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[www.kirkwood.edu](http://www.kirkwood.edu)

September 25, 2009

TO: See Distribution List  
FROM: Mick Starcevich, President  
RE: Crime Reporting Requirements

The Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, requires that "campus security authorities" report crime statistics for inclusion in the college's Annual Security Report. If you are listed in the distribution list, then you are a "campus security authority" as the term that has been defined by the United States Department of Education. "Campus security authorities" include faculty advisors to student organizations, athletic team coaches, members of the security department, the Dean of Students, department Deans, Site Directors, recreation personnel, and others. To be exempt from disclosing reported offenses, a pastoral or professional counselor must be acting in the role of pastoral or professional counselor, and functioning within the scope of his or her license.

The reporting requirements of the law are complex. The most reasonable and effective way to manage the reporting is as follows. If you observe any crime listed below, or if any person reveals to you that: he/she learned of, or were a victim of, the perpetrator of, or a witness to any crime listed below, immediately notify Campus Security who will complete an Incident Report. Incident reports may also be completed online on the Campus Security web page. Please complete the form as much as possible based on the information you possess. Do not investigate or attempt to determine whether a crime actually took place. Appropriate college personnel may later contact you to gather additional information.

Crimes that must be reported are:

- Murder
- Manslaughter
- Sex offenses, forcible or non-forcible
- Robbery
- Aggravated assaults
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes involving any of the above, or any other crime involving bodily injury.
- Liquor, drug, or weapons law violations resulting in an arrest or referral for campus discipline

If you are in doubt as to whether a crime is reportable, please err on the side of reporting the matter. It does not matter whether an arrest is made. For purposes of your reporting, please assume that a hate crime is any crime which shows evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

The Campus Security Act applies to crimes on any of our campuses (Main Campus – Cedar Rapids, Lincoln Center – Cedar Rapids, Resource Center - Cedar Rapids, Iowa City campus, Iowa City Learning Center, Marion, KTOS – Marion, Belle Plaine, Monticello, Tipton, Vinton, Washington, & Williamsburg), public properties adjacent (streets and sidewalks) to each of those campuses, and locations where other college activities are taking place.

We are not required to report crimes under the Campus Security Act that occur in the privately owned apartment complexes around campus. Examples of the privately owned apartments are Kirkwood Village and Kirkwood Court. However, we may send out timely notifications or campus safety alerts to keep our students safe should an unresolved threat exist. To assist with safety notices, please let us know if criminal activity in those areas also occurs.

If you have any questions regarding reporting obligations, please contact Melissa Jensen or Tom Kaldenberg in Facilities. Thank you for your assistance in fulfilling these federal requirements.



Mick Starcevich, President  
Kirkwood Community College

Attachments: Distribution List

## Campus Security Act Distribution List

Ash	Mark	Admissions Advisor
Ashlock	Amy	Student Development Specialist
Baird	Dee	Executive Vice President
Bannon	Doug	Director Admissions/Student Life
Bartell	Shannon	Admissions Advisor
Bennett	Sue	Employee Benefits Manager
Black	Kristy	Jones and Cedar County Director
Blanchard	Sharon	Housing Coodinator
Boston	Francis	Intake Coordinator
Bott	Harleen	Director Off Campus Centers
Bradley	Jennifer	Dean Arts/Humanities
Bunting	Dave	Exec. Director Secondary Programs
Burnes	Bob	Dean of Students
Carpenter	Steve	Public Information Director
Choate	Jim	Vice Pres. Chief Financial/Operations Officer
Christopherson	Barb	Human Resources Specialist
Cook	Bob	Director, Custodial Services
Cooksey	Andrea	Human Resources Generalist
Driggs	Robert	Dean Mathematics/Science
Erlacher	Mary Lou	Director, Workplace Learning Connection
Ermer	Scott	Dean, Agriculture Sciences
Farebrother	Clay	Rehab Services Director
Fischer	Jennifer	Director of Operations
Fisher	Kristie	Vice President
Fraker	Lynn	Director, Career Edge Academy
Freeman	Bob	Director Human Resources
Gesing	Mary	Faculty/Counseling
Glab	Nancy	Dean Health/Sciences
Green	Dennis	Director KCKK
Haggerty	Johanna	Director, Child Care
Halder	John	Exec. Director, CCID
Hall	Kathy	Vice President Resource Development
Hansel	Heidi	Director Institutional Research
Hansen	Bonnie	Part time Counselor
Henik	John	Associate Vice President, Instruction
Hinz	Chuck	Dean Learning Services
Hughes	John	Vocational Rehab/Counselor
Jensen	Melissa	Emergency Services Director
Jeppson	Lori	Campus Nurse
Johnson	Kim	Associate Vice President
Julius	Peg	Director Enrollment Management
Kaiser	Kathy	Director Communication & Marketing
Kaldenberg	Tom	Executive Director, Facilities
Lamb	Bill	Vice Pres. Instruction
Lewis	John	Baseball coach
Lingo	Wendy	Faculty/Counseling
Lipscomb	Darryl	Part time Counselor
Loukota	Jim	Director Auxiliary Accounting Services

