



COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
43500 MONTEREY AVE
PALM DESERT, CA 92260
FRIDAY, SEPTEMBER 19, 2014
MINUTES

I. Chair Broughton called the meeting to order at 9:38 am and asked Trustee O'Neill to lead the pledge of allegiance.

II. President Kinnamon called the roll:

Present: Trustee Becky Broughton
Trustee Michael O'Neill
Trustee Mary Jane Sanchez-Fulton
Trustee Bonnie Stefan
Trustee Aurora Wilson
Student Trustee Eleanor Campbell

Parliamentarian: Carlos Maldonado
Recorder: Angela Walton

III. CONFIRMATION OF AGENDA:

There was an addition to the agenda: Action Administrative Services, item four (4), Approval of Affiliation Agreements. A time-sensitive matter, this action would allow enrolled COD nursing students to obtain clinical experience at Hi-Desert Memorial Health Care District and Southern California Chapter Flying Doctors by utilizing their acute health care facilities. Both facilities have agreed to make their centers available to COD students upon execution of the affiliation agreements. Copies of the action were provided.

There is an addition to Consent Human Resources item four (4), Resignations.

There is a change in time of the security report; the security report will occur at 11 am.

Motion - Motion by Trustee Stefan, seconded by Trustee O'Neill to approve the additions and changes to the agenda.

Discussion: None.

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell
No: None
Absent: None
Abstain: None

Motion carried unanimously. The agenda stands approved as amended.

IV. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA Agency Designated Representative: Dr. Joel L. Kinnamon
2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION: Section 54956.9 (d)(2/3/4) Specify number of potential cases: 6
3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020

V. OPEN SESSION

Closed session report – Dr. Kinnamon stated that no reportable action was taken in closed session.

VI. PUBLIC COMMENTS:

Ms. Betty Baluski, faculty member, addressed the Board stating her concern of faculty time spent away from the classroom for the purpose of filling faculty committee seats, which she fears may negatively impact student success.

John Rodriguez of Keenan Associates presented a Safety Award to the Desert Community College District for Outstanding Safety Performance for the recently completed child development building, stating that no injuries or claims were incurred during construction. Trustee O'Neill recommended the plaques be displayed in the child development center.

VII. INTRODUCTION OF NEW FULL-TIME STAFF – Dr. Kinnamon introduced new full-time staff members to the Board, and presented all with College of the Desert lapel pins.

- Jon Michael Caffery, LDS Project Director
- Stanley E. Henry, Interim Director, Security & Emergency
- Curtis Luttrell, Admissions & Records Director
- Guillermo Espinola Mendoza, LDS AB 86 Project Manager

- Angela N. Walton, Executive Assistant to the President and Board of Trustees
- Sandra M. Shaw, Child Development Specialist
- Tessie Raquel Cervantes, Admissions and Records Specialist
- Antonio Delgado, Custodian
- Susana L. Delgado, Secretary, Bilingual Non-credit
- Alma Lorena Gloria, Payroll Specialist
- Gabriela Ortega, Admissions and Records Specialist
- Marisela Rosales, Admissions and Records Specialist
- Patricia Danna, Administrative Assistant, Institutional Advancement
- Dorothy Anderson, Auto Mechanics Instructor
- Sara Butler, Political Science Instructor
- Courtney Doussett, Kinesiology – FT Faculty
- Chaminda Hettige, FTF Instructor, Chemistry, Temp
- Emily Maddigan, Art Instructor
- Tula Marin, Counselor
- Reid Sagara, English Instructor
- Racquel Scheonfeld, Counselor
- Ana Stockwell, Counselor
- Scott Ventura, Full-time Faculty Fire Tech

Trustee O'Neill commented that he was happy to see so many new full-time staff members.

VIII. MINUTES:

Regular meeting of August 22, 2014

There were no corrections to the minutes of August 22, 2014, and they stand approved.

Board Development Meeting of August 20, 2014

There were no corrections to the minutes of August 20, 2014, and they stand approved.

IX. REPORTS

- A. ASCOD: John Zepeda, ASCOD President, was present and gave a brief report.
- B. CSEA: Lauro Jimenez, CSEA President, was present and gave a brief report.
- C. College of the Desert Foundation - Donna Jean Darby was present and gave a brief report.
- D. Academic Senate - Douglas Redmond was present and gave a brief report.
- E. Faculty Association - Denise Diamond introduced several faculty members to be recognized by the Board, who were celebrating their years of service to COD: Jeff Place, turf grass management, Steve Chef Beno, culinary arts program, Tony Manzoni, PGA pro golfer and golf management program, and Steve Dostel, math

professor. She also provided a written report.

Security report: At this time, Stan Henry, Interim Director of Security and Emergency Preparedness, provided an overview of the security department, including staff, hours, Palm Desert campus, Indio campus and Mecca/Thermal campus. Several security staff members in attendance were introduced to the Board. Mr. Henry also shared the overall goals and mandates of the security department, as well as the accomplishments of the department, including the annual Clery Report, current projects, and explained the campus lockdown system that was recently installed after receiving Board approval. The Board members thanked Mr. Henry for his thorough report.

F. GOVERNING BOARD

Trustee O'Neill – Trustee O'Neill congratulated Lisa Howell's department for the 2013 energy and sustainability reward, and thanked Douglas Redmond and Dr. Soccio for their FLEX presentations. He complimented the new kinesiology building, reminded all about the memorial for the gymnasium and pool, and stated he attended Mr. Henry's security presentation and thanked Riverside County Sheriff's department for their assistance. He also attended the Getting to Know the Foundation event, as well as Dr. Kinnamon's presentation for the Welcome Back dinner. Foundation meetings begin again next week and he will be attending these.

Trustee O'Neill announced that this meeting will be adjourned in Ken Lamont's honor, and read a statement about Mr. Lamont. Passed away from ALS on August 14, 2014, and worked as a counselor at COD for several years.

IV. CLOSED SESSION (Cont'd)

4. PERSONNEL

a. Public Employee Appointment

1. Acting Executive Director Human Resources
2. Director of Library and Learning Resources

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

- Superintendent/President
- Executive Director, Foundation – Contract Renewal

OPEN SESSION (1:38 pm)

In closed session, a motion was made by Trustee O'Neill and seconded by Trustee Stefan to appoint Diane Wirth as acting executive director of Human Resources and Labor Relations.

Discussion: None.

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell
No: None
Absent: None
Abstain: None

Motion carried unanimously.

In closed session, a motion was made by Trustee Stefan and seconded by Trustee Wilson to authorize to enter into employment agreement for Danielle Kroll as library director.

Discussion: None.

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell
No: None
Absent: None
Abstain: None

Motion carried unanimously.

In closed session, a motion was made by Trustee Wilson and seconded by Trustee O'Neill to approve the collective bargaining agreement between the Desert Community College District and College of the Desert Adjunct Association for the term July 1, 2014 through June 30, 2017.

Discussion: None.

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell
No: None
Absent: None
Abstain: None

Motion carried unanimously.

F. GOVERNING BOARD (Cont'd)

Trustee Stefan - Trustee Stefan stated that she attended events on campus including a FLEX session at language learning labs, and attended the east valley center at Indio, and was interested to learn about students and faculty who grew up in the east end of Coachella Valley. Trustee Stefan commented that student success should be a priority, and that school should be made accessible to its students. She stated that an Indio adjunct faculty member thanked her for the staff members who worked with him to get a larger classroom to accommodate more students and so that less students were turned away.

Trustee Sanchez reported that she attended the following:

- FLEX and President's message at FLEX
- Vocational Nurses Pining Ceremony
- the first ASCOD meeting of the year
- an online leadership and ambassador training
- the Oversight Committee meeting
- the Indio campus mixer where a COD professor and student both presented
- California of Latino Trustee meeting

She provided a COD update to city council on Sept 16, and attended a trustee chat on September 18. Trustee Sanchez thanked Anna Davies for the recent student initiative she also attended, where they talked about student success, commented that she is pleased at how involved COD staff is involved in community.

Trustee Wilson - Trustee Wilson welcomed Angela Walton to COD. Trustee Wilson reported she has been meeting with community residents, and recently attended Bond oversight committee meeting. She has been contacted by the City of Indian Wells with regard to its redevelopment agency, Trustee Wilson reported that she attended the welcome back dinner, and thanked the Foundation for that event. Trustee Wilson stated she is continuing to increase her involvement in the community, and recently joined Rotary Club.

Trustee Campbell - Trustee Campbell welcomed two new ASCOD members and congratulated Vida Rossi, faculty member, for pursuing education beyond her master's degree. Trustee Campbell also said goodbye to Cynthia Vasquez, who has been working at COD for 15 years. Trustee Campbell stated she has attended FLEX workshops and found them informative. Trustee Campbell reported she was contacted by a community member who was interested in making a donation to COD, contacted the Foundation on the community member's behalf, and is conducting some research for him with regard to counseling services at COD. She met with students regarding concerns their over the soccer field; students are requesting additional seating or a shaded area for the field. Trustee Campbell has posted her office hours at ASCOD doors, and will be attending the Coachella Valley Water District and Colorado River Canal tour. Trustee Campbell announced that ASCOD has decided not to participate in the upcoming Ice Bucket challenge, and shared her concerns about the event; she suggested that the college observes a moment of silence or some another form of recognition for this cause, she also complimented the new recycling bins around the campus, and questioned whether students are encouraged to crash classes.

Trustee Broughton - Trustee Broughton asked that the class-crashing topic is addressed as a topic of discussion or a future agenda item for an upcoming Board meeting. Trustee Broughton thanked all those involved in the FLEX event, and that she is proud of the energy award. Trustee Broughton stated that the recent article in the Desert Sun on college that addressed crowded classes at COD has garnered a great deal of feedback, and

she thanked all of those who responded to the article. Enrollment percentages are up, and the article addressed the problems of students getting into the classes they need, and she asked all to look into what can be done to get rid of the bottleneck the students are experiencing.

G. SUPERINTENDENT/PRESIDENT

President Kinnamon – President Kinnamon stated that enrollments are on the decline throughout the state and College of the Desert, there is a lot of need and demand, and demand has increased. The college is looking at possibly increasing resources to address the need. The current full-time equivalent student base may be able to be increased as funds become available through the state. President Kinnamon stated that he would like to grow the Indio campus, and has asked staff to identify the classes that first-time freshmen not able to enroll in classes due to overcrowding. Feedback will be requested from the Academic Senate, counselors, and staff members. President Kinnamon provided some statistics regarding the bottleneck, and is proposing possibly hiring up to a dozen temporary full-time faculty to help the bottleneck issue. President Kinnamon stated that they will be aggressive with identifying which areas are most in need and prioritize accordingly. President Kinnamon shared several courses that counselors identified as difficult for students to enroll.

Trustee Sanchez recommended a Board task force is organized to look into this issue, and Trustee Stefan recommended a study session. President Kinnamon stressed that this will be a long-term process to properly address this issue. Trustee O'Neill asked how this was being communicated throughout the college, which Dr. Kinnamon provided.

President Kinnamon announced that Stan Dupree, Executive Director of Human Resources and Labor Relations, has tendered his retirement/resignation. Mr. Dupree will be focusing on his health.

X. CONSENT AGENDA: All items on the Consent Agenda will be considered for approval by a single vote without discussion. Any Board member may request that an item be pulled from the Consent Agenda to be discussed and considered separately in the Action Agenda.

A. HUMAN RESOURCES

1. Employment Group C Appointments
2. Employment Group A Appointments
3. Working out of Class
4. Resignations
5. Professional Advancement – Faculty

B. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants

3. Payroll
4. Out-of-State/Country Travel
5. Approval of Contracts/Agreements and Amendments
6. Amendments to Contracts – Measure B Bond Projects
7. Change Orders – Measure B Bond Projects
8. Notice of Completion – Measure B Bond Projects
9. ~~2013-2014 CCFS-311Q/Quarterly Financial Status Report~~ *Pulled for discussion*

C. STUDENT SUCCESS AND STUDENT LEARNING

1. Approval of the 2014-15 College of the Desert Catalog Addendum

Motion – A motion was made by Trustee O’Neill and seconded by Trustee Stefan approve the consent agenda as amended.

Discussion: None

Vote:

Yes: Becky Broughton, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell

No: None

Absent: None

Abstain: None

Motion carried unanimously.

XI. ACTION AGENDA

A. ITEMS PULLED FROM THE CONSENT AGENDA FOR SEPARATE DISCUSSION AND CONSIDERATION

ADMINISTRATIVE SERVICES

9. 2013-2014 CCFS-311Q / Quarterly Financial Status Report

Motion – A motion was made by Trustee O’Neill and seconded by Trustee Sanchez to approve the report as presented.

Discussion: Trustee O’Neill questioned the item addressing “Does the district have significant fiscal problems that must be addressed?” with regard to the MIS issue. President Kinnamon reported that an external auditor has completed their analysis that indicated that if anything owed is marginal and that the district does not have any significant financial crisis pending. The auditor analysis has confirmed the answer of “no” listed on the consent item. This will allow for moving forward with plans to increase staff. Trustee Sanchez asked for an update at a future meeting.

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell

No: None

Absent: None

Abstain: None

Motion carried unanimously.

B. BOARD OF TRUSTEES

1. Change in Board Meeting Date – November 20 - there will be a conflict with as the California Community College League occurs that same week

Motion – Trustee Sanchez made a motion to approve the change in the November Board meeting date to November 20, and Trustee O'Neill seconded.

Discussion: None

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell

No: None

Absent: None

Abstain: None

Motion carried unanimously.

C. ADMINISTRATIVE SERVICES

1. Public Hearing 2014-2015 Final Budget –

A public hearing was opened. Mr. Lauro Jiminez thanked the Board for the budget being transparent.

2. Fiscal Year 2014-2015 Final Budget - Motion - Campbell, O'Neill

Motion - Student Trustee Campbell made a motion to approve the 2014-2015 final budget, and Trustee O'Neill seconded.

Discussion: Lisa Howell, Vice President of Administrative Services, presented the fiscal year 2014-2015 final budget.

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell

No: None

Absent: None
Abstain: None

3. Notice of Intent to Award Contract for the East Valley Campus – Mecca/Thermal Project – Video Surveillance Upgrade

Motion – Trustee O'Neill made the motion to approve the contract, and Student Trustee Campbell seconded.

Discussion: None.

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell
No: None
Absent: None
Abstain: None

4. Approval of Affiliation Agreements (added to agenda)

Motion – Trustee Sanchez made a motion to approve the affiliation agreements, and Student Trustee Campbell seconded.

Discussion: None

Vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell
No: None
Absent: None
Abstain: None

D. STUDENT SUCCESS AND STUDENT LEARNING

1. Resolution #091914-1 Approve designated personnel to sign California Department of Education contract documents for Fiscal Year 2014-2015

Motion – Trustee Campbell made a motion to approve the contract documents, and Trustee Stefan seconded.

Discussion: Anna Davies, Executive Vice President, Student Success and Student Learning, provided background on this request; each district is required to identify the individual to signing on behalf of the District, which would be Anna Davies.

Roll call vote – Dr. Kinnamon conducted the vote:

Yes: Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson, Student Trustee Eleanor Campbell
No: None

Absent: None

Abstain: None

Motion carried unanimously.

XII. CLOSED SESSION (Cont'd)

XIII. OPEN SESSION

XIII. ADJOURN – 5:08 pm

There were no objections to adjourning the meeting. Meeting adjourned at 5:08 pm in memory of Mr. Ken LaMont.

Kenneth (Ken) LaMont, College of the Desert Counselor Emeritus, passed away on August 4, 2014 from ALS/Lou Gehrig's Disease in Cottonwood, AZ. Originally from Minnesota, he traveled Route 66 to California in 1961 and lived at various times in California and Oregon. Ken was hired as a counselor at College of the Desert in 1986. Before retiring in 2006, Ken served in various positions at COD. They included Director of Counseling, Career Center Coordinator and Academic Senate President to name just a few. He was also very active in the community and served on the Riverside County Trail Commission.

Ken was an active outdoorsman. He loved hiking, camping, kayaking and often organized hiking and camping events for COD faculty, staff and administrators. One of his most notable qualities was his commitment to students. He was a staunch advocate for students and developed many programs designed to enhance student success.

Upon hearing about Ken's passing, Richard O'Donnell, a retired faculty member and friend of Ken's, wrote: "Always the teacher: he probed, he cajoled, he enlivened the spirit and interest in learning. Diversity of life whet his appetite to experience challenges of both mind and body. To say he will be missed is wrong, for he is always with us: in our thoughts and memories and the way we express our lives. In so many ways, he lives on."

On behalf of the Board of Trustees and Ken's many COD friends, and for the thousands of students he positively affected, I want to express our deepest sympathy to Ken's wife, Theresa, his son Mark and to his extended family.

The Desert Community College Board of Trustees September 19, 2014 meeting will be adjourned in memory of Ken LaMont.


