

## Sullivan College of Technology and Design

### The Michael Minger Act Report for 2011 Activity Reported for Calendar Year 2010

---

#### Section 1: Campus Security Authority

*List campus security authority personnel (definition at KRS 164.948(2)):*

Sullivan College of Technology and Design (SCTD) is part of The Sullivan University System, Inc. Some of its campus security resources, procedures and personnel are its own individually, and some are shared with the University System and the other institutions that belong to the System.

The Sullivan College of Technology and Design's campus security authority personnel are as follows:

- Executive Director
- Evening Dean
- Academic (Day) Dean
- Registrar
- Student Services Coordinator
- Director of Admissions
- Ranking administrator or faculty representative on site
- Security Guards (Veterans Security of Kentucky)

#### FOR STUDENT HOUSING MATTERS

- Student Services Coordinator (SCTD)
- Vice-President of Student Services for Sullivan University
- Director of Housing/Residence Life for Sullivan University System
- Resident Housing Advisors with the Sullivan University System

*Describe the extent and nature of enforcement authority of campus security authority personnel:*

Administrative personnel who are considered campus security authorities have the responsibility to document a crime reported to them in the Campus Crime Log and to respond to the matter in accord with school policies. All of the above campus security authority personnel are authorized to enforce school policies on school property or at school functions away from campus.

The college also contracts with Veteran Security Company to provide a security guard at the campus from 8:00 am until 1:00pm, Monday through Thursday, and from 5:00 pm until 11:00 pm, Monday through Thursday, when classes are in session. A security guard is also on duty from 5:00 to 9:00 pm on Friday evenings while the building is in use by students and/or staff. While the security guards do not have arresting authority, they may legally detain a person suspected of violating local, state or federal law until the arrival of officers from the Louisville Metro Police Department.

*Describe the working relationship of campus security authority personnel with state and local police*

*agencies:*

Sullivan College of Technology and Design's campus is within the jurisdiction of the Louisville Metro Police Department (LMPD).

The Louisville Metro Police Department provides the college with the data for its campus security reporting, responds to calls from the campus for assistance and also responds to calls from the school's alarm-monitoring company (ADT) if the electronic sensing system is activated during periods when the building is closed. The working relationship between the college and LMPD has been a positive one. The college participates in the LMPD's Campus Watch program which focuses on the safety of students and school personnel at all the different schools in the LMPD jurisdiction.

Sullivan College of Technology and Design (SCTD) will cooperate with the appropriate law enforcement agencies in the investigation of any illegal activity occurring on campus or at a school-related activity. Persons misrepresenting criminal activity or falsely reporting an incident may face legal prosecution and/or school disciplinary action.

## Section 2: Description of Information Programs

*Describe programs that inform students and employees about:*

### *(a) Campus safety and security*

As part of the admissions process, applicants to the Sullivan College of Technology and Design receive a copy of the school's most recent Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics report. The annual fall update of this report is also emailed via the school's internal email system to all students, faculty and staff. This document explains school policies on such issues as alcohol and drug abuse, sexual harassment and weapons possession as well as how to report a crime or other safety concern. It also explains how to access the college's Minger Act Report on the school website.

Upon enrolling in the college, students are issued a copy of the Catalog and Student Handbook, which also contains safety and security information. During new student orientation, campus safety and security topics are part of the presentation, and printed materials are also given out (The System and You United Against Substance Abuse, A Guide to Health and Safety Information for Students, etc.)

Sullivan College of Technology and Design also uses an emergency text messaging system (DEAN). All students are encouraged to participate in the program, which operates on a voluntary basis. Students who wish to participate may do so by completing an online form and submitting the necessary contact information to the college. Once they have done that, the students will receive any emergency text message activated by college administrators. Various emergency messages range from severe weather warnings to notification of lockdown status on the campus.

Campus safety and security reminders are also placed periodically in the school's weekly newsletter Technitalk.

### *(b) How to report a crime:*

All applicants and new employees receive a copy of the school's most recent Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics report. This document explains how to report a crime or other safety concern. The annual update of this report is also emailed to all students, faculty and staff each fall.

Reminders about this process are also placed periodically in the school's weekly newsletter Technitalk.

### *(c) How to prevent crimes:*

In the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics report, the college encourages faculty, staff and students to follow the same safety precautionary measures that they follow in their homes and in the community. The Student Service Coordinator will assist anyone interested in attending a seminar or program on crime prevention and safety by locating an appropriate agency. Whenever a criminal activity has occurred, the person(s) involved and/or witness to the act are required to immediately report the occurrence to a school administrator.

As part of its crime prevention effort, the campus will provide an after-dark escort service. Anyone desiring to be escorted to their vehicle should report to the Student Services counter to request assistance. A security guard or staff member will walk the person to his or her vehicle.