McCaa	Karen	Faculty/Counseling
McLaughlin	Mike	Health Occupations Director
Mudd	Steve	Academic Advisor
Muhl	Kim	Faculty/Physical Ed/Recreation
Nebergall	Kay	Director High School/Adult BE
Neff	Jon	Exec. Director, Information Technology
O'Brien	Chris	Grant Services Director
Ovel	Steve	Executive Director
Ovel	Sue	Director Planned & Endowed Giving
Parker	Bethany	Program Director Workforce Programs
Parker	Rick	Co. PL & Director
Pickens	Tera	Admissions Advisor
Pint	Darin	Mens Golf Coach
Pounds	Morris	Faculty/Counseling
Pregler	Susan	Director Financial Management
Prusha	Todd	Dean Distance Learning
Rash	Nancy	Washington County Director
Riha	Ken	Dean Business & Information Technologies
Roemig-Heusinkveld	Carol	Counselor
Rowe	Al	Exec. Director, Institutional Effectiveness
Selk	Liz	Director Heritage Area Agency
Simon	Dale	Executive Dean Iowa City
Snook	Jane	Applications Support Director
Starceвич	Mick	President
Thomas	Phil	Dean Industrial Technology
Thompson	Carol	Director Marion/Resource Center
Thornton	Mindy	Benton County Director
Troutman	Josh	Director, Rec. Center
Van Steenhuyse	Kathleen	Dean Social Sciences/Career Option
Vander Tuig	Seth	Student Life Coordinator
Vasquez	Lee	Director Auxiliary Services
Wagemester	Doug	Athletics Director
Weih	Jon	Director, Student Svcs/Student Life
Williams	Jill	Coordinator Fitness/Wellness Coach
Wings	Arron	Director Library
Wood	Dawn	International Program Director
Worrell	Angela	Academic Advisor
Wright	Bill	Central Security and Investigations
Yegge	Josef	Softball Coach
York	Allison	Dean English
Zabloudil	Darren	Technical Services Director
Ziesman Weiler	Angie	Counselor

## Clubs/Organizations Leader

Able	Mark	Retail Mkt/Mgmt Club
Abram	Steve	BPA Iowa City
Anderson	Doug	Theatre
Anderson	Rick	Theatre
Armstrong	Otis	Saddle Club
Bareis	Arbe	Unity
Bartell	Shannon	Student Ambassadors
Belfield	Lee	Kirkwood Republicans
Brigham	Jeremy	United Nations Assoc. Student Alliance
Bullwinkle	David	Philosophy Club
Carnahan	Melissa	Professionals in Surgical Tech
Chapman	Terry	Hoof-N-Horn
Clark	Shaunda	Student Amb Dental Hygentists
Clough	Rhonda	Agribusiness Club
Crowther	Jim	Kirkwood for Christ
Dawson	John	Computer Club
DeMaria	Joe	Computer Club
Dettman	Dave	Fine Diner's Inn
Dobling	Barb	Environmental Club
Duffy	Anne	Animal Health Technology
Eitel	Dawn	Medical Assts.
Feldkamp	Tim	Instrumental Music
Fottral	Jerry	Programming Club
Gaston	Calvin	Multi Cultural Club
Geertz	Wendy	Pre Law Association
Geissler	Linette	Forget-Me-Nots
German	Mary Jane	Culinary Arts Club
Green	Megan	I-C Horse Judging Team
Hall	Doug	Art Club
Hall	Dan	Automotive Technology Club
Haar	Betty	Health Information Technology
Harger	Dennis	Resp. Therapists Club
Hench	Keith	Computer Club
Huffman	Mary	Parking Appeals
Jorgenson	Gary	Auto Tech
Kaldenberg	Thomas	Safety Committee
Konen	Sheryl	Designers Limited
Krog	Linda	Sign Language Club
McCall	Connie	Nursing Concepts 3/Student Nurse Club
McCord	Chris	Philosophy Club
Meishied	Jim	Horticulture Club
Miedema	Nicky	Occupational Therapy Assistants
Mitchell	Betty	Dental Lab Technicians
Nebergall	Kevin	Tennis Club
Off	Jim	Soccer Club
Perez	Martha	Multi-Cultural Club
Philpott	Beverly	Medical Assistants
Pickens	Tera	Dance Team
Prevo	Kimberly	Occupational Therapy Assts.

Rechkemmer  
Robins  
Rourke  
Salucka  
Santillan  
Sauerman  
Schaff-Stump  
Schultz  
Smetana  
Smith  
Smith  
Symington  
Ternes  
Tiedt  
Thomas  
Trephe  
Troutman  
Underwood  
Usher  
Vander Tuig  
Vizzini  
Walker  
Wilson  
Wilson  
Zach  
Zeman

Brian  
Tonja  
Rich  
Ray  
Jessica  
Nancy  
Catherine  
Kimberly  
Gale  
Conifer  
Nancy  
John  
Samantha  
Rita  
Maggie  
Jim  
Josh  
Rich  
Judy  
Seth  
Bob  
Bob  
Nellie  
Sarah  
Jim  
Lynne

Emergency Medical Tech  
Cedar Valley Divide  
Pork Promoters  
Vocal Music  
Fashion Club  
Kirkwood Democrats  
Animal Club, Global Leadership Organ.  
BPA  
Kirkwood Student Productions  
Clay Club  
Electical & Electronic Engineering  
Electical & Electronic Engineering  
Accounting Club  
Environmental Committee  
Physical Therapy Assts,  
Electical & Electronic Engineering  
Fellowship Christian Athletes  
Phi Theta Kappa  
Athletics  
Student Senate/KAPS  
Sign Language Club  
SIFE  
Kirkwood Saddle Club  
Communique  
Diesel Power Club  
Phi theta Kappa - Iowa City