By: Mary Jane Sanchez-Fulton, Clerk

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014
ITEM #: 4**

AREA: Administrative Services

Added at the Board Meeting

- | |
|--|
| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
| <input type="checkbox"/> INFORMATION |

TITLE: APPROVAL OF AFFILIATION AGREEMENTS

BACKGROUND:

College of the Desert (COD) offers to enrolled students an Associate of Science Degree in Nursing, Registered or Vocational, a Vocational Nursing Certificate of Achievement, and/or a Certificate of Completion in Nursing Assistant and Emergency Medical Services. Hi-Desert Memorial Health Care District and Southern California Chapter Flying Doctors operate a comprehensive care facility licensed in the State of California. COD desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in an acute care facility. Both health care facilities have agreed to make its facility available to COD for such purposes.

*Details on the COD Website

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves the Affiliation Agreements as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 9/8/2014 Chair & Vice Chair Review: 9/10/2014
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AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is made and entered this 29th day of August, 2014 by and between the DESERT COMMUNITY COLLEGE DISTRICT OF RIVERSIDE COUNTY, hereinafter referred to as the "College," and Hi-Desert Memorial Health Care District, hereinafter referred to as the "Health Care Facility (HCF)."

RECITALS

- A. "College" offers to enrolled students an Associate of Science Degree in Nursing, Registered or Vocational, a Vocational Nursing Certificate of Achievement, and/or a Certificate of Completion in Nursing Assistant and Emergency Medical Services.
- B. "HCF" operates a comprehensive care facility licensed in the State of California.
- C. "College" desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in an acute care facility.
- D. "HCF" has agreed to make its Facility available to "College" for such purposes.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. RESPONSIBILITIES OF "COLLEGE."

1.1 Assume full responsibility for offering an educational program eligible for accreditation by the Western Association of Schools and Colleges Accrediting Association, California Community Colleges and the following appropriate governing Boards.

- Board of Registered Nursing
- Board of Vocational Nursing & Psychiatric Technicians
- Department of Health Services

1.2 Provide the same quality of educational program in Health Sciences as it does in all other curriculum offerings in College.

1.3 Agree to indemnify and hold Facility harmless from any and all liability, loss, damage, claims and expenses of any kind, including costs and attorneys' fees which result in whole or in part from the negligent acts or omissions of College, its employers, subcontractors, students, agents or representatives of College or subcontractors, arising out of the terms and obligations of this Agreement.

1.4 Provide the necessary faculty for the nursing students who are both qualified teachers and competent Registered Nurses. College faculty for the nursing students shall plan, develop, implement, supervise and be responsible for all clinical instruction and evaluation of students.

1.5 Provide at least annually, an orientation period during which the faculty for nursing students can become familiar with Facility policies, practices, and physical layout before assigning students there. Orientation will include Facility's safety policies and practices as required by state and federal law.

1.6 Develop a "Clinical Instructional Plan" for using Facility's clinical areas to meet the educational goals of the curriculum in Nursing. This plan shall be made available to Facility at a mutually agreed-upon time prior to the beginning of the school term and subject to revision in instances where conflicts with Facility patient care responsibilities may exist.

1.7 Notify Facility, in writing, at a mutually agreed time, its planned schedule of student assignments, including the name of the student, level of academic preparation, length and dates of clinical experience. All schedules will be regulated by College subject to the knowledge and content of Facility. Director and/or faculty will maintain ongoing communication with facility.

1.8 Advise all students that their participation in the Program does not include the provision of any supplemental medical insurance, worker's compensation or any other benefits by Facility.

1.9 Maintain professional liability insurance in limits of not less than One Million/Three Million Dollars (\$1,000,000/\$3,000,000) for each incident, insuring all participating students and faculty for all sums within limits of the policy which any insured shall legally become obligated to pay as damages because of injury resulting from any act or omission in the furnishing of services which arise out of or are caused by the activities which is the subject of this Agreement. College agrees to provide Facility evidence of such insurance upon request.

1.10 Assure that the faculty and students of the nursing program be responsible for learning and observing the policies and regulations of both College and Facility as they apply to the terms and obligations of this Agreement.

1.11 Ensure that participating students wear appropriate attire that is mutually acceptable to College and Facility, while participating in their clinical rotation in accordance with the terms and conditions of this Agreement.

1.12 Ensure that participating students have been examined within the past twelve months (12) and do not have contagious disease, do have proof of negative TB results on a chest x-ray or PPD test, do have current immunizations or documented immunity, and are physically fit to participate in program. Said students have had background checks performed and are found to be clear and negative drug screening.

2. FACILITY RESPONSIBILITIES.

2.1 Accept for clinical experience a mutually-agreed number of qualified students from College.

2.2 Refuse participation of any student who does not meet all of the requirement as set forth in this Agreement.

2.3 Provide all students a safety orientation including fire, hazard communication program, disaster program, and blood-born pathogens standard program, prior to students' clinical participation at Facility.

2.4 Agree to indemnify and hold College harmless from any and all liability, loss, damage, claims and expense of any kind, including costs and attorneys' fees which result in whole or in part from the negligent acts or omissions of Facility, its employees, subcontractors, agents or representative of Facility or subcontractors, arising out of the terms and obligations of this Agreement.

2.5 Resolve any problem situation in favor of the patients' welfare and restrict student involved to the observer role until the incident can be clarified by the staff in charge and College faculty.

2.6 Authorize College nursing faculty and Health Science students to be upon Facility premises at such time and in such manner as set forth in the Clinical Instruction Plan approved by the Facility. It is mutually agreed, however, that withdrawal of a student or faculty member from the premises of the HCF shall be immediately made upon the written request of the HCF.

2.7 Assure that the staff is adequate in number and quality to ensure safe and continuous health care service to the patients.

2.8 The Facility retains the responsibility for the care of the patient.

3. **STUDENT STATUS.**

3.1 Students shall have the status of learners and shall not replace Facility staff nor give service to patients apart from its educational value.

3.2 Students shall be subject to the authority, policies, and regulations of College. They are also subject, during clinical assignment, to the same standards as are set for Facility employees in manners relating to the welfare of the patients and the standards of Hospital.

3.3 Students shall wear the designated uniform in clinical areas at all times.

4. **GENERAL PROVISIONS.**

4.1 **Term and Termination:** This Agreement shall be subject to an annual review at the request of either party and further, shall remain in full force and effect until terminated by either party, with or without cause, by providing the other party a two hundred and fifteen (215) school-day written notice. This Agreement may at any time be altered, changed or amended by mutual agreement of the parties in writing.

4.2 **Severability:** If any provision of this Agreement is held to be invalid or unenforceable for any reason, this agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

4.3 **Non-Discrimination:** College and Facility agree that the activities set forth in this Agreement shall be administered in accordance with all federal and state laws, including those regarding equal opportunity and affirmative action. Specifically, College and Facility shall administer the activities set forth herein without regard to gender, race, color, creed, religion, national origin, age, sexual orientation, veteran status or physical or mental handicap.

4.4 **Confidentiality:** College and Facility agree that any information generated as a result of the activity set forth in this Agreement, including information regarding patients or the business activities of Facility, as well as any information regarding the student, College, or the programs of College, shall remain confidential. Upon written request by Facility, College agrees to have any participating student execute appropriate documents evidencing such student's agreement to keep any information learned about Facility's patients and business activities confidential.

4.5 **Relationship of Parties:** None of the provisions of this Agreement are intended to create nor shall be deemed or construed to create any relationship between College and Facility other than that of independent entities contracting with each other solely for the purpose of effecting the provision of this Agreement. Neither College, Facility, students, nor any of their respective agents or employers shall be construed to be agents, employers or representatives of the other.

The relationship of any participating student and Facility is that of an independent student and nothing contained herein shall be construed as creating any other relationship, including but not limited to an employment relationship.

4.6 Notices: Any notices to be given pursuant to the terms and provision of this Agreement shall be in writing, postage prepared, and shall be sent by certified mail, return receipt requested, to Facility at the address below. The notices shall be effective on the dated indicated on the return receipt.

If to Facility: Hi-Desert Medical Centre
6601 White Feather Road
Joshua Tree, CA 92252
Attention: Robert Tyk
CEO

If to College: College of the Desert
43-500 Monterey Avenue
Palm Desert, CA 92260-2499
Attention: Dr. Wayne Boyer, DNP, MSN, R.N.
Director Nursing and Allied Health

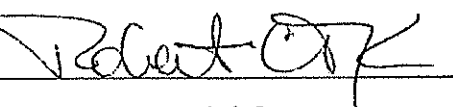
4.7 Arbitration: Any controversy or claim arising out of or relating to this Agreement shall be settled by binding arbitration in accordance with the rules of the American Arbitration Association, and judgement on the award rendered by the arbitrator or the arbitrators may be entered into any court having jurisdiction thereof. Any party to this Agreement may submit to arbitration any said controversy or claim.

4.8 Governing Law: This Agreement shall be deemed to be made in the State of California and shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto by the signatures of their duly-authorized respective agents the day and year written herein below.

HI-DESERT MEMORIAL HEALTH CARE
DISTRICT

DESERT COMMUNITY COLLEGE
DISTRICT
(College of the Desert)

By 

By _____

It's CEO

It's Authorized Agent

Date 9-10-14

Date _____

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is made and entered this 5th day of September, 2014 by and between the DESERT COMMUNITY COLLEGE DISTRICT OF RIVERSIDE COUNTY, hereinafter referred to as the "College," and SOUTHERN CALIFORNIA CHAPTER FLYING DOCTORS, hereinafter referred to as the "Health Care Facility (HCF)."

RECITALS

- A. "College" offers to enrolled students an Associate of Science Degree in Nursing, Registered or Vocational, a Vocational Nursing Certificate of Achievement, and/or a Certificate of Completion in Nursing Assistant and Emergency Medical Services.
- B. "HCF" operates a comprehensive care facility licensed in the State of California.
- C. "College" desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in an acute care facility.
- D. "HCF" has agreed to make its Facility available to "College" for such purposes.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

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1.1 Assume full responsibility for offering an educational program eligible for accreditation by the Western Association of Schools and Colleges Accrediting Association, California Community Colleges and the following appropriate governing Boards.

- Board of Registered Nursing
- Board of Vocational Nursing & Psychiatric Technicians
- Department of Health Services

1.2 Provide the same quality of educational program in Health Sciences as it does in all other curriculum offerings in College.

1.3 Agree to indemnify and hold Facility harmless from any and all liability, loss, damage, claims and expenses of any kind, including costs and attorneys' fees which result in

whole or in part from the negligent acts or omissions of College, its employers, subcontractors, students, agents or representatives of College or subcontractors, arising out of the terms and obligations of this Agreement.

1.4 Provide the necessary faculty for the nursing students who are both qualified teachers and competent Registered Nurses. College faculty for the nursing students shall plan, develop, implement, supervise and be responsible for all clinical instruction and evaluation of students.

1.5 Provide at least annually, an orientation period during which the faculty for nursing students can become familiar with Facility policies, practices, and physical layout before assigning students there. Orientation will include Facility's safety policies and practices as required by state and federal law.

1.6 Develop a "Clinical Instructional Plan" for using Facility's clinical areas to meet the educational goals of the curriculum in Nursing. This plan shall be made available to Facility at a mutually agreed-upon time prior to the beginning of the school term and subject to revision in instances where conflicts with Facility patient care responsibilities may exist.

1.7 Notify Facility, in writing, at a mutually agreed time, its planned schedule of student assignments, including the name of the student, level of academic preparation, length and dates of clinical experience. All schedules will be regulated by College subject to the knowledge and content of Facility.

1.8 Advise all students that their participation in the Program does not include the provision of any supplemental medical insurance, worker's compensation or any other benefits by Facility.

1.9 Maintain professional liability insurance in limits of not less than One Million/Three Million Dollars (\$1,000,000/\$3,000,000) for each incident, insuring all participating students and faculty for all sums within limits of the policy which any insured shall legally become obligated to pay as damages because of injury resulting from any act or omission in the furnishing of services which arise out of or are caused by the activities which is the subject of this Agreement. College agrees to provide Facility evidence of such insurance upon request.

1.10 Assure that the faculty and students of the nursing program be responsible for learning and observing the policies and regulations of both College and Facility as they apply to the terms and obligations of this Agreement.

1.11 Ensure that participating students wear appropriate attire that is mutually acceptable to College and Facility, while participating in their clinical rotation in accordance with the terms and conditions of this Agreement.

2. FACILITY RESPONSIBILITIES.

- 2.1 Accept for clinical experience a mutually-agreed number of qualified students from College.
- 2.2 Refuse participation of any student who does not meet all of the requirements set forth in this Agreement.
- 2.3 Provide all students a safety orientation including fire, hazard communication program, disaster program, and blood-borne pathogens standard program, prior to students' clinical participation at Facility.
- 2.4 Agree to indemnify and hold College harmless from any and all liability, loss, damage, claims and expense of any kind, including costs and attorneys' fees which result in whole or in part from the negligent acts or omissions of Facility, its employees, subcontractors, agents or representative of Facility or subcontractors, arising out of the terms and obligations of this Agreement.
- 2.5 Resolve any problem situation in favor of the patients' welfare and restrict student involved to the observer role until the incident can be clarified by the staff in charge and College faculty.
- 2.6 Authorize College nursing faculty and Health Science students to be upon Facility premises at such time and in such manner as set forth in the Clinical Instruction Plan approved by the Facility. It is mutually agreed, however, that withdrawal of a student or faculty member from the premises of the HCF shall be immediately made upon the written request of the HCF.
- 2.7 Assure that the staff is adequate in number and quality to ensure safe and continuous health care service to the patients.
- 2.8 The Facility retains the responsibility for the care of the patient.

3. STUDENT STATUS.

- 3.1 Students shall have the status of learners and shall not replace Facility staff nor give service to patients apart from its educational value.
- 3.2 Students shall be subject to the authority, policies, and regulations of College. They are also subject, during clinical assignment, to the same standards as are set for Facility employees in manners relating to the welfare of the patients and the standards of Hospital.
- 3.3 Students shall wear the designated uniform in clinical areas at all times.

4. GENERAL PROVISIONS.

4.1 Term and Termination: This Agreement shall be subject to an annual review at the request of either party and further, shall remain in full force and effect until terminated by either party, with or without cause, by providing the other party a two hundred and fifteen (215) school-day written notice. This Agreement may at any time be altered, changed or amended by mutual agreement of the parties in writing.

4.2 Severability: If any provision of this Agreement is held to be invalid or unenforceable for any reason, this agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

4.3 Non-Discrimination: College and Facility agree that the activities set forth in this Agreement shall be administered in accordance with all federal and state laws, including those regarding equal opportunity and affirmative action. Specifically, College and Facility shall administer the activities set forth herein without regard to gender, race, color, creed, religion, national origin, age, sexual orientation, veteran status or physical or mental handicap.

4.4 Confidentiality: College and Facility agree that any information generated as a result of the activity set forth in this Agreement, including information regarding patients or the business activities of Facility, as well as any information regarding the student, College, or the programs of College, shall remain confidential. Upon written request by Facility, College agrees to have any participating student execute appropriate documents evidencing such student's agreement to keep any information learned about Facility's patients and business activities confidential.

4.5 Relationship of Parties: None of the provisions of this Agreement are intended to create nor shall be deemed or construed to create any relationship between College and Facility other than that of independent entities contracting with each other solely for the purpose of effecting the provision of this Agreement. Neither College, Facility, students, nor any of their respective agents or employers shall be construed to be agents, employers or representatives of the other.

The relationship of any participating student and Facility is that of an independent student and nothing contained herein shall be construed as creating any other relationship, including but not limited to an employment relationship.

4.6 Notices: Any notices to be given pursuant to the terms and provision of this Agreement shall be in writing, postage prepared, and shall be sent by certified mail, return receipt requested, to Facility at the address below. The notices shall be effective on the dated indicated on the return receipt.

If to Facility: Southern California Chapter Flying Doctors
51930 Avenida Villa
La Quinta, CA 92253
Attention: Laz E. Moreno
President So. Cal Chapter


If to College: College of the Desert
43-500 Monterey Avenue
Palm Desert, CA 92260-2499
Attention: Wayne Boyer, DNP, PHN, R.N.
Director Nursing and Allied Health

4.7 Arbitration: Any controversy or claim arising out of or relating to this Agreement shall be settled by binding arbitration in accordance with the rules of the American Arbitration Association, and judgment on the award rendered by the arbitrator or the arbitrators may be entered into any court having jurisdiction thereof. Any party to this Agreement may submit to arbitration any said controversy or claim.

4.8 Governing Law: This Agreement shall be deemed to be made in the State of California and shall be governed by the laws of the State of California.

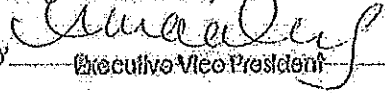
IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto by the signatures of their duly-authorized respective agents the day and year written herein below.

