Parent Night Attendance is New Record for Participation in the Event

Some 230 people came to Cypress College on Wednesday night to learn about the campus and the educational opportunities here.

A record crowd of approximately 230 packed L-216 for Cypress College's 8th Annual Parent Night outreach event, which was held on Wednesday.

For the first time, the Cypress College Foundation presented a scholarship to one student attending the event. Ruth Kim, a high school senior from Kennedy High School, will receive $350 to pay for enrollment fees when she attends the college in the fall.

Prior to the main session, 25 Latino students and their families packed the second floor Complex conference room to discuss issues related to access and retention of Latino students.

A teeming quad area in front of the Complex was blessed by perfect weather and a large turnout from area schools. Approximately 25 programs and services from Cypress College supported Parent Night festivities in the shadow of what will become the college's new Student Center. The building, which will provide a one-stop service location for new students, is set to open next March.

‘Poppy Copy’ Basic Skills Report Mentioned by Chancellor Drummond Available for Review

Those who attended the open forum held by California Community Colleges Chancellor Mark Drummond on Tuesday morning seemed to all leave the Cypress College Complex uttering the same phrase: “Poppy Copy.” That term of endearment referred to a recently released report called “Basic Skills as a Foundation for Student Success in California Community Colleges.”

The report was mentioned by Dr. Drummond, and its content seemed to resonate with the roughly 70 members of the campus community who attended the forum. The document “promises to be an influential document and a valuable resource for everyone who is interested in basic skills instruction in the California Community Colleges,” said Academic Senate President Steve Gold. “It contains specific information about successful programs around the state, and it attempts to catalog some characteristics of the best practices.”

The 152-page report [click to view] contains an executive summary. A limited number of printed versions are available on campus.

Teacher and Staff Appreciation Weeks Set

Teacher Appreciation Week and Classified School Employee Week will each be celebrated in May, following approval of resolutions by the North Orange County Community College District Board of Trustees at the April 24 meeting.

May 7-11, 2007, was designated as Teacher Appreciation Week.

Classified School Employee Week will be celebrated from May 21-25, 2007.

Classified Appreciation Lunch on Friday

Cypress College's annual Classified Appreciation Luncheon is scheduled for next Friday, May 4. The event will take place on the lawn adjacent to Humanities and north of SEM. Managers will begin serving the staff lunch at 11:30 a.m.

The theme this year is “Picnic in the Park.” In addition to lunch, the event also features the presentation of the Classified Employee of the Year award — which features a $500 stipend donated by managers.
End-of-the-Year Luau Set for May 15; Reservations Due May 8

The annual End-of-the-Year Luau will be held on Tuesday, May 15, 2007, from 11:30 a.m.-1:30 p.m., at the Patio under the L/LRC.

The program will begin at 12:15 p.m.

In addition to celebrating the end of the academic year, the event is also an opportunity to recognize employees for their service to the college.

Service pins will be awarded to employees reaching milestones. Those who are retiring at the end of the year will also be recognized.

Lunch, by reservation only, is $9, and will be catered by Paris. RSVP by May 8 to the Staff Development Office. Checks may be made payable to Cypress College.

The Staff Development Gift Basket Fund Raiser will take place during the Luau.

Opportunity Tickets for the gift baskets will go on sale at 8 a.m. the day of the event for $1 per ticket, or 15 tickets for $10.

To donate a basket, contact Elizabeth Douglas by Wednesday, May 9, with the following information: the group represented; the theme of the basket; the name of the contact person for the group; and a phone number or e-mail address for the contact person.

Virginia Tech Tragedy Brings Safety Concerns to Mind on Campus

With the tragedy at Virginia Tech last week fresh on the minds of college students and employees alike, Joyce Ricci, Cypress College’s interim dean of Counseling and Student Development, shared the following resources available on campus to help troubled students.

Her advice is to be alert to behavior that seems out of the ordinary and to talk to students and offer assistance. Among the tools is the college’s guide to assist students with psychological or emotional issues.

Here are some immediate ways to deal with potential problems:

- Health Services — Personal counseling appointments are available for students (ext. 47361);
- Bizarre classroom behavior — Speak to your dean, Ricci (ext. 47335) or call Campus Safety (ext. 47387);
- Suspected psychological disabilities — Call DSPS (ext. 47104).

“Prevent what you can, but be prepared to deal with the unforeseeable,” Ricci said.

CHARGERS

Melanie Nabahani has been selected to serve as the temporary coordinator for the Honors and Service Learning Programs for the Fall 2007 semester. She will be substituting for Kathryn Sonne, who will be in Italy with the Study Abroad Program.