As part of its routine maintenance, the college inspects external doors, locks and lighting to be

sure they are in working order and secure.

### Section 3: Statements of Policies and Procedures

*(a) Provide the institution's policy statement on making Special Reports to the campus community of crimes that present a safety or security threat to students or employees. KRS 164.9481(d)*

The Sullivan College of Technology and Design will alert the campus community in a timely manner of any crimes which indicate there may be an ongoing general threat to others and/or which show evidence of prejudice as prescribed the Hate Crimes Statistics Act.

The typical channels of communication for such an alert are the online student portal, the school's email system and the weekly newsletter.

*(b) If the institution provides student housing facilities, describe the institution's procedure for disclosing the existence or nonexistence of automatic fire suppression systems in on-campus housing facilities. KRS 164.9492*

Sullivan College of Technology and Design does not have on-campus housing facilities. In 2010, Sullivan College of Technology and Design housing students resided at one of two facilities overseen by The Sullivan University System, Inc. One student housing facility was apartments rented and subleased by The Sullivan University System, Inc. at one of four complexes (East Chase, Park Laureate, Camden Meadows or Fenwick Place). The second student housing facility for SCTD students was the Gardiner Point Residence Hall, which is owned and operated by The Sullivan University System, Inc.

Each housing student is provided with detailed fire safety information during his or her registration process. The information clearly states what fire suppression equipment is present in a student's apartment and the residence hall. The student must also sign an acknowledgement form stating he or she has been given this information about fire suppression equipment.

*(c) If the institution provides student housing facilities, provide the institution's policy for giving students with disabilities priority for first-floor housing. KRS 164.9495 (1)*

Some apartments have been modified to provide accessibility features such as grab bars, roll in showers, and shower seats, accessible kitchens, and hallways for physical disabilities. Visual alarms for deaf/hard of hearing students may also be installed upon request. Students with disabilities will be given priority for first floor units based upon a first come first serve basis.

In the residence hall, students with disabilities are also given priority for first-floor rooms and other special accessibility features. It is imperative that requested accommodations are made as soon as possible so that if modifications are needed they occur in a timely manner.

*(d) If the institution provides student housing facilities, describe the institution's policy for maintaining a record of any on-campus housing assignment for students with disabilities, and the procedure for alerting safety and emergency personnel of the location of students with disabilities. KRS 164.9495 (2)*

Sullivan University's Housing and Residence Life Office, which oversees student housing for Sullivan College of Technology and Design students, will compile a list at the start of each quarter of students identifying any significant disabilities or medical conditions. This list will be maintained and distributed by the Director of Housing and Residence Life. The list will provide the student's name, housing assignment, and description of disability/accommodations. The following offices will receive a copy of the aforementioned list: Department of Public Safety, Vice President of Student Services, and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, in particular medical or fire emergencies requiring personnel to be notified. The Louisville Fire Department will be notified at the start of each

quarter in regards to students living within Sullivan University apartment units who may have mobility or sensory related disabilities. The student's name will not be released; however the unit in which he or she is living as well as the type of disability will be disclosed.

## Section 4: Crime Table

Crime Category	Total Campus Property Crimes	Residential Facility Crimes	Recognized, Leased, Owned, Controlled Property Crimes	Public Property Crimes
Arson	0	0	0	0
Assault	1	1	0	0
Burglary	2	1	3	3
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	1	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	1	0
Terroristic Threatening	1	0	0	0
Theft	3	0	1	4
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias - Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias - Disability	0	0	0	0
Arrest Only: Drug-related Violations	0	0	0	0
Arrest Only: Liquor-law Violations	0	0	0	0
Arrest Only: Other Alcohol Violations	0	0	0	0

## Section 5: Criminal Attempts Table

<b>Crime Category</b>	<b>Total Campus Property Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias - Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias - Disability	0	0	0	0

**Section 6: Incidents Table**

<b>Crime Category</b>	<b>Total Campus Property Crimes</b>	<b>Residential Facility Crimes</b>	<b>Recognized, Leased, Owned, Controlled Property Crimes</b>	<b>Public Property Crimes</b>
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	1	1	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses - Forcible	1	1	0	0
Sex Offenses - Non-forcible	1	1	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	2	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Prejudice: Bias - Race	0	0	0	0
Prejudice: Bias - Gender	0	0	0	0
Prejudice: Bias - Religion	0	0	0	0
Prejudice: Bias - Sexual Orientation	0	0	0	0
Prejudice: Bias - Ethnic	0	0	0	0
Prejudice: Bias - Disability	0	0	0	0
Drug-Related Violations	4	0	12	0
Liquor-law Violations	0	0	8	0
Other Alcohol Violations	0	0	0	0

Report run 9/16/2011