SOUTHERN CALIFORNIA CHAPTER
FLYING DOCTORS

By 
It's Authorized Agent

Date: 9.9.14

DESERT COMMUNITY COLLEGE
DISTRICT
(College of the Desert)

By 
It's Authorized Agent

Date: 9/11/14



Desert Community College District Security Report

Stan Henry
Interim Director, Security & Emergency Preparedness
September 19, 2014

SECURITY DEPARTMENT STAFFING

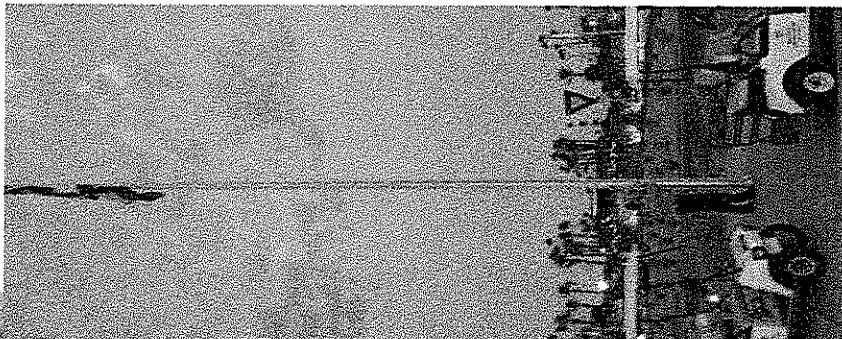
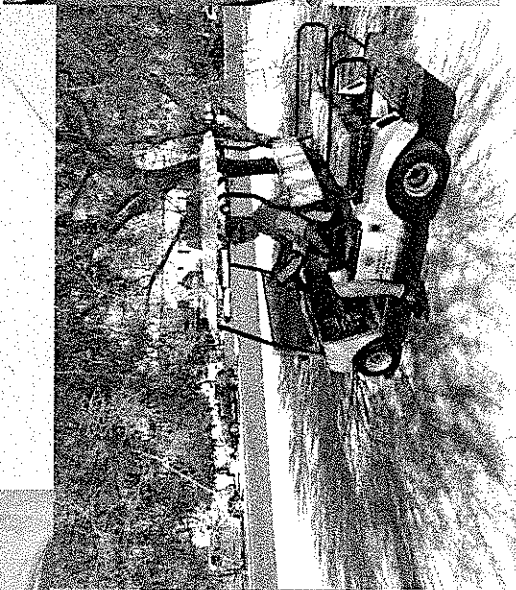
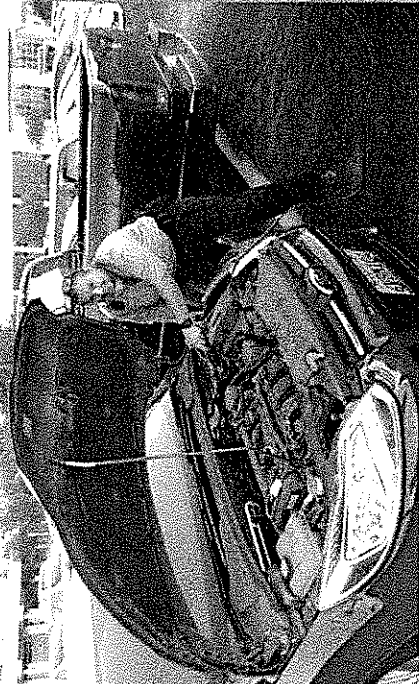
Director of Security:	Stan Henry (Interim)		
	Office (760) 568-3352		
Lead Security Officer:	1		
Full-Time Security Officers:	6		
Part-Time Security Officers:	9		
On-call Security Officers:	6		
Palm Desert Campus:	24/7 Staffing	(760) 341-2111	
Indio Campus:	7:00 a.m. to 10:00p.m.	(760) 423-2396	
Mecca/Thermal Campus: (Security & Maintenance)	7:00 a.m. to 7:00 p.m.	(760) 861-3538	

Security Department
43500 Monterey Avenue
Palm Desert, CA 92260

Stan Henry
Interim Director, Security
(760) 568-3352



SECURITY



Security Department
43500 Monterey Avenue
Palm Desert, CA 92260

Stan Henry
Interim Director, Security
(760) 568-3352



WHO TO CALL IN AN EMERGENCY

Emergency Numbers:

Campus Security	2111
Campus Security Outside Line.....	(760) 341-2111
Emergencies.....	911
Nurse Non-emergency.....	(760) 776-7211

**** It is recommended you place Security's phone number (760) 341-2111 on the Speed Dial of your cell phone – then all you have to do is push one button to call Security.**

Note: If you call 911 from a classroom telephone, Security is automatically notified. If you dial from your cell phone the call will go directly to Police and Fire.

To report other problems with campus facilities, call Campus Security at Extension 2111 or via cell-phone at (760) 341-2111:

- Electrical Outage
- Gas
- Water problems
- Air Conditioning

Security Department
43500 Monterey Avenue
Palm Desert, CA 92260

Stan Henry
Interim Director, Security
(760) 568-3352



CAMPUS POPULATION

Fall 2014 Estimated Enrollment	Palm Desert	10,600
Fall 2014 Estimated Enrollment	Indio	2,000
Fall 2014 Estimated Enrollment	Mecca / Thermal	500
Fall 2014 Estimated Enrollment	Palm Springs	<u>400</u>
	Sub-Total	13,500

College of the Desert Employees

	650
Total	14,150

College of the Desert Parking Permits

Total	6,000
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Security Department
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Palm Desert, CA 92260

Stan Henry
Interim Director, Security
(760) 568-3352



PUBLIC SAFETY SERVICES

The members of the College of the Desert's Security Department are committed to providing high quality public safety services with a strong emphasis on customer service.

To accomplish this goal:

- We pledge to honor the spirit and letter of the laws we are charged to uphold.
- We will dedicate our full attention to our duties in order to promote a safe environment while earning and maintaining the public's trust.
- We will endeavor to continually enhance our professional skills and knowledge.
- We will hold each other accountable for demonstrating professional and ethical behavior.
- We will actively identify and pursue opportunities to improve our department and the way we serve the campus community.

The hallmarks of our service are a constant dedication to the principles of honesty, integrity, fairness, courage, and courtesy.

Security Department
43500 Monterey Avenue
Palm Desert, CA 92260

Stan Henry
Interim Director, Security
(760) 568-3352



REPORTING CRIMES ON CAMPUS

The Security Department should be notified of all crimes occurring on campus or in conjunction with college activity or location. This reporting is extremely important for the college to fulfill federal and state requirements regarding the reporting of crime.

The Security Department works closely with the local law enforcement agencies throughout the Coachella Valley in a cooperative manner to better serve students and staff at our numerous campus locations.

Security Department
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Stan Henry
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HOW SECURITY SERVES OUR CAMPUSES

- Administer first aid
- Arm alarm systems
- Assist with special events
- Assist with parking if needed
- Assist and help students and staff on campus
- Assist persons on campus with dead batteries via “jump starts”
- Check in receiving shipments if no staff available
- Disarm alarm systems
- Emergency preparedness
- Issue parking citations for violation of parking regulations
- Monitor parking machines
- Monitor master schedule
- Other duties as assigned in the course and scope of campus security services
- Patrol campus buildings
- Patrol outer grounds of campus
- Patrol parking lots
- Post special event flyers
- Secure campus doors
- Unlock campus doors
- Report to Riverside Sheriff’s Department any suspicious or criminal activity in the open fields contiguous to the campus

Security Department
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Stan Henry
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RECENT ACCOMPLISHMENTS

- Established “first week” school traffic and parking plan
- Completed annual security report (CLERY REPORT)
- Redesigned security controls for home football games
- Designed new emergency notification system flyer
- Updated Emergency Response Guide for faculty and staff
- Updated Emergency Procedures Guide for all class rooms
- Implementing smartphones in the field for better utilization of technologies
- Upgrading maintenance protocols for golf cart fleet
- Review and streamline reporting of timesheets with payroll
- Implement new scheduling system
- Recruiting for student worker in the security department

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SECURITY TRAINING

Recent Training Accomplished:

- CLERY Campus Security Authority Training (webinar for security staff)
- Emergency Procedures Training for flex faculty, Deans and Administration staff (four classes)
- Attended California Emergency Services Association Conference (Indian Wells)

Training Scheduled:

- First Aid, CPR & AED
- Safe Schools Conference (Rancho Mirage)
- Interviewing and Interrogation (RSO)
- CLERY training for all security officers
- CLERY Campus Security Authority Training (webinar for Deans & Administration)
- CLERY Conference (Indian Wells)
- AB 1626 Training

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CURRENT PROJECTS

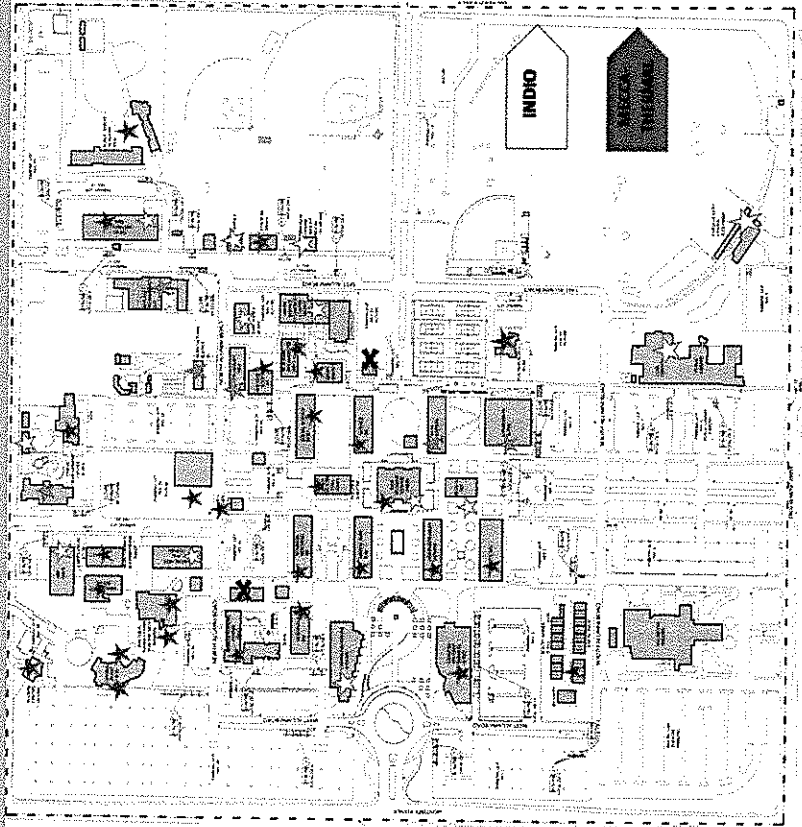
- Updating campus radio system
- Updated parking plan
- Coordinating installation of campus-wide lockdown system
- Reviewing Parking permits / automation of citations
- Reviewing on-line reporting system
- Reviewing data on district wide camera system
- Review and update of annual security department budget
- Review and expansion of AED program

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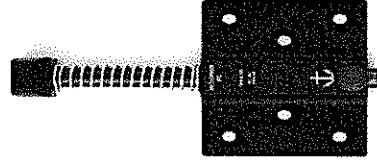


CAMPUS WIDE LOCKDOWN SYSTEM



- ★ Latest generation with lockdown button in construction contract
- ☆ Updating to latest generation August 4
- ★ Need retrofit of lock, hardware, and programming
- ☆ Decision needed to change or not. Will the building be demolished or repurposed
- ☆ Does not have electronic locks.

Classroom Security Lock: This lock is probably the most important lock function for a school. It allows an individual to immediately lock a door from inside with a key, eliminating exposure outside the classroom in a hostile intruder situation. The ability to key-lock from inside the classroom allows the teacher to stay in or go out in an emergency. As of July 1, 2011, California Law AB 211 Article 8.5 requires all new construction projects submitted to the Division of the State Architect to include locks that allow doors to classrooms and rooms with occupancy of five or more persons to be locked from the inside, except as specified.



Security Department
 43500 Monterey Avenue
 Palm Desert, CA 92260

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 Interim Director, Security
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ANNUAL SECURITY REPORT – 2013 (CLERY)



Prepared by Security Officers Pam Birky, Bobbie Weigel and Brian Kephart

Security Department
43500 Monterey Avenue
Palm Desert, CA 92260

Stan Henry
Interim Director, Security
(760) 568-3352



YEAR-TO-YEAR STAT COMPARISONS

YEAR	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
2011	0	0	0
2012	0	0	0
2013	0	0	0
2014	0	0	0
2015	0	0	0
2016	0	0	0
2017	0	0	0
2018	0	0	0
2019	0	0	0
2020	0	0	0
2021	0	0	0
2022	0	0	0
2023	0	0	0
2024	0	0	0
2025	0	0	0
2026	0	0	0
2027	0	0	0
2028	0	0	0
2029	0	0	0
2030	0	0	0
2031	0	0	0
2032	0	0	0
2033	0	0	0
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2035	0	0	0
2036	0	0	0
2037	0	0	0
2038	0	0	0
2039	0	0	0
2040	0	0	0
2041	0	0	0
2042	0	0	0
2043	0	0	0
2044	0	0	0
2045	0	0	0
2046	0	0	0
2047	0	0	0
2048	0	0	0
2049	0	0	0
2050	0	0	0

TYPE OF CRIME	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Liquor Law Violation For Discipline	2	0	1
Liquor Law Violation For Arrest	2	0	0
Drug Violation For Discipline	0	0	0
Drug Violation For Arrest	0	0	0

ADDITIONALLY REQUIRED BY ED CODE 67580


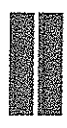



TYPE OF CRIME	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
Weapons Law Violation for Discipline	0	0	0
Weapons Law Violation for Arrest	0	0	0
Hate Crime Involving Bodily Injury	0	0	0
Hate Crimes Related To Simple Assault	0	0	0
Hate Crimes Related To Intimidation	0	0	0
Hate Crimes Related To Larceny-Theft	0	0	0
Hate Crimes Related To Damage Or Vandalism Of Property	0	0	0
Hate Crimes Related To National Origin	0	0	0
Hate Crimes Related To Gender Identity	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Forcible Fondling	0	0	0

Security Department
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Stan Henry
Interim Director, Security
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College of the Desert's Stats Compared to other Community Colleges

- **Riverside Community College** 
- **San Marcos Community College** 
- **Chaffey Community College** 
- **San Bernardino Community College** 
- **San Marcos Community College** 

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RECOMMENDATIONS

- Develop definitive policies for campus lockdowns
- Continue with “New” Locks in new buildings and retrofitted buildings
- Install enhancements to current locking software for lockdowns
- Install mechanical lockdown devises in older classrooms
- Upgrade current radio system to enable district wide communications
- Photo ID for students and staff
- Prepare and submit Program Review Update (PRU) for department budget

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SECURITY

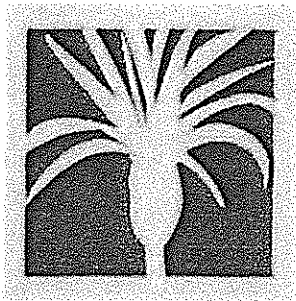
QUESTIONS?

