

MINUTES OF THE MEETING OF THE  
MARQUETTE UNIVERSITY POLICE DEPARTMENT  
ADVISORY BOARD

NOVEMBER 10, 2015

A meeting of the Marquette University Police Department (MUPD) Advisory Board was called to order in the Alumni Memorial Union, Ballroom CD, on Tuesday, November 10, 2015 at 3:00 p.m. Due and timely notice of the meeting, including an agenda, was provided by email to each member of the Board in advance of the meeting. Notice of the meeting was also posted on the MUPD Advisory Board website. The meeting was open to the public.

**Roll Call.** Board members present in person at the meeting were Thomas Hammer, Chair of the Board and Associate Professor, Marquette University Law School; Herbert Lowe, Professional in Residence, Diederich College of Communication; Keith Stanley, Executive Director of Avenues West and Near West Side Partners; Carol Trecek, Director of Continuing Education and Alumni Relations, Marquette University Dental School; Zack Wallace, President of Marquette University Student Government (MUSG). Non-board members present at the meeting were John “Chuck” Lamb, Vice President of Finance; James McMahon, Vice President of Student Affairs; Paul Mascari, Chief of MUPD; and Jeff Kipfmuller, Associate General Counsel (as legal counsel to the Board).

**Introduction of Advisory Board Members.** The Chair invited each member of the Advisory Board to introduce him/herself and to provide a brief biographical sketch.

**Review of Advisory Board Charter.** The Chair led a discussion of the Advisory Board Charter, which has already been approved by the University. The Chair clarified that the Advisory Board is a university board and not part of the MUPD. The MUPD does not give direction to the Advisory Board, nor does the Advisory Board provide direction to MUPD. Rather, the Advisory Board provides advice and recommendations and is a resource to MUPD, the University, the Board of Trustees, the President, *etc.* The Chair explained that the Advisory Board also has an advisory role in the MUPD Citizen Complaint Process but does not act in an appellate capacity for citizen complaints. Lastly, the Chair noted that while Advisory Board meetings are open to the public, there may be times when it is necessary or appropriate for the Board to go into closed session.

**Consideration of Advisory Board Operating Rules.** The Chair presented a draft of proposed internal operating procedures for the Board in a document entitled “Rules for the Operation of the Marquette University Police Department Advisory Board.” Discussion of the draft ensued. There were no proposed changes to the text of the draft. Upon motion made by Mr. Stanley and seconded by Ms. Trecek, the Board unanimously approved the Rules as submitted. The Chair indicated that the approved Rules would be added to the Advisory Board’s website.

**Police Chief’s Report on Transition from a Public Safety Department to a Police Department.** Chief Mascari gave a PowerPoint presentation which provided an introduction and overview of MUPD and its transition from a Public Safety Department to a Police Department. Discussion and questions from Advisory Board members followed.

**Election of a Vice Chair.** The Chair pointed out that, under the Rules for the Operation of the Marquette University Police Department Advisory Board, the Board needed to elect one of its members to serve as Vice Chair. Mr. Stanley moved the nomination of Mr. Lowe to serve as Vice-Chair. This motion was seconded by Ms. Trecek. The Advisory Board unanimously approved Mr. Lowe as Vice Chair.

**Public Comments.** There were no public comments offered at this meeting of the Advisory Board.

**Other Business.** There was no other business discussed at this meeting of the Advisory Board.

**Selection of Next Meeting Date.** The Advisory Board agreed to meet again on December 8, 2015 at 3:00 p.m.

**Adjournment.** There being no further business, there was a motion by Mr. Stanley to adjourn, which was seconded by Ms. Trecek. The Board unanimously approved and the meeting was adjourned by the Chair at 5:06 p.m.

Respectfully submitted,

Jeffrey M. KipfmueLLer  
Associate General Counsel