Four women’s soccer players recently signed letters of intent to play at four-year universities. Cassie McKay has signed on to Cal State Dominguez Hills, Brittney Elder has signed with Vanguard University, while Tiffany Craig and Yvonne Vasquez have both signed on for Cal State Fullerton.

The softball team closed out their regular season on Wednesday by shutting out Fullerton College 5-0. The victory brought the Chargers record to 46-4 (20-1 in conference). The team secured their sixth straight conference championship. The Chargers await playoff seeding and will most likely host the Southern California Regionals. The best-of-three series will take place May 5-6.

Sophomore pitcher Alyssa Gutierrez finished the regular season with a 29-4 record, a 0.33 ERA, and allowed an average of just 2.5 hits against her per game.

For nearly a half-million students, Cypress College has been a springboard to their dreams. Come to Cypress College and Go Places!

Blueprint

Pathways on campus are opening up a bit and are only going to get better as we move forward. The chain-link fencing that has been utilized for railing on the piazza has been coming down as sections are completed. On the ground level, additional fencing is being removed as the detail work on the facing edge of the piazza is completed. An example of this progress can be seen along the area between Theater Arts and Fine Arts. More fencing will be removed as work is done in the quad area around SEM, Fine Arts and Humanities.

Repair of the piazza is continuing in the Phase III areas, essentially the remaining sections that haven’t been completed thus far. This phase includes the area in front of Gym II, the pathway adjacent to Tech Ed 2 and the pathway connecting Tech Ed 1 to Tech Ed 3. In short, the area around the pool. The sidewalk between TE1 and TE3, under the piazza, is currently closed.

The pour of the sidewalk in back of the Cypress College Complex did not occur during spring break, as had been the plan. The work turned out to be a bigger project than anticipated, with survey work and civil engineering needing to be done. Once that work is completed, the pour will take place and the walkway will reopen.

BRIEFLY

Approval was given to curriculum revisions at Cypress College, effective fall 2007, by trustees of the North Orange County Community College District at this week’s meeting. Included are revisions to 30 courses to add distance education components, which are expected to help increase enrollment and enhance student success.

What’s better than learning how to teach an online or hybrid class? How about doing that and putting a cool grand in your pocket? A $1,000 stipend (or 3 equivalent units) for becoming certified through the Hybrid/Online Training Program is being offered by the Title-V Grant. Upon completion of the program, which is set up as a hybrid class, instructors are qualified to teach online and hybrid classes. Applications are due by May 7.

Blueprint

Another $1,000 stipend (or 2 equivalent units) is available for those interested in collaborating with a faculty partner and pairing courses to create interdisciplinary learning for Cypress College students. An informational meeting is set for Wednesday, May 2, from 4-5 p.m., in the L/LRC Conference room.
Cypress College student leaders have created a card for members of the campus community to share their thoughts and support of colleagues at Virginia Tech. The card was placed at the main counter in the Learning Resource Center to be signed.
Nursing’s Mentoring Program Highlighted During Presentation

Members of the Cypress College Nursing Program — including Nancy Smith (left) and Carol Harvey (right) — highlighted their successes at a conference in the past week. The presentation, “Mentoring the R.N. Student: Strategies for Success,” included details of specific program activities and strategies as well as outcome data.
California Community Colleges Chancellor Mark Drummond Visits Dr. Mark Drummond, the chancellor of the California Community College System, visited campus on Tuesday, April 24, 2007. During an open forum held in CCPLX-414, he introduced the college to the term “Poppy Copy” — the nickname of a report that seemed to resonate with those in attendance (see story on page 1). He also toured campus to view a number of programs. The visit was part of his attempt to visit all 109 community colleges in the state. The forum was the first event held in the large conference room on the fourth floor of the Cypress College Complex.
A Parent Night record crowd of approximately 230 gathered into L-216 for our 8th Annual Parent Night presentation. Prior to the general session event, 25 Latino students and their families packed the second floor Complex conference room for a feature session on issues related to access and retention of Latino students. Also, thanks to the Cypress College Foundation, Ruth Kim, a high school senior from Kennedy High School was the lucky winner of a $350 scholarship for attending our 8th Annual Parent Night.

(Photo Left) Executive Vice-President, Dr. Michael Kasler introduces Cypress College to our prospective families and asks for a simple promise from the high school seniors after the event when they get home—“to give the person with you tonight a hug and thank them for caring about you.” (Photo Center) From left, Robert Grantham (Counselor), Deidre Porter (Counselor) and Rick Rams (Dean, Student Support Services and Parent Night Chair) served as the program facilitators for the evening. (Photo Right) LaQuita Jones (Financial Aid Technician) assists a prospective family with the critical questions about financial aid and college costs.