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(760) 568-3352



COLLEGE
of the
DESERT



COLLEGE *of the* DESERT



Annual Security Report

2013

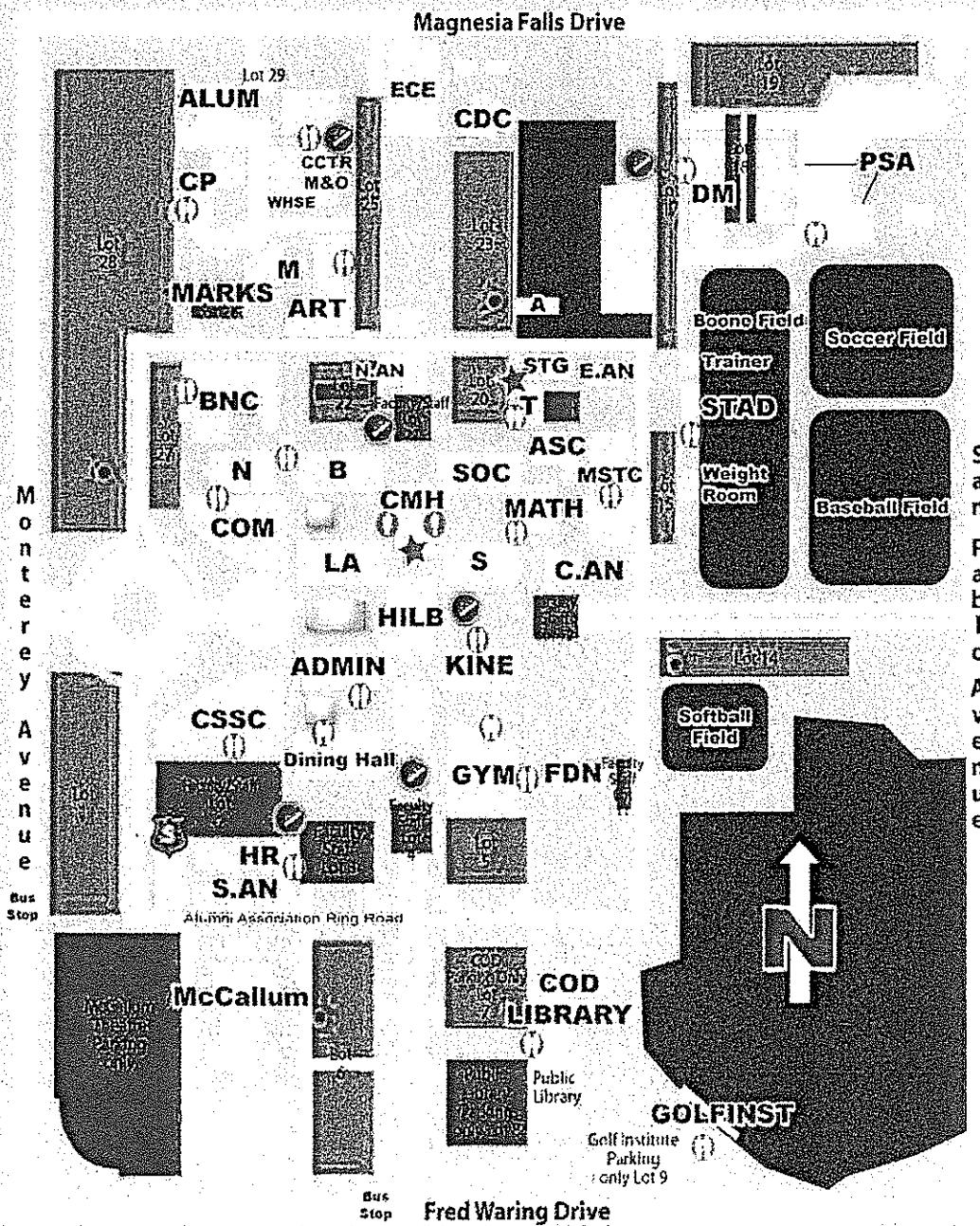
Table of Contents

Campus Maps	3
Letter from the Director of Security	6
Preparation of Disclosure of Crime Statistics Policy Statement Addressing Campus Law Enforcement Authority	7
Reporting of Criminal Offenses	8
Sexual Assault Policy Statement	9
Relationship Abuse & Domestic Violence	11
Stalking	12
Statement Addressing Sex Offender Registration Timely Warnings	13
Emergency Notification	14
Fire Safety Policy	16
Emergency Response and Evacuation Procedures Statement	19
Promoting a Safe and Secure Campus Environment	21
Drug Free Workplace and Campus	22
Student Psychological Services	23
Personal Safety & Crime Prevention	25
Crime Statistics Definitions	26
Crime Statistics	28

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Student Parking Guide

Notice:



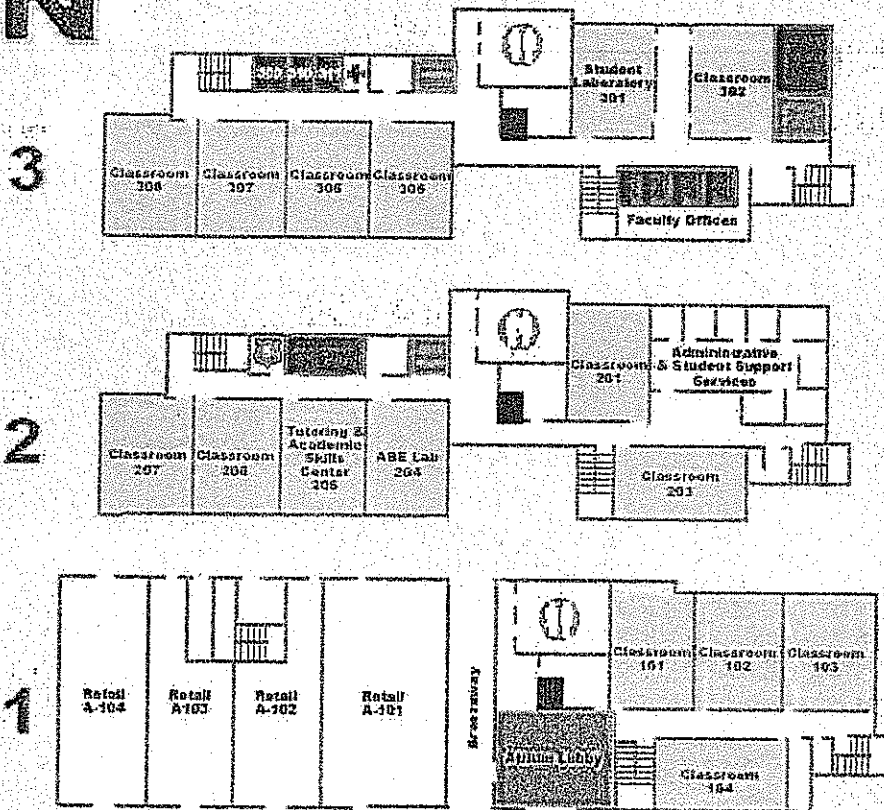


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Indio Campus Guide

45524 Oasis Street, Indio, CA 92201 (760) 776-7200

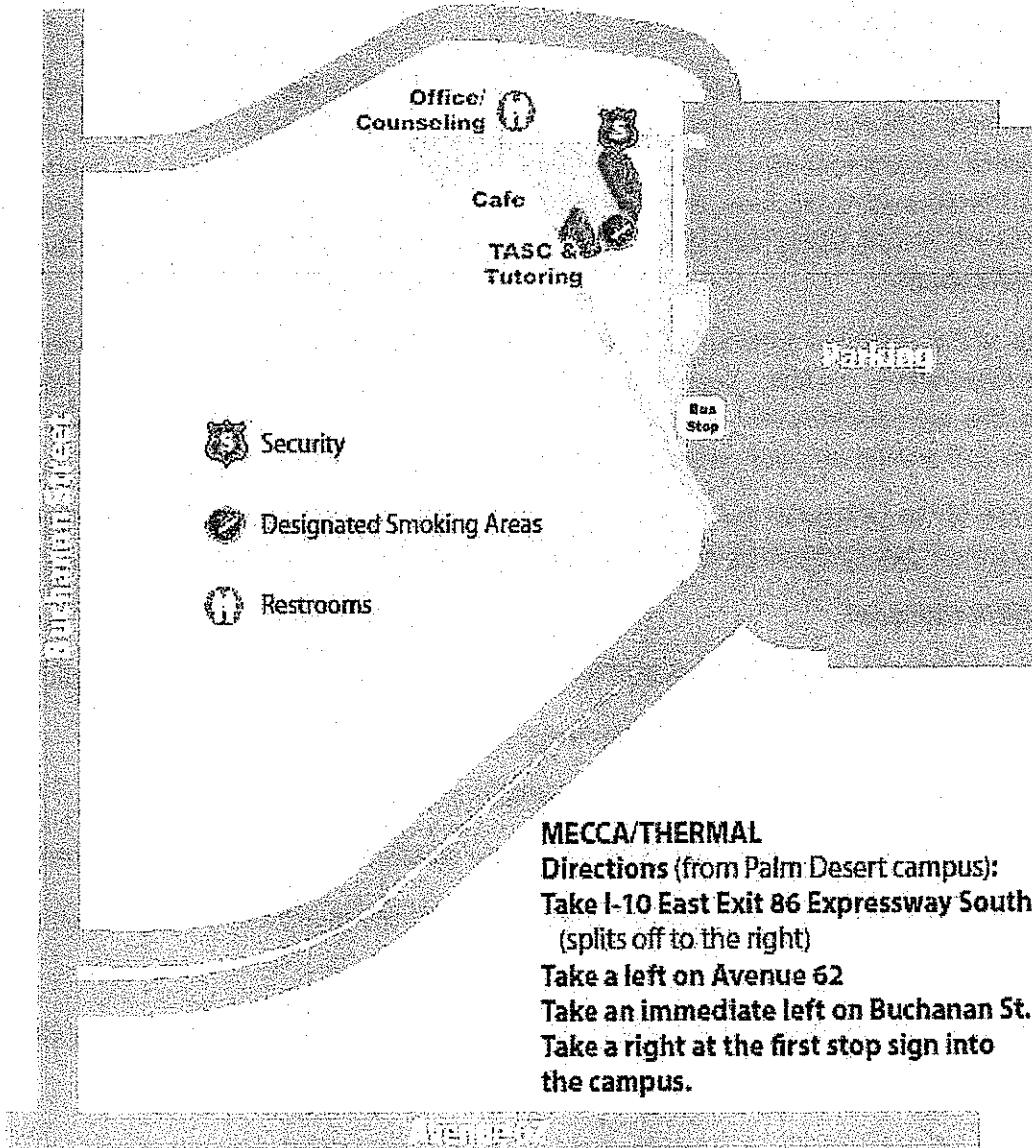
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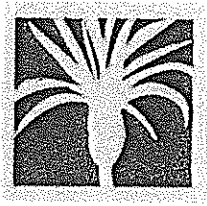
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Mecca/Thermal Campus Guide



MECCA/THERMAL

Directions (from Palm Desert campus):
Take I-10 East Exit 86 Expressway South
(splits off to the right)
Take a left on Avenue 62
Take an immediate left on Buchanan St.
Take a right at the first stop sign into
the campus.



COLLEGE *of the* DESERT

Security Department

Letter from the Director of Security

Dear Staff and Students,

I want to thank you for taking the time to read this annual report and encourage you to become involved with the safety of the College of the Desert community. The College of the Desert Security Department exists to provide a safe, secure environment that respects and encourages freedom of expression, the safe movement of people, and the protection of life and property while upholding the United States Constitution and federal, state, and local laws and ordinances.

The College of the Desert is committed to providing you with the best college education and college experience possible. College is an exciting journey that can change your life in many ways. We have developed a comprehensive student program to address all your needs so you can maximize your college experience.

The members of the College of the Desert Security Department are committed to providing high quality public safety services with a strong emphasis on customer service.

To accomplish this goal:

- We pledge to honor the spirit and letter of the laws we are charged to uphold.
- We will dedicate our full attention to our duties in order to promote a safe environment while earning and maintaining the public's trust.
- We will endeavor to continually enhance our professional skills and knowledge.
- We will hold each other accountable for demonstrating professional and ethical behavior.
- We will actively identify and pursue opportunities to improve our department and the way we serve the campus community.

The hallmarks of our service are a constant dedication to the principles of **honesty, integrity, fairness, courage, and courtesy.**

Please let us know how we can best serve you.

Sincerely,

Stanley E. Henry, Interim Director of Security

PREPARATION OF DISCLOSURE OF CRIME STATISTICS

The Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.collegeofthedesert.edu/clery. You will also be able to connect to our site via the home page at www.collegeofthedesert.edu and put Clery in as a search or by going to security's homepage. This report is prepared in cooperation with, but not limited to, the local law enforcement agencies surrounding our main campus and alternate sites, Campus Security Authorities, and Campus Security Officers. Data is compiled from the sources, and combined to create the crime statistics.

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus officials, and local law enforcement. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Department of Counseling and Psychological Services staff inform their clients of the procedures to report crime to the Campus Security on a voluntary and/or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Please note: pastoral and professional counselors functioning within the scope of their duties are not Campus Security Authorities; therefore, any private conversations are not required to be reported unless the life of a person is in danger.

Each semester during orientation new students are given the information on how to access this report as well as an email notification to all students and staff. Printed copies of the report may be obtained from the Security Department.

POLICY STATEMENT ADDRESSING CAMPUS LAW ENFORCEMENT AUTHORITY

College of the Desert Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at College of the Desert. College of the Desert Security Officers have the authority to issue parking tickets, which are processed from an outside company and enforced by the Department of Motor Vehicles. Campus security does not possess arrest power. The role of the Security Department is to ensure the campus is a safe environment conducive for learning by patrolling, observing and checking assigned campus facilities, parking lots and adjacent areas; protect persons, property; enforce applicable laws, ordinances; and serve as a deterrent to undesirable activity. Most criminal incidents, but not all, are accurately and promptly reported to the Riverside County Sheriff's Department who have jurisdiction on the campus through a written memorandum of understanding (MOU). The Security Department maintains a highly professional working relationship with the Sheriff's Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security or the Sheriff's Department. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

REPORTING OF CRIMINAL OFFENSES

- To report a crime or criminal behavior in progress on campus to Campus Security, call 2111 on an on-campus phone or press the Security Call button on the pay phone. To reach Campus Security on a cell phone, dial (760) 341-2111.
- Normally, do not approach or attempt to apprehend the persons involved. Take only actions necessary for self-defense. If you are safe, stay where you are until the police arrive. Otherwise try to move to a safe location. Provide as much information as you can, including:
 - Type of crime or criminal behavior
 - Location of crime or criminal behavior
 - Description of persons (height, weight, sex, descent, and clothing) and type weapons involved.
 - Direction the suspect was last seen traveling
 - Vehicle description (color, make, year, model and license number)
- To report non-emergency police related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles etc., call Campus Security at 2111 or (760) 341-2111.

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Office can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

SEXUAL ASSAULT POLICY STATEMENT

The Desert Community College District, to the fullest extent possible, ensures that students, faculty and staff who are victims of sexual assault committed on or upon the grounds of facilities maintained by the District, shall receive treatment and information to deal with the assault. Sexual assault includes, but is not limited to rape, forcible fondling, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, or threat of sexual assault.

The District recognizes one of the most important ways to assist students, faculty and staff who are victims of sexual assault is to help them regain a sense of control over their lives. It is not the function of any district service provider to urge a particular course of action upon the victim of a sexual assault, not to make any factual determinations as to the events which occurred. Instead they are to help make the victim aware of the options and alternatives available, to aid the victim in making an informed decision as to a course of action, and to enable the victim to follow through in that decision. The provider will not take any action based upon a subjective evaluation as to the merit of any charges made, nor will they attempt to convince the victim that any course of action is preferable to another.

Applicable state and federal provisions will be applied in maintaining confidentiality in handling of all sexual assault cases. Individual rights to privacy in these matters will dictate District policy practice and procedure.

The District Sexual Assault Liaison (SAL) is designated as a central referral source for information relating to the rights, options, and services available to a sexual assault victim. The Sexual Assault Liaison has been designated as the Executive Director, Human Resources and Labor Relations. The school nurse, counselors and security can also assist with this information and assist with contacting the SAL.

Upon request the District will do everything possible to assist the victim with a change in academic schedule.

Sexual Assault Bill of Rights

Federal law entitles sexual assault victims to the following rights. The accuser and the accused have the same opportunity to have others present throughout disciplinary proceedings. Both parties shall be informed of the outcome of any disciplinary proceeding. Victims shall be informed of their options to notify law enforcement. Victims shall be notified of counseling services available on and off campus. Victims shall be notified of options for changing academic and living situations. The victim and the accused are entitled to both have someone present during the disciplinary hearing. Both parties will be informed of the outcome of any sanctions taken as a result of the disciplinary hearing. If found guilty of a sex offense the district maintains the right to expel the accused from any and all campus controlled and owned by the Desert Community College District.

Police Investigation

Reporting a sexual assault to the police may seem intimidating but there is no need to be afraid. Law enforcement officers are trained to handle such situations with sensitivity and compassion. Reporting can help you regain a sense of personal power and control.

Campus Security in compliance with the Jeanne Clery Act every April will host Sexual Assault Awareness month. Informational material will be provided and Security will be available to assist with information.

SEXUAL ASSAULT AND MISCONDUCT, DATING AND RELATIONSHIP ABUSE, STALKING AND SEXUAL HARASSMENT

College of the Desert is committed to providing a place of work and study that is free of sexual and other forms of violence, sexual harassment and all forms of intimidation or exploitation. Relevant policies and the university resources which offer prevention, education and response services addressing these behaviors are listed in the pages that follow.

Consent

Consent is based on choice. It is informed, freely given, mutually understood, and based on respect and reciprocity. Consent requires an affirmative act or statement by each participant. If coercion, intimidation, threats or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that they cannot understand the fact, nature or extent of the sexual situation, there is no consent. This includes incapacitation due to alcohol or drug consumption if a person is asleep or unconscious. Whether one has taken advantage of a position of influence over another may be a factor in determining consent.

Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are often the largest group of people involved – outnumbering both the perpetrators and the victims. Bystanders can have a range of involvement in assaults. A person or persons may be aware that a specific assault is happening or will happen, they may see an assault or potential assault in progress, or they may have knowledge that an assault has already occurred. Regardless of how close to the incident they are, bystanders have the power stop assaults and to get help for people who have been victimized.

