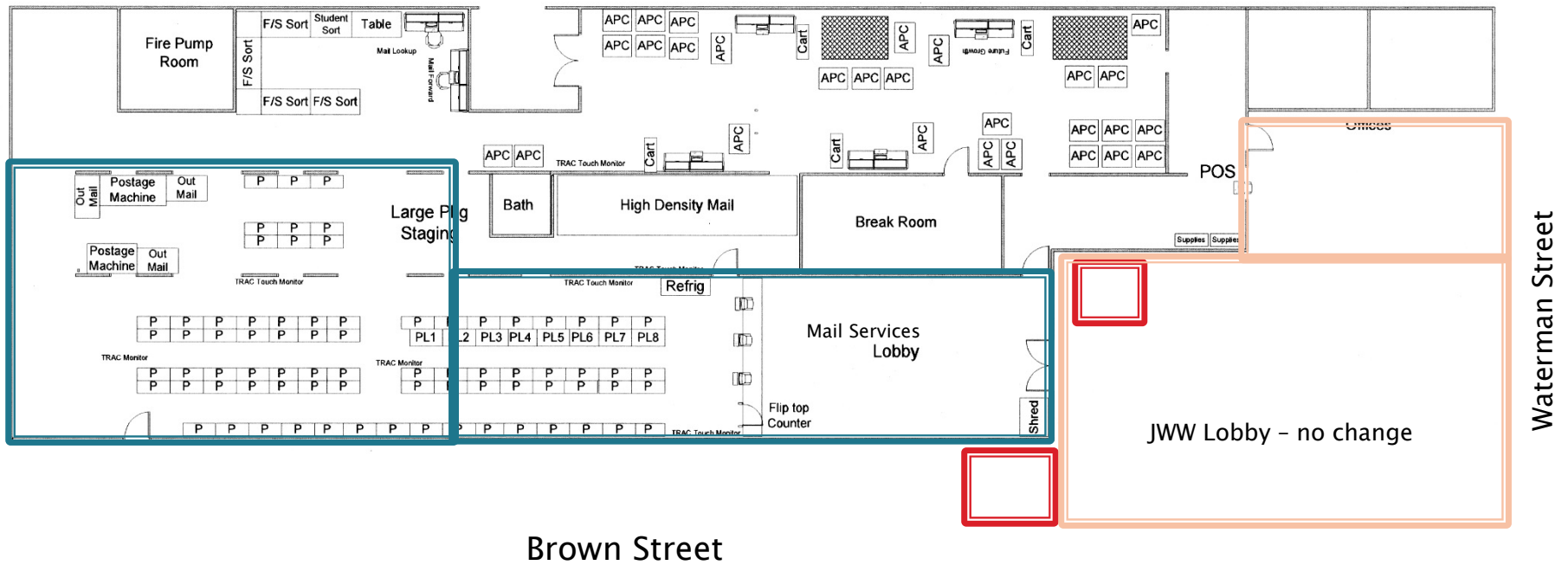


Brown Street





# Proposed JWW First Level Configuration











# Operational Changes / Considerations

- ▶ Email notification eliminates unnecessary visits to the mail room and we will begin by offering package and letter pick up during current Mail Services business hours. However, we will evaluate hours of operation to best meet community need.
- ▶ Implementation of a mail sustainability program aimed at reducing the amount of unwanted mail. Program includes: a direct mail opt-out program, a service notifying direct mailers to deselect former faculty, students and staff from mailing lists, and a free shredder kiosk. Alternative advertising methodologies will be coordinated with Student Life and others as necessary.
- ▶ A project to evaluate faculty/staff mail delivery and related processes is scheduled in the coming months to ensure appropriate staffing and efficient operations are in place to meet the needs of the Brown community.



Questions?



# Office of Student Life: Student Conduct Code Review

Brown University Community Council  
April 14, 2015



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# Letter Adjudication

- Eliminate Peer Community Standards Board
- Use Letter Adjudication for minor infractions
  - Students can accept responsibility and a sanction.
  - They waive the right to appeal.
  - Students can choose to have a hearing if they do not want to accept responsibility or do not want to accept the sanction.