A packed quad area in front of the Complex Building was blessed by perfect weather and a large turnout from our local schools. Approximately 25 programs and services from Cypress College supported Parent Night festivities in the shadow what will become our new Student Center scheduled to open in 2008.
OPEN HOUSE

Come and discover the Career Opportunities in the Modern Collision Repair Industry, custom paint and fabrication

Date: May 3rd, 2007
Location: Auto Collision Department
9200 Valley View
Cypress, CA 90630
Time: 6:00 - 9:00 p.m.

- Enjoy free dinner (In-N-Out Burger)
- See demonstration of State-of-the Art Equipment
- Perform Hands-on Repairs-and Student Competitions
- Raffle prizes valued over $5K! Scholarships $250!

For more info call: 714) 484-7250
Joyce’s Retirement Party!

Date: Tuesday, May 1, 2007

Time: 3:00-5:00 pm

Retirement Celebration Party for Joyce Ricci, Interim Dean of Counseling & Student Development Division

Cypress College Complex, 4th Floor, Rm # 414

Please RSVP to Lela ext. 47480 or ldnguyen@cypresscollege.edu by April 17, 2007

Hosted by: Counseling & Student Development Division
NEW LOCATION!
Classified Appreciation Luncheon Held Here
Have you lived, studied or worked abroad? Are you interested in sharing your overseas experience with others? Or are you planning to go overseas in the future to study, travel, work or to live? Or are you simply interested in learning more about different cultures and discussing international and global issues with the like-minded students? If any of the three describes you, then we encourage you to join this new and exciting club and become members!

Coming to Cypress College in Fall 2007!
INTERNATIONAL CLUB

On Wednesday April 25, 2007, there will be a table for International Club set up among other campus clubs and organizations at our annual World Fest, and we invite all students interested in joining this exciting new campus club to stop by and sign up!

For more information, please contact Cypress College International Students Program @714-484-7050
Save the date…

RETIREMENT RECEPTION FOR NANCY BYRNES

WHEN: TUESDAY, MAY 8, 2007
TIME: 1:00 PM – 3:00 PM

Please plan to join us for a reception in Nancy’s honor. Invitations to follow.

If you are interested in contributing towards a bench and plaque honoring Nancy, you can send your contribution to the Foundation Office, and reference Nancy on the memo line or attach a note.
Retirement Reception for
Dr. Margie Lewis

Help us celebrate a grand farewell!

Wednesday, May 16, 2007
Time: 1:00-3:00 p.m.
In the Theater Lobby
Please respond by May 4th.
Contact Rhonda Kraft at
(714) 484-7000 x48038 or
rkraft@cypresscollege.edu.

No gifts, please.

The Margie Lewis Leadership Development Fund

The Margie Lewis Leadership Development Fund has been established through the Cypress College Foundation to honor Margie’s ongoing commitment to making professional growth opportunities available to all Cypress College employees.

If you are interested in making a contribution, you can send it to the Foundation Office and reference "MLLDF" on the memo line, or attach a note.
CALL FOR GIFT BASKETS FOR THE
End of the Year Luau

Cypress College Staff Development Annual Fund Raiser
The Cypress College Staff Development Office raises funds to pay for awards for 25 year honorees and retirees, and to subsidize costs for campus hospitality such as the Opening Day Lunch, End-of-the-Year Luau, and Classified Appreciation Luncheon.

The Staff Development Committee is inviting interested divisions, groups, or clubs to develop and donate a basket of selected items in a theme of their choice to be part of an opportunity drawing at our End-of-the-Year Luau. All proceeds will be used for Staff Development events.

A ticket for the opportunity drawing will be included with the price of each luau lunch, and additional tickets will be available for sale on the day of the event. At the luau, the opportunity tickets can be placed in a container next to the basket of choice and at 1:00 p.m. the drawings will begin.

Save the date:
Baskets will be given away during the opportunity drawing at the End-of-the-Year Luau on May 15, 2007, under the L/LRC Patio. Lunch will be served at 11:30 a.m.; the awards ceremony begins at 12:15 p.m.

To donate a basket, email edouglas@cypresscollege.edu or contact Elizabeth at x47324. Please provide the following information to Elizabeth before Wednesday, May 9, 2007:
- the group represented
- the theme of the basket
- the name of the contact person for the group
- the contact phone number and/or e-mail address
The Staff Development Committee invites you to attend the

End of the Year Luau

Tuesday, May 15, 2007
11:30 a.m. – 1:30 p.m.
Under the L/LRC Patio
(Program will begin at 12:15 p.m.)

We’ll be celebrating this year’s Cypress College retirees and employees who will receive service pins.

This year’s honored guests for 25 years of dedicated service at Cypress College are Shirley Ashburn, Nancy Byrnes, Michael Capsuto, Diane Henry and Ron Von Soosten.