RELATIONSHIP ABUSE & DOMESTIC VIOLENCE — RESOURCES

There are many resources for victims who are unsure what to do when dealing with domestic violence. One option is the criminal justice system. Do not be afraid to call the police if you have been abused. The goal of the police and legal system is to provide some measure of safety for victims of violence and to provide information about additional resources, such as temporary living accommodations if necessary. One immediate alternative is to obtain a Temporary Restraining Order. If you have been recently threatened, hurt, or abused, or are being stalked by your current or former intimate partner, call 9-1-1. Tell the dispatcher that you are in danger and that you need help immediately. The police are required to write an incident report for all domestic violence calls, even if the batterer has already left the scene. Although it is best to make the report as soon as possible, you may call the police anytime, even days or months, after you have been abused.

National Domestic Violence Hotline
<http://www.thehotline.org/>

1-800-799-SAFE
(7233)

RELATIONSHIP ABUSE & DOMESTIC VIOLENCE

Relationship Abuse

A pattern of abusive or coercive behaviors used to maintain power and control over a former or current intimate partner. Abuse can be emotional, psychological, financial, sexual, or physical, and can include threats, isolation, and intimidation.

Could you be in an abusive relationship?

- Are you afraid of your partner?
- Do you avoid certain topics of conversation out of fear it will anger your partner?
- Does your partner humiliate or belittle you?
- Does your partner have a bad and/or unpredictable temper?
- Does your partner destroy your belongings?
- Does your partner keep you from seeing friends or family?
- Does your partner seem unusually possessive or jealous?
- Does your partner force you to have sex?

If you answered “yes” to any of these questions — understand that you are not at fault! You deserve to be treated with dignity and respect — especially by your romantic partner. Emotional abuse is often a precursor to physical violence.

Domestic Violence

Broadly defined as physical or sexual assault and/or other threatening and abusive behavior including stalking, harassing, or destroying personal property perpetrated against a former or current intimate partner, relative, or person living in the same household.

Call 911 if you have recently been threatened, hurt, or abused, or are being stalked by your current or former intimate partner.

STALKING

Stalking, as defined below, is a violation of university policy and a reportable offense under the Clery Act.

Stalking

Violence Against Women Act §304

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Stalking Behaviors may include:

- Following or "cyberstalking" using GPS, Keystroke Capture Devices, etc.
- Unwanted communication
- Unwanted or threatening gifts
- Obsessive behavior
- Appearing at a place of residence, school or work
- Inappropriate approaches, confrontations, or threats

If You Believe You Are Being Stalked:

- Report to a University official as soon as possible.
- Be clear and assertive in demanding to be left alone.
- Document each incident. Include dates, times, locations and a detailed description of what happened. Keep letters, notes and gifts or other objects sent to you. It may be important evidence.

STATEMENT ADDRESSING SEX OFFENDER REGISTRATION

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974, the College of the Desert Security Office has provided a link to Megan's Law (national registered sex offender data base).

Effective September 24, 2004, Penal Code section 290.46 required the Department of Justice to create a web site on or before July 1, 2005. There are four categories of registered sex offenders for purposes of disclosure on the Megan's Law Internet web site.

HOME ADDRESS CATEGORY The conviction of certain sex offenses requires that the home address of the offender be posted, along with other information about the registrant. 290.46, subd. (b).

CONDITIONAL HOME ADDRESS CATEGORY The conviction of other designated sex offenses, along with the conviction of any other registrable sex offense, requires that the home address be posted, along with other information about the registrant. 290.46, subd. (c).

ZIP CODE CATEGORY Commission of certain other sex offenses requires that information about the offender, including his or her ZIP Code and other information, but not including the home address, be posted on the web site. 290.46, subd. (d).

UNDISCLOSED CATEGORY Finally, there is a category of registered sex offenders that may not be displayed on the Internet web site. These are registrants who have been convicted of sex offenses not listed in the above three categories. Offenders in the undisclosed category must still register as sex offenders with local law enforcement agencies, and are known to law enforcement.

TIMELY WARNINGS

In the event of an emergency the Director of Security (or designee), is to be notified and will determine if an Emergency Notification is to be sent out. In the event of his absence the Vice President of Administrative Services, College of the Desert (COD) will determine if a warning will be issued. COD will without delay, and taking into account the safety of the community, will determine the content of the notification and determine how the notification will be issued, unless notification in their professional judgment will comprise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event an emergency notification is necessary, COD can post information on its web page, email students/staff, transmit information via loudspeakers or speakers on telephones, or use the Alert-U system so the message can be sent to a cell phone. After the threat is over COD will provide follow up information in the same manner it was issued.

Anyone with information warranting a timely warning should report the circumstances immediately to the Campus Security Officers, by phone at 760-341-2111 or in person at the Security Office located at the South-West corner of campus across from the Cravens Student Services Building.

EMERGENCY NOTIFICATION

The College of the Desert Director of Security (or designee) or other Senior COD Officials will, without delay, utilize the emergency notification system to issue an **immediate notification** to the campus community upon first responder confirmation of any emergency or dangerous situation that poses an ongoing or continuing threat to the health or safety of the campus community. The nature of the incident will determine which of the following methods will be employed:

The notification will be sent to all students, faculty, and staff in the College of the Desert community (or an appropriate segment of the community if the event is limited to a defined area of the campus) using Emergency Notification System, the College of the Desert webpage (www.collegeofthedesert.edu), and/or the Alert-U system unless issuance of the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. The content of the message will vary dependent on the situation, but will typically include the incident time, location, type, and recommended actions for safety. The Alert-U system will be activated on a case-by-case basis. In the event of a major emergency affecting the campus, a warning will be issued using any combination of the systems available for emergency notification.

Individuals authorized to initiate an Emergency Notification and Alert-U message include the College of the Desert President and the Director of Security (or on-scene Incident Commander or designee), the Executive Vice President, the Vice President of Administrative Services, the Executive Director Public Affairs, and the Executive Director of IT Services.

DO NOT respond to the scene of an emergency unless directed to do so. In addition to the possibility of becoming injured, your presence could interfere with the work of emergency response personnel.

STUDENT E-MAIL SIGN-UP FOR EMERGENCY NOTIFICATIONS

In the event of an actual emergency the campus community will be notified via text message (Alert u), notification on the Portal, notification on the College Web page, Campus Paging System, announcement to campus phones (activate the speakers), a loudspeaker system to open areas inside the buildings (i.e., Library, Cafeteria, etc.), broadcast via HILB speakers to outside open areas on campus, and/or campus email and/or student email. In order to receive campus-wide-email announcements, students must have a college email account. Students can obtain an email account by signing up on college of the desert's homepage. Help is available by contacting the Counseling Center: 760-346-8041 ext. 2521 or Student Life: 760-346-8041 ext. 1311.

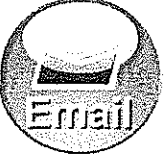




EMERGENCY MOBILE ALERT SYSTEM (ALERT-U)

COD has implemented a plan to text message students whenever any conditions might affect the ability to come on campus safely or attend classes. To make this work we need you to sign up. There are three ways to sign up:

1. Text COD to 253788 and reply Y:
2. Sign up on the web at: www.alertu.org/cod
3. On COD's homepage

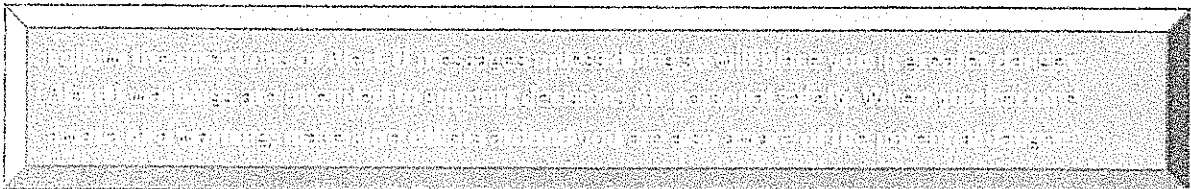


Depending on the type of emergency, you will be notified in one of the following ways:

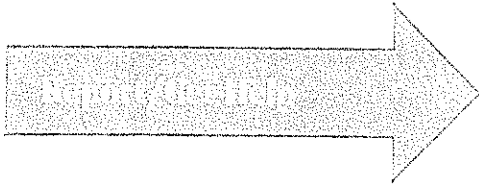
	E-mails will be sent to your registered email on file with the college which should be <YourLogin>@mycod.us. Please ensure you check this email regularly as non-emergency notifications are also sent here that contain important information from not only the college, but also your instructors during the semester.
	The website (collegeofthedesert.edu) is routinely updated with important information and should also be checked on a regular basis. As a full-time or part-time student you should check the website on a regular basis, perhaps consider making it your homepage on your laptop, tablet, or home computer.
	The college has installed 4 high-powered speakers in the center of the Palm Desert Campus to broadcast information of a critical nature. Additionally, most buildings have wall or roof mounted speakers in common areas and in classrooms.
 speakerphone	All classroom and office phones can be used to send out information similar to the high powered speakers. This includes phones at satellite campuses such as Indio or Mecca/Thermal. During an emergency the college will use any and all avenues available to distribute critical information.
	The college has partnered up with Alert-U to provide text message alerts in an emergency . This is an optional service that all students, faculty, and staff are encouraged to sign up for. Text messages can deliver vital information quickly even when off campus, such as information to stay away from the campus. You can sign up to receive these messages by clicking on ALERT-U on the college homepage.

Any questions you may have can be directed to the College of the Desert Security Department:

- Palm Desert Campus: 760-341-2111
- Indio Campus: 760-423-2396
- Mecca/Thermal Campus: 760-861-3538



EMERGENCY COMMUNICATIONS



The community is encouraged to report suspicious activity to campus security. Reporting suspicious activity is a critical component of campus security. Reporting suspicious activity can help prevent a crime or incident before it occurs. Reporting suspicious activity can also help law enforcement identify and apprehend suspects. Reporting suspicious activity can help protect the safety of the campus community.

Call 9-1-1 when you experience or observe:

- A whistle, scream, or call for help
- Any crime in progress or that has occurred
- Suspicious Behavior or activity including:
 - A car repeatedly driving up and down the street
 - Someone entering a room, home, office, or lab without apparent
 - Someone lurking around a parking lot, bike racks, or a building

For immediate police, fire, or medical response:

Dial 9-1-1 from any phone or cell phone. *Calling 9-1-1 from a pay phone is free.*

Provide the dispatcher with a description of the incident type, location, time of occurrence, any injuries, weapons involve, the suspect (e.g., gender, height, complexion, attire) and associated vehicles (e.g, license plate, make, color, and direction of travel).

For a non-emergency response on campus, dial:

- (760) 341-2111
 - Campus Security is available 24/7, 365 days a year

COLLEGE OF THE DESERT FIRE SAFETY POLICY

It is the Desert Community College districts policy that any fire that is a result of negligence or purposely set requires the Fire Department as well as campus security to be contacted. Security will be responsible to follow up with the local police department to file a report.

The cause of fire will be determined by the appropriate fire department personnel. The report will include the cause of the fire as well as the estimated value of property damage. The property damage will include the value of the loss of structure and contents, in terms of the cost of replacement. It is security's responsibility to request a copy of the report 10 days after the incident and maintain a copy for their file as well as provide a copy to the appropriate College personnel.

Responsibility of Supervisors, Managers, and Faculty

The supervisor, manager, and instructor are to supervise the clearing of his/her area during an emergency evacuation, in an orderly manner using the designated evacuation paths to the designated safety areas. Attendance will be taken of each area evacuated with a census form. The Dean of each department will be responsible to ensure that all instructors have a copy of the census form.

Fire Drills

Eastern Valley Campus (EVC) will do a fire drill annually as set up by the Dean and coordinated with security. Mecca Thermal will do a fire drill annually as determined by the Dean and coordinated with security. College of the Desert's main campus will hold a fire drill semi-annually consisting of full evacuation of at least two buildings with the assistance of campus security. The Child Development Center will do monthly fire drills as required by law.

Fire Safety System

College of the Desert's main campus uses Simplex as its fire system. The Simplex 4100 fire system has 4 general functions.

1. It monitors fire alarm initiating points (smoke detectors, heat detectors, and pull stations)
2. It activates fire alarm notification appliances (horns, strobes, audio evacuation messages) when an initiating point activates.
3. It monitors and controls auxiliary building equipment (fan dampers, relays, security devices).
4. It contacts appropriate departments and outside public safety agencies.

The main fire control panel is in the Maintenance and Operations Building located at the North West side of campus. The Security Department has a computer terminal that identifies the type of alarm and the location. Fire Department personnel can view a real-time campus map showing the physical location of the alarm on campus. This map is also available in the security office.

WHO TO CALL IN AN EMERGENCY

Emergency Numbers

- 9-1-1 Emergencies
- 2111 Campus Security/Non-Emergencies
- (760) 341-2111 Campus Security Outside Line
- (760) 776-7211 Nurse Non-emergency
- (760) 423-2396 Indio Campus
- (760) 861-3538 Mecca/Thermal Campus

**** It is recommended you place Security's phone number (760) 341-2111 on the Speed Dial of your cell phone – then all you have to do is push one button to call Security.**

Note: If you call 9-1-1 from a classroom telephone, Security is automatically notified. If you dial from your cell phone the call will go directly to Police and Fire.

To report other problems with campus facilities, call Campus Security at Extension 2111 or via cell-phone at (760) 341-2111

- Electrical Outage
- Gas
- Water problems
- Air Conditioning

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

STATEMENT

College of the Desert (COD) is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. COD conducts several emergency response exercises every year including table top exercises, tests of the emergency notification system, field exercises involving the local fire department personal and local law enforcement. These tests are done to assess and evaluate the emergency plans and capabilities of the college.

Evacuation

The primary causes for evacuation will be fire or earthquake. Each instructor/area coordinator must be prepared to react quickly and properly. Each instructor/area coordinator must have an accurate accounting of attendance. Evacuation Routes

- Remain calm and determine the nature and location of the disaster without leaving the immediate area just outside of the classroom.
- Emergency Assembly Areas: There are two areas on campus to assemble after a major disaster. One is located on the east side of campus and the other on the west side of campus.
 - West-side Assembly Area: The covered parking area (Lot 28) across Alumni Road to the west of the campus is the west side assembly area. It will also serve as the emergency first-aid station. In the event this site is not useable, use East-side Assembly Area.
 - East-side Assembly Area: The football stadium area will serve as the east-side assembly area. In the event this site is not useable, use West-side Assembly Area.
- Faculty: Remain with students until further direction is given. This direction may come in a variety of ways depending upon the nature of the event which caused the evacuation. Directions will be given out as needed or as they become available.
- Office Areas: Remain with group until all are in attendance.
- In all cases, be certain that injured and disabled are evacuated and cared for; all students and staff are accounted for; and the alarm has been sounded if you or someone in your class was the first to discover the potential disaster.

REPORTING AN EMERGENCY

- In an emergency call 911 or Campus Security on a campus telephone at extension 2111 or dial on a cell phone (760) 341-2111.
- An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. Campus Security at 2111 can be called from every phone on the campus. If 9-1-1 is dialed from a campus phone, Campus Security and the local Police and/or Fire will respond. On COD campus, Campus Security is the first emergency response agency and the 9-1-1 liaison. To report a campus emergency on a cell phone, call (760) 341-2111.
- Call Campus Security to report problems such as:
 - Assault or immediate danger of assault
 - Chemical spills
 - Crimes in Progress
 - Explosives
 - Fires
 - Severe injuries or illnesses
 - Someone choking or drowning
 - Unusual odors
 - Person out of control
- If you are calling on a campus phone, Campus Security will respond to your call directly and route it to the local police, fire, ambulance, and other services, as needed. Campus Security will meet the emergency responders and direct them to the proper location. You can also use any pay phone or any phone to report a campus emergency. When reporting an emergency, be prepared to give the following information:
 - Location of the emergency – directions, street address, building, and room.
 - Type and severity of the emergency, e.g.,
 - Fire – type and size of fire
 - Medical – type of illness or injury, cause, number of victims
 - Police/crime – type of crime, description of suspects and their direction of travel
 - Chemical/hazardous materials – quantity and type of substances involved, hazards and injuries
 - When the incident occurred
 - Your name, location and phone number

Call from a safe location, if possible. Remain calm. Speak slowly and clearly, do not hang up the phone until the dispatcher tells you to.

PROMOTING A SAFE AND SECURE CAMPUS ENVIRONMENT

Weapons on the College of the Desert Campus

College of the Desert will not tolerate violence or threats of violence on campus or in connection with University events. All weapons, as defined by California Penal Code, are banned from College premises unless written permission is given by the College of the Desert Security Department.

Employees who violate this policy (or who bring false charges) will be subject to corrective action, including termination.

Students who violate this policy could be in violation of the Student Standards of Conduct and subject to disciplinary action ranging from a formal warning and community service to expulsion.

Weapons Prohibited

All weapons are prohibited on the College of the Desert Campus. Except for sworn law enforcement officials, it is a felony to bring or possess ANY firearm on any California school campus (§626.9 PC). It is also a felony to possess any air gun – including pellet and BB guns that utilize air, CO2, or spring pressure to propel a metallic projectile (§626.10 PC). Knives with a blade length of over 2.5 inches, dirks, daggers, and ice picks are also illegal.