# Deferred Suspension

**Deferred Suspension.** Deferred suspension is used for offenses found serious enough to warrant suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Deferred suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Code of Student Conduct. **A student on deferred suspension shall not represent the University as an official delegate, representative, hold an office (elected or appointed) in University groups of any kind, or participate in University-sponsored travel or study abroad. If the student is found responsible for violating any additional University code or regulation during the period of Deferred Suspension, the student may be immediately suspended from the University and may be subject to additional sanctions for the subsequent violation.** A deferred suspension may be accompanied by a transcript remark (See "Accompanying Terms for Sanctions").



# Harassment and Bias

## IV. Harassment

- a) General - Subjecting another person or group to abusive, threatening, intimidating, harassing, or humiliating actions.
- b) Bias-related - Subjecting another person or group to abusive, threatening, intimidating, harassing, or **humiliating** actions, including, but not limited to, those based on race, religion, sex/gender, disability, age, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression. (See "Civil Rights & Non-Discrimination")

*Comment: Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency, and duration of the conduct in question, the location and context in which it occurs, and the status of the individuals involved.*

*Moreover, expression that is dehumanizing, degrading, or grossly offensive on matters such as race, ethnicity, religion, gender, or sexual orientation is inappropriate in a university community and the University will act as it deems appropriate to address/educate students violating this principle.*



# Protests and Freedom of Speech

I. Behavior that disrupts or materially interferes with the basic rights of others and the educational functions of the University, including, but not limited to, halting a lecture, debate, or any public forum, or obstructing the passage of others.

# Protests and Freedom of Speech

*Comment: Protests or demonstrations that infringe upon the rights of others to peaceful assembly, orderly protest, the free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the University cannot be tolerated. [See “University Guidelines on Protests and Demonstrations”] Demonstrations or protests which exceed these limits will subject the participants to student conduct which may include temporary or permanent separation from the University.*

*Moreover, expression that is dehumanizing, degrading, or grossly offensive on matters such as race, ethnicity, religion, gender, or sexual orientation is inappropriate in a university community and the University will act as it deems appropriate to address/educate students violating this principle.*



# Student Organizations - Current

Sanctions. If the student organization is found responsible, the hearing officer will impose a sanction up to probation for three (3) semesters and any accompanying terms (see “Accompanying Terms for Sanctions”), which may include, but are not limited to:

- Community restitution.
- Suspension of social privileges, which is the loss of all or partial social function privileges for a defined or indefinite period of time.
- Loss of University privileges and services for a defined or indefinite period of time (e.g., loss of space reservation privileges).
- Loss of recognition by the University of the organization for a defined or indefinite period of time.
- Loss of housing and residential space for a defined or indefinite period of time.



# Student Organizations - Proposed

## Sanctions

- Reprimand
- Probation  
*Suspension of social privileges, including the ability to host social functions, may accompany this sanction.*
- Deferred Suspension  
*may have its social, housing, funding, or other privileges suspended, including the ability to host social functions.*
- Suspension  
*A suspended student organization must cease all organizational activities.*
- Expulsion

## Accompanying Terms

- Suspension of Social Privileges
- Loss of University Privileges and Services
- Restitution
- Loss of Membership Recruitment
- Removal from University Housing.
- Fines
- Loss of Use of Common Spaces
- Organizational Learning and Engagement
- Other Accompanying Terms



# Hearing Panels

- Change Student Conduct Board panels to be three members, one of which is a student.
- Increase rigor in selecting students.
- Use panels primarily for bias related harassment and student organizations.





Questions?



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# Alcohol & Social Event Review

Brown University Community Council

April 14, 2015

# Committee Membership

- Nancy Barnett – Professor of Behavioral and Social Sciences, Center for Alcohol and Addiction Studies
- Natalie Basil, Director of Residential Experience, Residential Life
- Yolanda Castillo-Appollonio, Associate Dean of Student Life and Director of Student Conduct
- Sarah Fraser, Associate Athletic Director, Compliance
- Sazzy Gourley, '16, Vice President, Undergraduate Council of Students
- Meredith Heckman '16, Greek Council Vice-Chair
- Lt. Jim Jackson, Department of Public Safety
- Margaret Klawunn, Vice President for Campus Life & Student Services
- Francie Mantak, Director of Health Promotion
- Kathleen McSharry, Associate Dean of the Curriculum/Bruce E. Donovan Class of 1959 Dean of Chemical Dependency
- Lt. Kevin O'Connor, Department of Public Safety
- Meghan O'Donnell, '15, Senior Captain, Women's Field Hockey Team
- Timothy Shiner, Director, Student Activities Office
- Maria Suarez, Associate Dean of Student Life and Director of Student Support Services
- Kate Tompkins, Associate Director for Off Campus Living and Programs, Residential Life
- Aaron Rosenthal, '16, Class Coordinating Board Representative
- Marion Wellington, '16, Residential Peer Leader