Individuals with Carry Concealed Weapon (CCW) permits may not carry a weapon on campus without written permission from the Director of Security.

Violence Prevention

Education, communication, collaboration, resource coordination, and early intervention are the cornerstones of College of the Desert's violence prevention efforts. The single most important component of violence prevention is the timely communication of concerning behavior to the appropriate resources.

DRUG FREE WORKPLACE AND CAMPUS

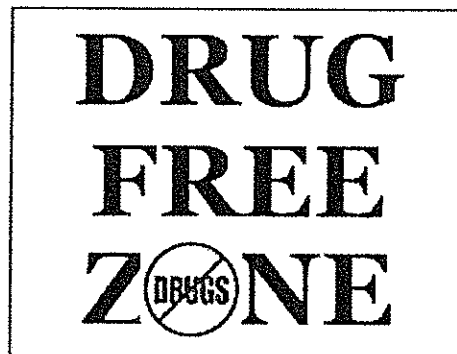
The Desert Community College District intends to maintain a safe, healthful and productive work and learning environment for all employees and students. To accomplish this, the District will act to eliminate any drug abuse, which increases the potential for accidents, absenteeism, low academic and work performance, poor employee and student morale and damage to the District's reputation. The unlawful manufacture, distribution, dispensation, possession, or use of an illegal drug or the unlawful possession, use or distribution of alcohol is prohibited in all buildings, property, facilities, service areas, off-campus sites of the District, or in any location where any District activity is occurring.

The District shall discipline a student, up to and including expulsion, for the unlawful manufacture, distribution, dispensation, or possession of controlled substances (as defined by Federal and State laws) on the District's property or as part of any of its activities.

Though marijuana has been legalized in the State of California, it is prohibited on all District property. The District shall discipline a student, up to and including expulsion, for the use, manufacture, distribution, dispensation, or possession of marijuana on the District's property or as part of any of its activities.

Students who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from Student Health Services and/or Counseling Services. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those students who continue to be substance abusers and do not seek help or continue to abuse drugs or alcohol after treatment or counseling.

Materials and information on counseling, treatment and rehabilitation resources, health risks, Federal trafficking penalties, and uses and effects of controlled substances, are available in Counseling, the Student Health Center, and the Library.



STUDENT PSYCHOLOGICAL SERVICES

Mission Statement: The mission of Student psychological Services is to promote student development and retention by addressing the person coping skills and everyday mental health needs of students. This is accomplished by providing short-term personal counseling, responding to emotional crises, building awareness of mental health issues within the college community, and by utilizing campus and collaborating as much as possible with local community resources. As students meet their personal challenges and develop a sense of competency and self-responsibility, their chances of academic success are increased.

Location: Cravens Student Services Center, Student Health Services (1st Floor)

Hours: Monday - Thursday 10:00 am- 2:00 pm, (out for lunch 12-1 pm)

Phone: (760-776-7211)

Why would I need Psychological Services?

Life for college students can be stressful at times.

Many people experience times in their lives when some type of outside assistance would be helpful in order to look at a situation more objectively, explore options, and identify new strategies or solutions. This help can come from various sources. As a student at College of the Desert, you are eligible to receive psychological counseling from a trained professional.

Is there a fee?

Student Psychological Services is a free service for students. These services and a variety of other student health services are funded by your student health fees paid at the beginning of each semester.

What services are provided?

- Confidential Psychological Counseling (for personal problems or questions)
- Brief Preventive Intervention (prompt assistance for urgent matters, such as a significant personal or mental health emergency)
- Evaluation/Screening (short tests to screen for depression, anxiety, or other psychological symptoms or disorders)
- Referrals (to on-campus departments or to off-campus resources for more specialized services)
- Information (print information and educational presentations related to mental health and wellness)

How do I schedule an appointment ?

- Call (760-776-7211) or come in to Student Health Services, located in the Cravens Student Services Center on the First Floor.

STUDENT PSYCHOLOGICAL SERVICES RESOURCES

Riverside County Department of Mental Health

RCMH provides treatment for severe psychiatric disorders interfering with basic daily functioning or involving suicidal thoughts/intent. *Patients must have Medi-Cal or other health insurance to receive services, unless it is a psychiatric emergency.*

Looking for services call: 1(800) 706-7500

<http://www.rcdmh.org/>

- **Indio Mental Health Clinic**

Outpatient clinic providing services for children, adolescents, adults, and older adults including crisis intervention, assessment, medication services, case management, and dual-diagnosis services. Peer-to-peer recovery services are provided through the clinic and through the contracted Peer Support and Resource Center. Outreach to homeless mentally ill individuals, housing assistance and 24 hour a day, seven days a week intensive case management is available through the Desert's Full-Service Partnership (FSPs) programs. Parent Partners provide support to parents of children.

- 47-825 Oasis Street
Indio, CA 92201
Phone: (760) 863-8455
Fax: (760) 863-8587
24/7 Crisis Line: (951) 686-4357

- **Crisis Services: Oasis Crisis Service (OCS) Oasis Rehabilitation Center**

Provides psychiatric emergency assessment and crisis stabilization for up to 24 hours for all ages. Services include evaluations, crisis intervention, and referral for psychiatric hospitalization. This facility is a 5150 designated provider, which operates 24 hours a day, 7 days a week.

- 47-915 Oasis Street
Indio, CA 92201
Phone: (760) 863-8600
Fax: (760) 863-8603

- **Psychiatric Health Facility (PHF) Oasis Rehabilitation Center**

Low cost County Mental Health satellite clinics which provide outpatient evaluations; clinics are located in Mecca, Thermal, Palm Springs, and Bermuda Dunes. Cost for services varies and there is a sliding fee scale for uninsured.

- 47-915 Oasis Street
Indio, CA 92201
Phone: (760) 863-8632
Fax: (760) 863-8631

- **Riverside County Dept. of Mental Health, Substance Abuse Program**

Outpatient drug & alcohol counseling for adults, adolescents, and new mothers; the program takes Medi-Cal or sliding fee scale based on income.

- 83-912 Avenue 45, Suite 9
Indio, CA 92201
Phone: (760) 347-0754

PERSONAL SAFETY & CRIME PREVENTION

See Something, Say Something

Report suspicious activity or behavior to the police immediately, including:

- Solicitors (prohibited inside student residences)
- Peeping or prowling
- ANY activity or behavior that is threatening persons or property

Lock It or Lose It

- Lock your doors anytime you leave your office or residence
- Never prop open a locked door
- Don't allow "piggybacking" (when someone unknown to you tries to enter a locked building behind you)
- Report broken or malfunctioning locks to a building/facility manager
- Lock your vehicle and do not leave valuables exposed
- Avoid becoming a target of thieves by securing "hot" items:
 - Secure laptops in a closet or drawer or, secure to a fixed object with a cable lock
 - Secure bicycles to a bicycle rack with a U-lock

Prevent Identity Theft

- Protect your Social Security number and card
- Shred paperwork with your personal information
- Never click on links in unsolicited emails
- Inspect your credit report and financial statements regularly
- Take advantage of the Federal Trade Commission's resources at:
<http://www.ftc.gov/bcp/edu/microsites/idtheft/>
- If you are a victim of Identity Theft, seek victim assistance at:

<http://www.identitytheftcouncil.org>

Online Security

Notify the police immediately if a computer containing any sensitive or confidential information has been stolen.

CRIME STATISTICS DEFINITIONS

Locations

Campus: Statistics include the academic and research areas and the academic reserve open space.

Non-campus: Statistics include any building or property owned or controlled by College of the Desert that is used in direct support of, or in relation to, College of the Desert's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of College of the Desert.

Public property: Statistics include incidents on streets, sidewalks, and parking facilities contiguous to, but not within, the campus. These statistics were provided by the law enforcement agency having jurisdiction where the property is located and Campus Security Authorities, where applicable.

Crime Categories

Negligent Manslaughter: The killing of another person through gross negligence.

Homicide: Murder / Non-negligent Manslaughter: The willful killing of one human being by another.

Forcible sex offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape (totaled separately), forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses: Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary:

First Degree: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Second Degree: The unlawful entry into a locked vehicle with the intent to commit a felony or a theft.

Theft:

Motor Vehicle: The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts, and mopeds.

Bicycle: The theft of any bicycle. May include bicycles taken during the commission of a burglary.

Crime Statistics Definitions *continued*

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property of another.

Hate Crimes: Any of the previously listed crimes and any other crime involving bodily injury, theft, intimidation, assault or destruction/damage/vandalism reported to the police or to a campus security authority in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Arrest: A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug, or weapons laws (defined below).

Disciplinary Referral: The referral of any person to any campus official who institutes a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Liquor Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.

Drug Laws: Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

College of the Desert - Main Campus		CLERICAL ACTIVITY CODE 57280			
YEAR	TYPE OF CRIME	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	RESIDENTIAL FACILITIES
2011	Murder	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Non-Negligent Manslaughter	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Negligent Manslaughter	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Forcible Sex Offense	0	0	0	N/A FOR COD
2012		0	0	0	
2013		1	0	0	
2011	Non-Forcible Sex Offense	0	0	0	N/A FOR COD
2012		0	0	0	
2013		2	0	0	
2011	Robbery	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Aggravated Assault	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Burglary	1	0	0	N/A FOR COD
2012		6	0	0	
2013		4	0	0	
2011	Motor Vehicle Theft	0	0	1	N/A FOR COD
2012		0	0	0	
2013		3	0	0	
2011	Arson	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Liquor Law Violation For Discipline	2	0	1	N/A FOR COD
2012		5	0	0	
2013		0	0	0	
2011	Liquor Law Violation For Arrest	2	0	0	N/A FOR COD
2012		0	0	0	
2013		3	0	0	
2011	Drug Violation For Discipline	0	0	0	N/A FOR COD
2012		6	0	0	
2013		3	0	0	
2011	Drug Violation For Arrest	1	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Weapons Law Violation for Discipline	0	1	0	N/A FOR COD
2012		0	0	0	
2013		1	0	0	
2011	Weapons Law Violation for Arrest	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	

YEAR	TYPE OF CRIME	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	RESIDENTIAL FACILITIES
2011	Hate Crime Involving Bodily Injury	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Simple Assault	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Intimidation	0	0	0	N/A FOR COD
2012		1	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Larceny-Theft	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Damage Or Vandalism Of Property	1	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To National Origin	0	0	0	N/A FOR COD
2012		0	0	0	
2013		1	0	0	
2011	Hate Crimes Related To Gender Identity	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Domestic Violence	0	0	0	N/A FOR COD
2012		1	0	0	
2013		2	0	0	
2011	Dating Violence	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Stalking	0	0	0	N/A FOR COD
2012		2	0	0	
2013		0	0	0	
2011	Forcible Fondling	2	0	0	N/A FOR COD
2012		1	0	0	
2013		0	0	0	
ADDITIONALLY REQUIRED BY ED CODE 67380					
2011	Violent Crimes	4	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Involving Violence	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Theft Of Property	55	0	1	N/A FOR COD
2012		43	0	0	
2013		60	0	0	
2011	Destruction Of Property	15	0	0	N/A FOR COD
2012		18	0	0	
2013		7	0	0	

College of the Desert - FVC (Indici)		CLERY ACT - FVC (Indici) 7230			
YEAR	TYPE OF CRIME	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	RESIDENTIAL FACILITIES
2011	Murder	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Non-Negligent Manslaughter	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Negligent Manslaughter	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Forcible Sex Offense	0	1	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Non-Forcible Sex Offense	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Robbery	0	1	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Aggravated Assault	0	1	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Burglary	0	1	0	N/A FOR COD
2012		2	0	0	
2013		0	0	0	
2011	Motor Vehicle Theft	0	0	0	N/A FOR COD
2012		1	0	0	
2013		2	0	0	
2011	Arson	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Liquor Law Violation For Discipline	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Liquor Law Violation For Arrest	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	1	0	
2011	Drug Violation For Discipline	0	2	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Drug Violation For Arrest	0	8	0	N/A FOR COD
2012		1	0	0	
2013		1	0	0	
2011	Weapons Law Violation for Discipline	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Weapons Law Violation for Arrest	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	

YEAR	TYPE OF CRIME	ON CAMPUS	NON CAMPUS	RESIDENTIAL FACILITIES	
2011	Hate Crime Involving Bodily Injury	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Simple Assault	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Intimidation	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Larceny-Theft	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Damage Or Vandalism Of Property	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To National Origin	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Hate Crimes Related To Gender Identity	0	0	0	N/A FOR COD
2012		0	0	0	
2013		1	0	0	
2011	Domestic Violence	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Dating Violence	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Stalking	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Forcible Fondling	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
ADDITIONALLY REQUIRED BY ED CODE 67380					
2011	Violent Crimes	0	0	0	N/A FOR COD
2012		0	0	0	
2013		1	0	0	
2011	Hate Crimes Involving Violence	0	0	0	N/A FOR COD
2012		0	0	0	
2013		0	0	0	
2011	Theft Of Property	0	3	0	N/A FOR COD
2012		5	2	0	
2013		0	1	0	
2011	Destruction Of Property	0	1	3	N/A FOR COD
2012		0	1	0	
2013		2	0	0	

YEAR	TYPE OF CRIME	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	RESIDENTIAL FACILITIES
2011	Murder	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Non-Negligent Manslaughter	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Negligent Manslaughter	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Forcible Sex Offense	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Non-Forcible Sex Offense	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Robbery	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Aggravated Assault	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Burglary	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Motor Vehicle Theft	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Arson	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Liquor Law Violation For Discipline	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Liquor Law Violation For Arrest	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Drug Violation For Discipline	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Drug Violation For Arrest	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Weapons Law Violation for Discipline	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Weapons Law Violation for Arrest	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0



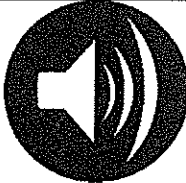

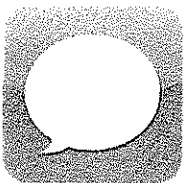
YEAR	TYPE OF CRIME	ON CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	RESIDENTIAL FACILITIES
2011	Hate Crime Involving Bodily Injury	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Hate Crimes Related To Simple Assault	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Hate Crimes Related To Intimidation	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Hate Crimes Related To Larceny-Theft	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Hate Crimes Related To Damage Or Vandalism Of Property	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Hate Crimes Related To National Origin	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Hate Crimes Related To Gender Identity	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Domestic Violence	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Dating Violence	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Stalking	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Forcible Fondling	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
ADDITIONALLY REQUIRED BY ED CODE 67380					
2011	Violent Crimes	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Hate Crimes Involving Violence	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		0	0	0	0
2013		0	0	0	0
2011	Theft Of Property	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		2	0	0	0
2013		0	0	0	0
2011	Destruction Of Property	N/A 2011	N/A 2011	N/A 2011	N/A FOR COD
2012		1	0	0	0
2013		0	0	0	0



COLLEGE OF THE DESERT

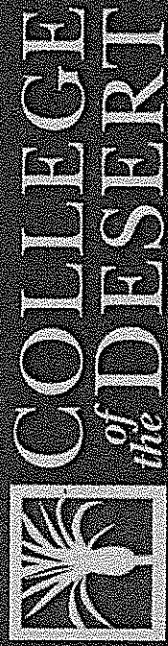
Emergency Notification Systems

Depending on the type of emergency, you will be notified in one of the following ways:

	E-mails will be sent to your registered email on file with the college which should be <YourLogin>@mycod.us. Please ensure you check this email regularly as non-emergency notifications are also sent here that contain important information from not only the college, but also your instructors during the semester.
	The website (collegeofthedesert.edu) is routinely updated with important information and should also be checked on a regular basis. As a full-time or part-time student you should check the website on a regular basis, perhaps consider making it your homepage on your laptop, tablet, or home computer.
	The college has installed 4 high powered speakers in the center of the Palm Desert Campus to broadcast information of a critical nature. Additionally, most buildings have wall or roof mounted speakers in common areas and in classrooms.
 speakerphone	All classroom and office phones can be used to send out information similar to the high powered speakers. This includes phones at satellite campuses such as Indio or Mecca/Thermal. During an emergency the college will use any and all avenues available to distribute critical information.
	The college has partnered up with Alert-U to provide text message alerts in an emergency . This is an optional service that all students, faculty, and staff are encouraged to sign up for. Text messages can deliver vital information quickly even when off campus, such as information to stay away from the campus. You can sign up to receive these messages by clicking on ALERT-U on the college homepage.

Any questions you may have can be directed to the College of the Desert Security Department:

- Palm Desert Campus: 760-341-2111
- Indio Campus: 760-423-2396
- Mecca/Thermal Campus: 760-861-3538



Desert Community College District Adopted Budget 2014-15

Lisa Howell
Vice President, Administrative Services
September 19, 2014

Desert Community College District

2014-15 Budget Calendar

- ✓ Governor's Proposed Budget January 10th
- ✓ Budget Sub-Committee Meeting February 10th
- ✓ Base Budget Projection March 1st
- ✓ Budget Sub-Committee Meeting March 10th
- ✓ Budget Sub-Committee Meeting April 14th
- ✓ Budget Sub-Committee Meeting May 12th
- ✓ Governor's May Revise May 15th
- ✓ Budget Committee Meeting June 9th
- ✓ COD Tentative Budget Adoption June 19th
- ✓ State Budget Adoption June 20th
- Final Budget Adoption September 19th

State Budget Update

- Adopted Budget assumptions
 - Statutory COLA .85%
 - Growth/Restoration Funding 2.75% (\$140.4M)
 - State Categorical Programs (up to \$485M)
 - STRS employer rate increase of .63%
 - PERS employer rate increase of .329%
- Total General Fund expenditures of \$108B
 - \$12B higher than 2013 Budget
 - No threat of trigger cuts

Desert Community College District

Assumptions used are based upon State Adopted Budget

	2013-14	2014-15
Statutory COLA	1.57%	.85%
Growth/Restoration	3.0%	2.75%
Lottery – Base <i>unrestricted</i>	\$125	\$128
Lottery – Prop 20 <i>restricted</i>	\$31	\$34
Revenue Shortfall	1.0%	1.5%
STRS Employer Rate	8.25%	8.88%
PERS Employer Rate	11.442%	11.771%

Desert Community College District

Expenditure Assumptions – Unrestricted General Fund

	2014-15
Salary Schedule Servicing (step and column) 1.5%	\$378,056
Retirement Savings	(\$1,013,252)
7 new full-time faculty positions	\$680,645
Increased adjunct faculty for retirements/growth	\$651,000
Adjunct bargaining agreement 2014-15 costs	\$215,000
Faculty Leadership Program	\$143,000
12 temporary full-time faculty positions – spring	\$580,000
STRS rate increases	\$250,000
Other positions/reclassifications/benefits adjustment	\$521,002

Desert Community College District

A look at our Budget – past and present

COMBINED FUND 10	2012-13 Actuals	2013-14 Unaudited Actuals	2014-15 Adopted Budget
Revenues	\$46,245,445	\$52,276,587	\$56,052,592
Expenditures	<u>(\$46,797,127)</u>	<u>(\$50,240,566)</u>	<u>(\$56,649,114)</u>
Surplus / (Deficit)	(\$551,682)	\$2,036,021	(\$596,522)
Transfers/Contributions/Other Outgo	<u>(\$1,266,441)</u>	<u>(\$1,204,285)</u>	<u>(\$1,108,322)</u>
Increase / Decrease to Fund Balance	(\$1,818,123)	\$831,737	(\$1,708,844)
Beginning Balance	\$10,962,122	\$9,143,999	\$11,695,445
Audit Adjustment	\$0	\$1,719,709	\$0
Ending Balance	\$9,143,999	\$11,695,445	\$9,990,601

Desert Community College District

A look at our Budget – past and present

UNRESTRICTED FUND 11	2012-13 Actuals	2013-14 Unaudited Actuals	2014-15 Adopted Budget
Revenues	\$37,170,458	\$42,723,983	\$43,747,041
Expenditures	<u>(\$36,174,316)</u>	<u>(\$39,981,630)</u>	<u>(\$43,005,687)</u>
Surplus / (Deficit)	\$996,142	\$2,742,353	\$741,354
Transfers/Contributions	<u>(\$1,642,994)</u>	<u>(\$1,400,243)</u>	<u>(\$1,390,747)</u>
Increase / Decrease to Fund Balance	(\$646,852)	\$1,342,110	(\$649,393)
Beginning Balance, (includes audit adjustment)	\$7,791,367	\$7,144,515	\$10,206,334
Audit Adjustment	\$0	\$1,719,709	\$0
Ending Balance	\$7,144,515	\$10,206,334	\$9,556,941

Desert Community College District

Adopted Budget additional information and considerations:

- \$3.6 Million one-time revenues included in 2013-14
 - \$1.75M in New Market Tax Credit revenues were received in 2013-14 and reserved in fund balance
 - \$1.86M in FTES liabilities were released and added to revenues in 2013-14 and a corresponding \$1M reserved in fund balance
- 2014-15 Adopted Budget includes
 - 6% FTES growth - \$2M in additional revenues
 - .85% COLA - \$300K
 - Restoration increases of \$910K

These increases are masked by the one-time revenues included in 2013-14

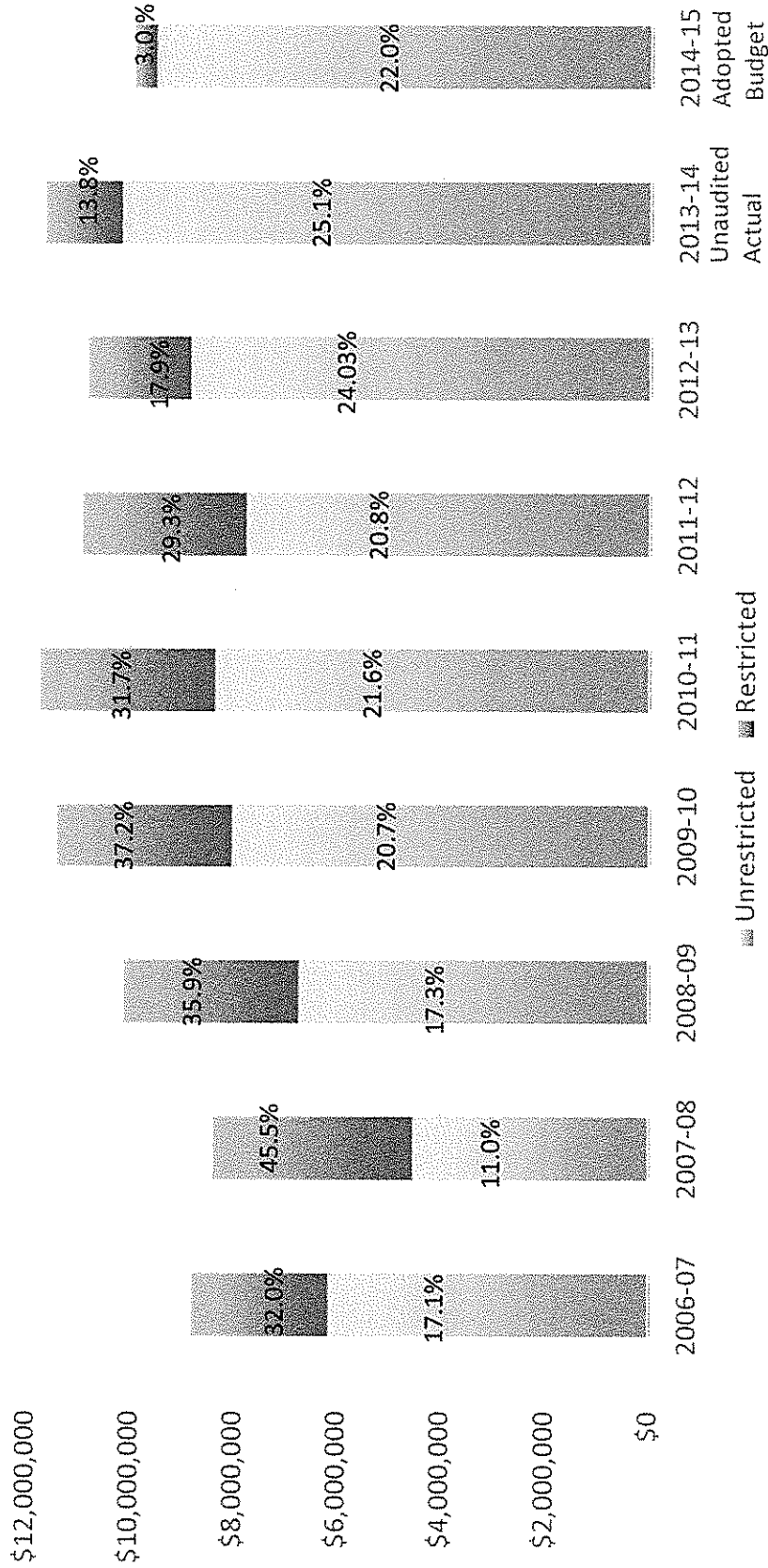
Desert Community College District

A look at our Budget – past and present

RESTRICTED FUND 12	2012-13 Actuals	2013-14 Unaudited Actuals	2014-15 Adopted Budget
Revenues	\$9,074,97	\$9,552,604	\$12,305,551
Expenditures	<u>(\$10,622,811)</u>	<u>(\$10,258,936)</u>	<u>(\$13,643,427)</u>
Surplus / (Deficit)	(\$1,547,824)	(\$706,332)	(\$1,337,876)
Transfers/Contributions/Other Outgo	<u>\$376,552</u>	<u>\$195,959</u>	<u>\$282,425</u>
Increase / Decrease to Fund Balance	<u>(\$1,171,272)</u>	(\$510,373)	(\$1,055,451)
Beginning Balance	\$3,170,756	\$1,999,484	\$1,489,111
Ending Balance	\$1,999,484	\$1,489,111	\$433,660

Desert Community College District

Ending Fund Balance with % of Expenditures and Other Outgo



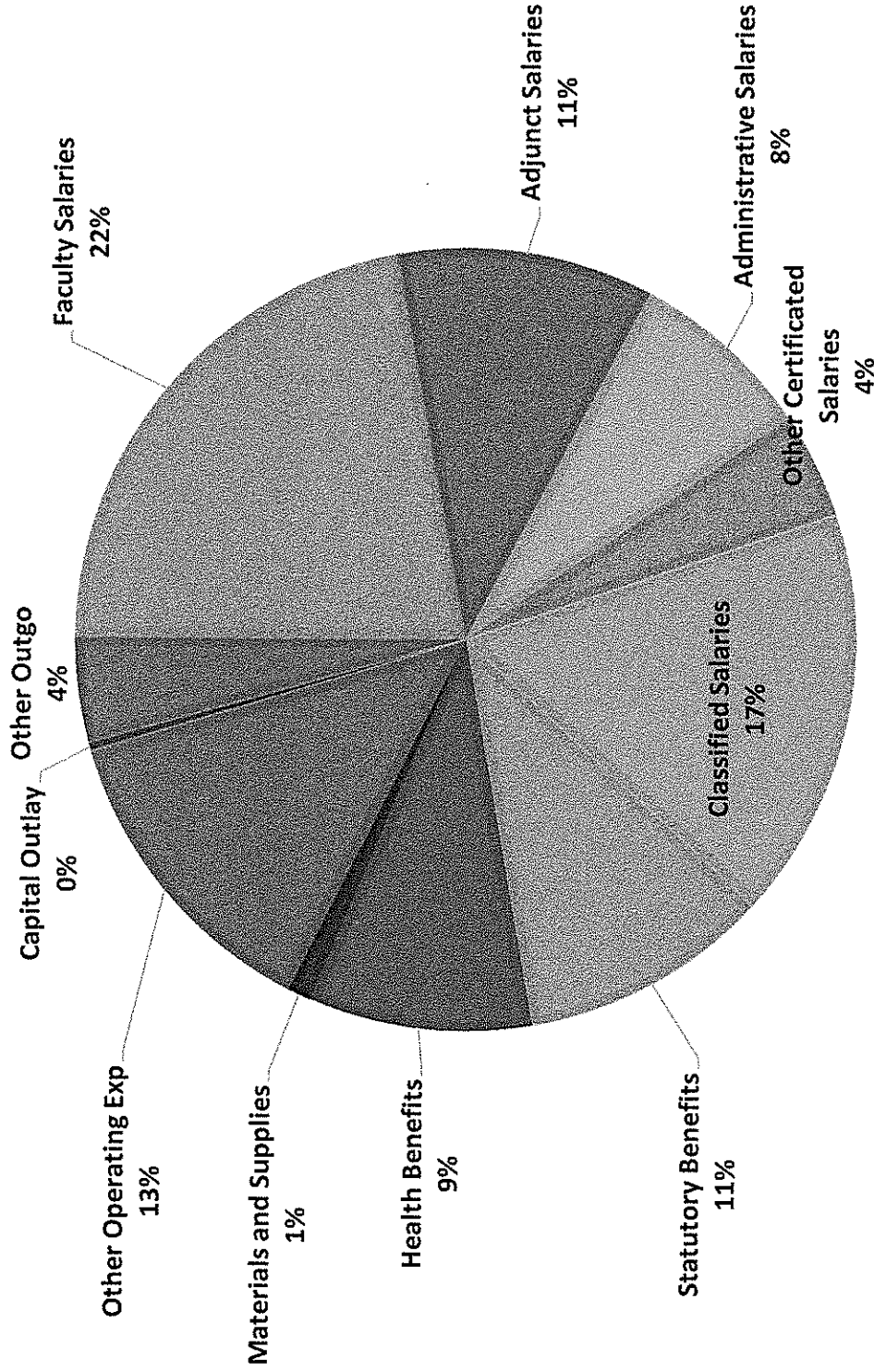
Desert Community College District

Fund Balance Components - Unrestricted

	2012-13 Actuals	2013-14 Unaudited Actuals	2014-15 Adopted Budget
Ending Fund Balance	<u>\$8,864,224</u>	<u>\$10,206,334</u>	<u>\$9,556,941</u>
7.5% Board Recommended Reserve	\$2,766,353	\$3,858,364	\$4,331,808
Reserve for Growth/Other	\$0	\$502,439	\$1,517,268
Reserved for FTES Dispute	\$6,097,871	\$1,000,000	\$1,000,000
NMTC		\$1,707,865	\$1,707,865
Reserved for Enhanced Student Access	\$0	\$2,137,666	\$0
Other One-time Designations		\$1,000,000	\$1,000,000