# Committee Charge

Evaluate alcohol policies	<ul style="list-style-type: none"><li>• Improve communication about policies and sanctions</li></ul>
Implement recommendations based in	<ul style="list-style-type: none"><li>• 2014 consultants' report on alcohol and campus climate</li><li>• 2012 survey data of alcohol use by Brown undergrads</li></ul>
Review social event policies	<ul style="list-style-type: none"><li>• Promote safer events</li><li>• Pursue efficient and cost-effective regulations</li><li>• Streamline processes &amp; minimize barriers for groups to register events</li></ul>
Evaluate interim measures	<ul style="list-style-type: none"><li>• Monitor any impact on- and off-campus</li></ul>

*Input from campus community and Alcohol/Other Drug Subcommittee*

# Discussion Topics

- Review of existing data and recommendations
- What does a “Safe Event” look like?
- Discussion of Interim Measures
  - Events in Residential Facilities
  - Safe Service of Alcohol Measures
- Specific sub-community impacts and issues
- Staffing & Alternate Programming
- Educational Interventions & Prevention

# Mental Health Community Council

Brown University Community Council

April 14, 2015



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# MHCC Membership

- Steve Rasmussen (Chair) Butler Hospital Director
- Margaret Klawunn Vice President for Campus Life & Student Services
- Catherine Axe Dean/Director of SEAS
- Jabbar Bennett Associate Dean, Graduate & Medical Schools
- Kate Carey Professor, School of Public Health
- Richard Eichler Director, Columbia University CAPS
- Carol Cohen Associate Dean, DOC
- Janet Cooper-Nelson Chaplain of the University
- Margaret Jordan Undergraduate Council of Students (UCS) Rep
- Liana Karp Medical Student Senate (MSS) Rep
- Michael Murphy Graduate Student Council (GSC) Rep
- Sherri Nelson Director, Brown CAPS
- Dolma Ombadykow Undergraduate Council of Students (UCS) Rep
- Megan Ranney Professor, Brown Medical School
- Tony Spirito Professor, Brown Medical School
- Maria Suarez Associate Dean/Director of Student Support, OSL
- Jacqueline Twitchell Associate Director, Brown CAPS
- Sabine Williams Undergraduate Council of Students (UCS) Rep

# MHCC Charge

The Mental Health Community Council will provide advice on a range of issues including:

- (1) The **quantity, quality, and coordination** of mental health care provided by Brown's network of mental health services, including our partnerships with community providers;
- (2) The quality of care for our **diverse community** of students;
- (3) The effectiveness of **policies** for mental health care, including medical leave processes; and
- (4) **Education, training, and prevention** programs on mental health provided to students, faculty, staff, and parents.



# MHCC Meetings and Topics

- December 2014 – Overview of Campus Services
- February 2015 – Medical Leaves
- March 2015 – Suicide Prevention
- April 2015 – Substance Use

# Emerging Recommendations

Staffing	<ul style="list-style-type: none"><li>• Plan to increase staffing</li><li>• Short term-counseling <b>without a 7-session limit</b></li><li>• Multi-year strategy</li></ul>
Health insurance	<ul style="list-style-type: none"><li>• Improve <b>information about and access to</b> Brown student health insurance</li></ul>
Graduate & medical	<ul style="list-style-type: none"><li>• Develop mental health <b>resources designed for</b> graduate and medical students</li></ul>
Medical leaves	<ul style="list-style-type: none"><li>• Clarify medical leave <b>process</b></li><li>• Enhance <b>support</b></li><li>• Add summer <b>readmission</b></li></ul>
Web	<ul style="list-style-type: none"><li>• Improve <b>web resources</b> for mental health &amp; student support</li></ul>
Training	<ul style="list-style-type: none"><li>• Develop training for <b>faculty and staff</b></li></ul>
Peer resources	<ul style="list-style-type: none"><li>• Support additional <b>peer resources</b><ul style="list-style-type: none"><li>• Enhance RPL training</li><li>• Provide QPR training to peer educators,</li><li>• Work with student groups on wellness &amp; peer intervention</li></ul></li></ul>