Desert Community College District

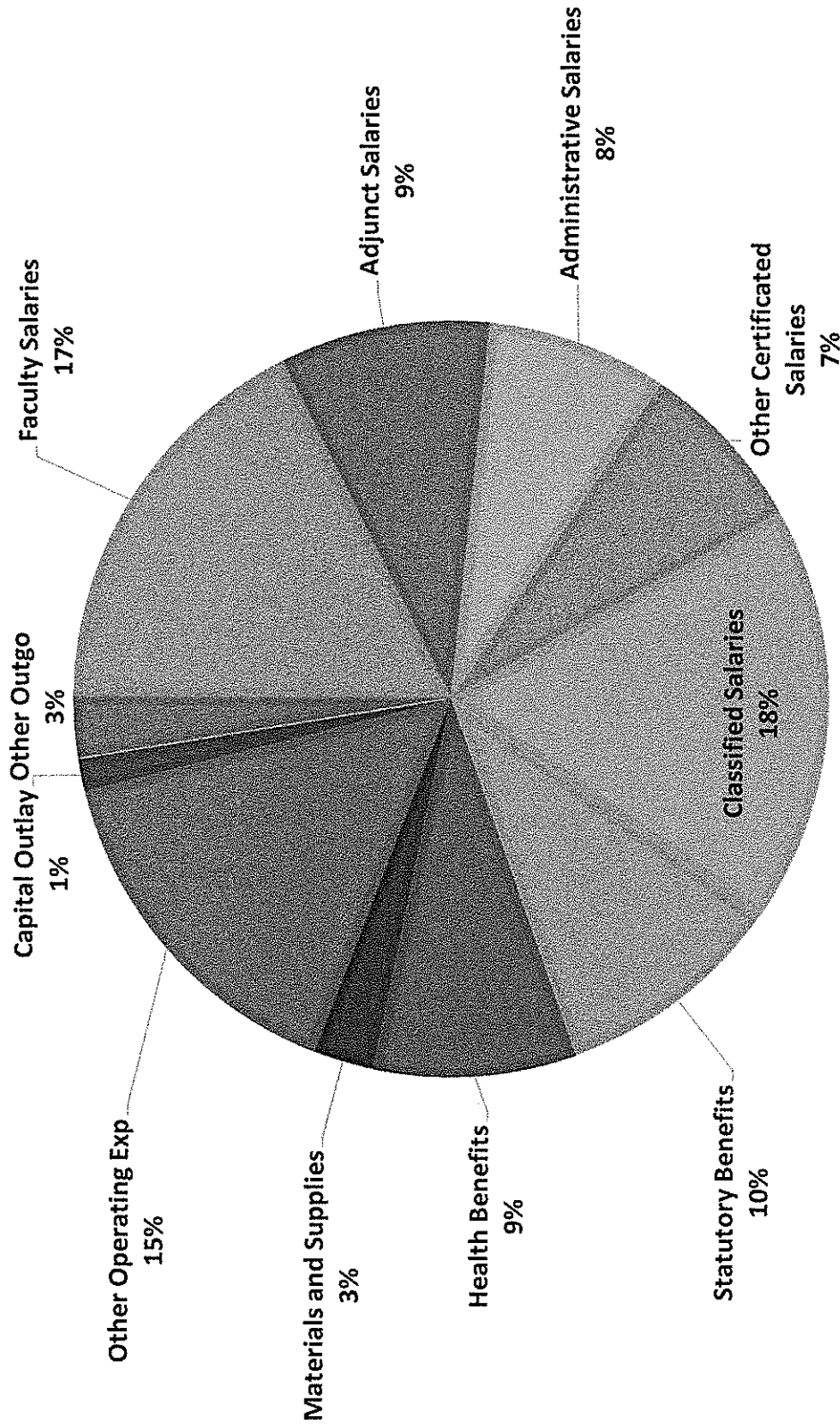
2012-13 UNRESTRICTED EXPENDITURES



Salaries and Benefits of categorically funded staff are not included

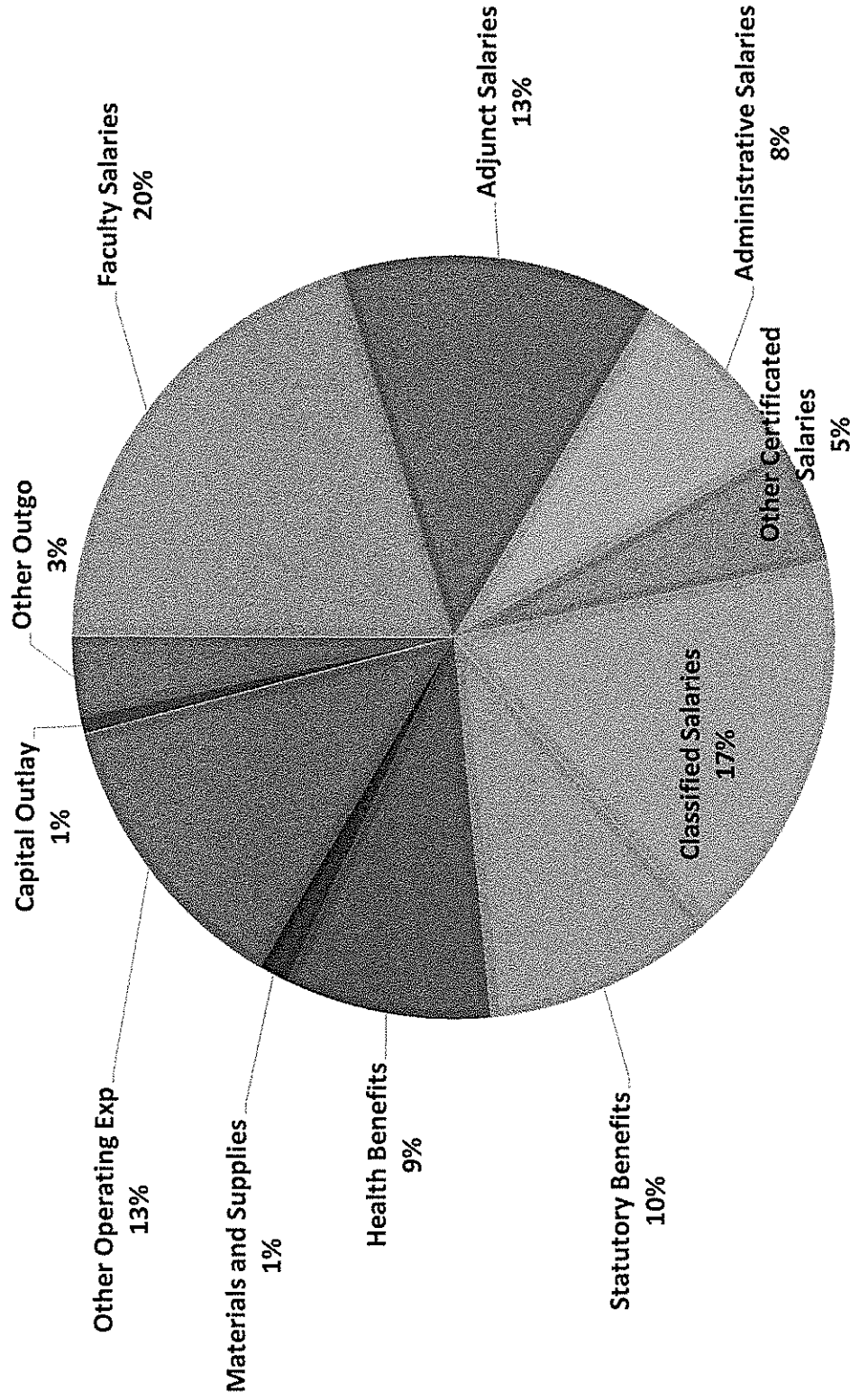
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2012-13 GENERAL FUND EXPENDITURES



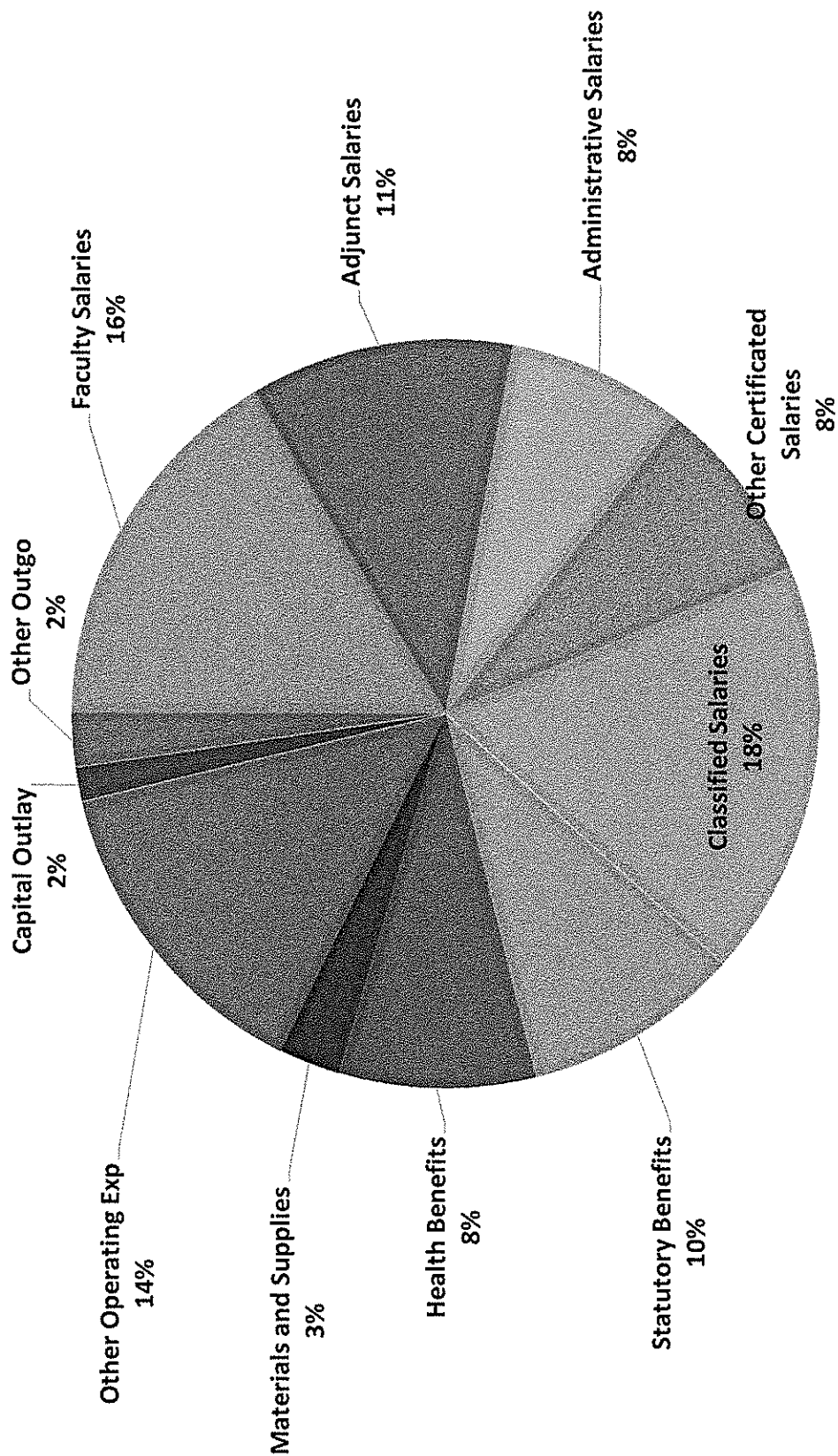
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2013-14 UNRESTRICTED UNAUDITED ACTUALS



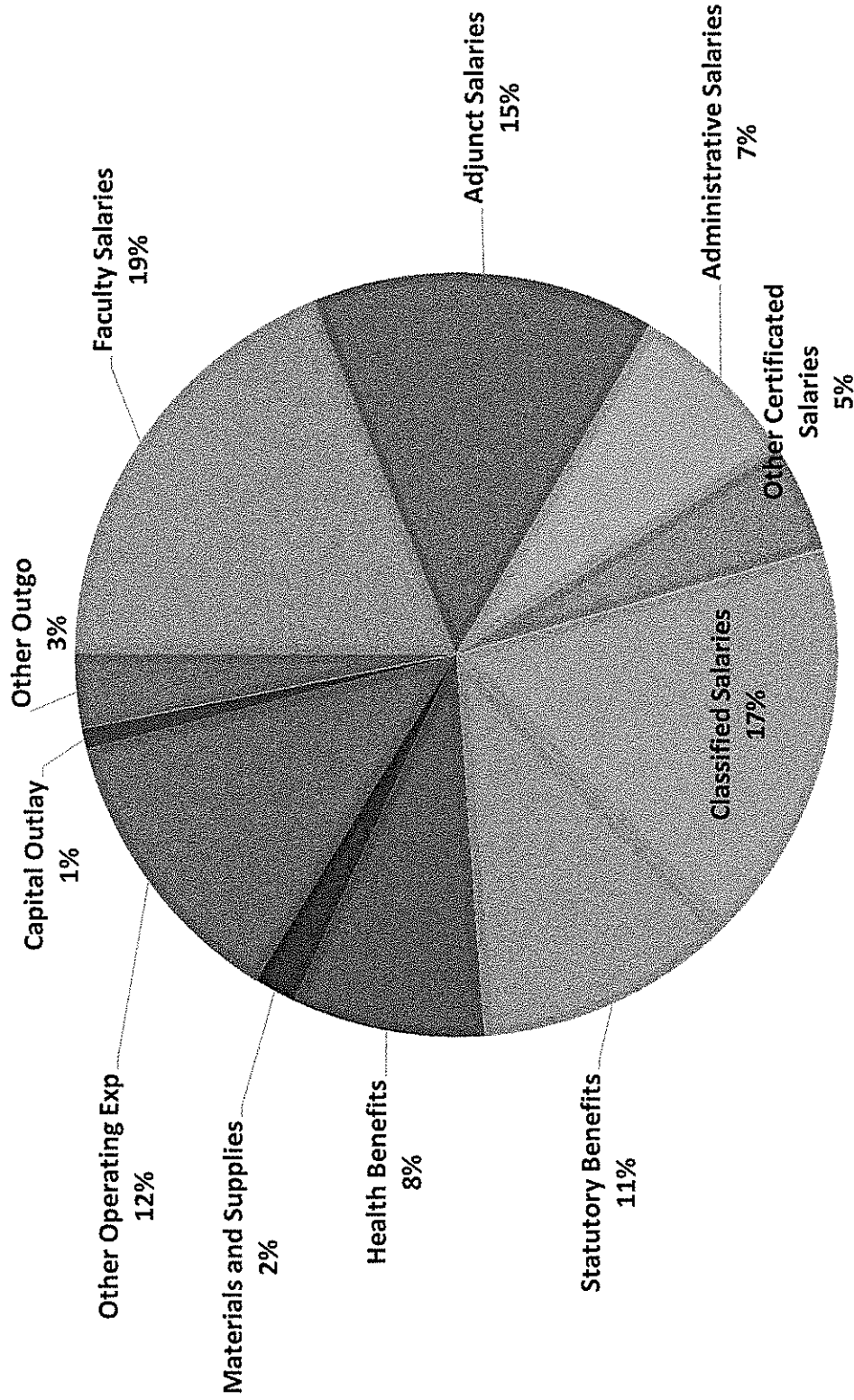
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2013-14 GENERAL FUND UNAUDITED ACTUALS



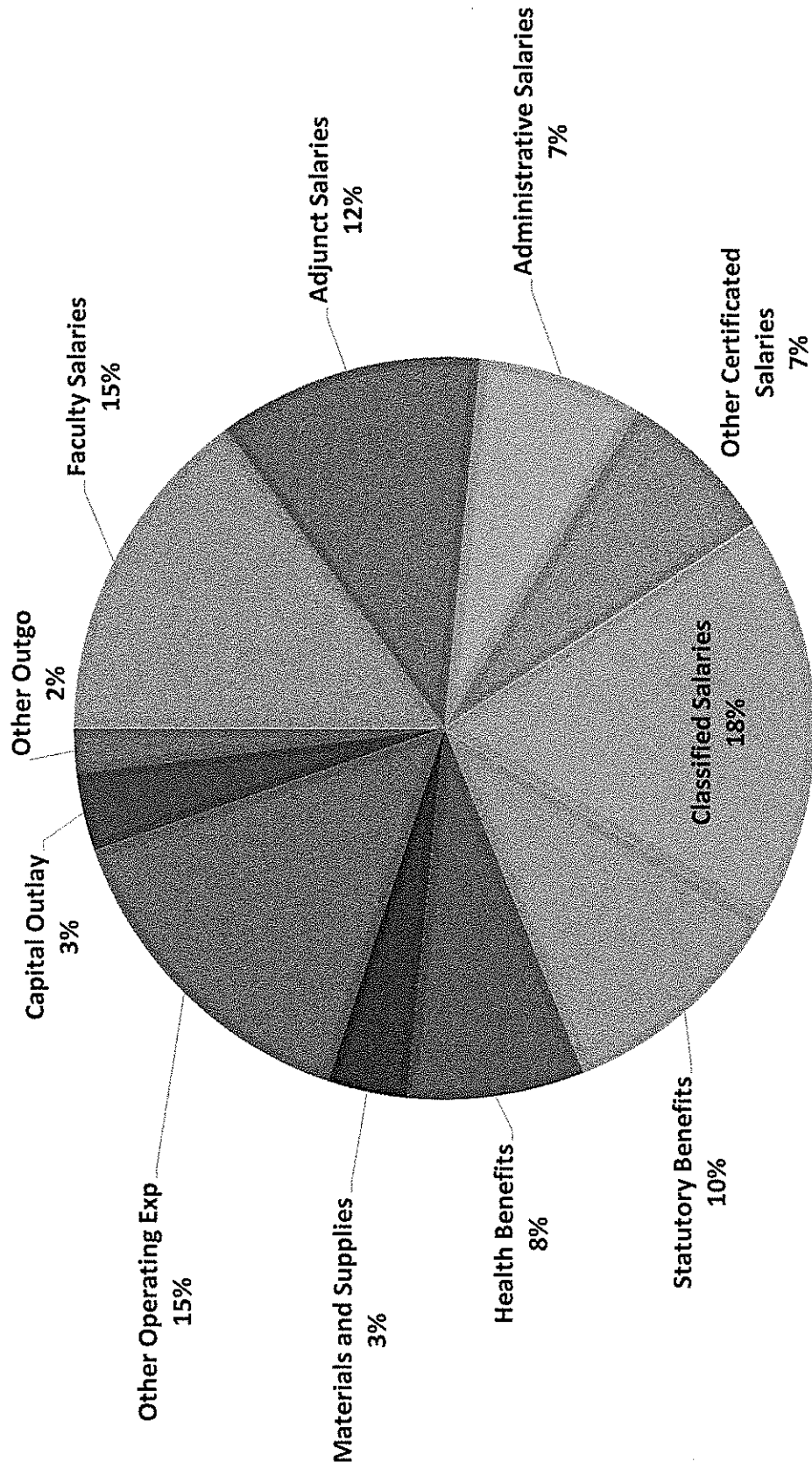
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2014-15 UNRESTRICTED ADOPTED BUDGET



Desert Community College District

2014-15 GENERAL FUND ADOPTED BUDGET



Desert Community College District

Other Funds

- Bond Interest and Redemption Fund 21
- Child Development Fund 33
- Capital Outlay Projects Fund 41
 - Bond Construction Funds
 - Redevelopment Funds
- Self Insurance Fund 61
- Other Benefits Fund 69
- Student Representation Trust Fund 72
- Student Body Center Fee Trust Fund 73

Final Thoughts and Considerations

- The 2014-15 Adopted Budget reflects a balanced budget
 - Expenditures are aligned with Revenues
- 6% projected FTES Growth is an aggressive strategy
 - Reserves should be maintained until this growth is realized
- Restricted Funds are expected to spend down the existing fund balance
 - This will result in one-time deficit spending in Fund 12
- All other funds have been reviewed and reflect accurate projections