The $9.00 charge for the luau lunch includes one free opportunity ticket for the Staff Development Basket Fundraiser.

Opportunity Drawing Gift Baskets
You can purchase additional opportunity tickets for the wonderful theme baskets designed and donated by members of our college community.

Opportunity Ticket sales will begin on the L/LRC Patio at 8:00 a.m. on the day of the luau; you do not need to be present to win.

The price of one ticket is $1.00 or 15 tickets for $10.00 so don’t forget to bring your wallet. Checks made out to Cypress College will also be accepted.

Clip and return the bottom portion of this form to the Staff Development Office before May 8, 2007.

Yes, I will attend. Here is $9.00 for my luau lunch and one free opportunity ticket.

Name____________________________
Div/Dept ________________________

Make checks payable to Cypress College.
Annual Student Art Exhibit
May 3-10, 2007
Reception and Open House: May 3, 6-8pm

Cypress College’s Annual Student Art Exhibit highlights student work created during the 2006/2007 academic year. Works in the show range from paintings to jewelry to graphic design to ceramics to photography to computer graphics and so on.

The opening reception will be held on Thursday, May 3 from 6-8pm. Along with the student art, the reception will feature a variety of food and music. Both the open house and the reception are open to the public and admission is free.
Cypress College Theater and Dance Department Presents

People in Motion

Directed by: Holly Lampe

May 11 & 12 at 8:00 p.m.

Theater Arts Campus Theater
9200 Valley View Street
Cypress, CA  90630

General Admission: $12.00

For Tickets: 714.484.7200
Hello everyone!

This is the last chance to earn a stipend for completing the Hybrid/Online Training Program brought to you by the Title V Grant.

Hybrid/Online Training Program offers participating instructors a $1000 stipend or 3 equivalent units to learn how to teach hybrid and online classes.

The program itself is taught as a hybrid class and requires both online and on-campus participation.

Upon completion of the program, instructors are qualified to teach online and hybrid classes at Cypress College.

Sound interesting? If so, please read below for more details about the program and the application process.

To be considered, you MUST apply by Monday, May 7th so you can complete the required Computer Literacy Pre-Tests and have your Department Chair and Division Dean submit a support letter by Monday, May 21st (please see below for more details).

This program provides an exciting and challenging way to enhance your teaching and technology skills, so don’t delay...apply today!

How To Apply

HOT Fall 07 is conducted as a hybrid class, meeting on campus (for hands-on training) and online (for virtual work). On campus meetings will be every Friday from 9 AM - 1 PM for eleven weeks, beginning September 14th. The last on-campus meeting will be November 30th:

September 14, 21, 28
October 5, 12, 19, 26
November 2, 9, 16, 30

Step 1

On or before May 7, 2007

Apply by email to Jessica Puma at: jpuma@cypresscollege.edu and include the following information:

1. Your name
2. The classes you teach and which (if any) are approved (or being approved) by the Curriculum Committee for online instruction
3. Your experience with technology and teaching
4. Why you want to participate in HOT and how you plan to use the knowledge you gain from it
5. Your availability for 11 Friday on campus meetings.

Step 2 & 3

On or before May 21, 2007

1. Complete the Computer Literacy Pre-Tests. (Test materials will be sent to you upon receipt of application email.)
2. Have your Department Chair and Division Dean send a letter of support for your participation in the Hybrid Online Program to Jessica Puma at: jpuma@cypresscollege.edu
The LCPD Informational Meeting
Wednesday May 2, 2007
LLRC Conference Room
4:00 – 5:00 p.m.
Please RSVP to mbrydges@cypresscollege.edu

LEARNING COMMUNITY DEVELOPMENT PROGRAM

The Cypress College Title V Learning Community Development Program (LCPD) is an opportunity for you to partner with a faculty member from another department in order to help students make meaningful connections in both your courses. You will build a supportive relationship with your partner as you create integrated curriculum that promotes active learning and student achievement.

In the LCPD you will collaborate with a colleague, expand your repertoire of teaching approaches, revise course content, and earn a $1000 stipend or 3 equivalent units.

3 STEPS TO APPLY

On or before May 18, 2007

Step 1: Find a partner!

Step 2: Apply by email to Michael Brydges and include the following information:

- Your name
- The class you will teach
- Your partner’s name
- Why you want to participate
- Your availability for the Wednesday meetings

Step 3: Have both your Department Chair and Division Dean send a letter of support for your application to Michael Brydges at mbrydges@cypresscollege.edu

What?
Successfully complete the LCPD to qualify and teach in a 2-faculty member learning community and earn $1,000 or 2 equivalent units.

Why?
- Improve student retention
- Increase student achievement
- Broaden your instructional repertoire
- Collaborate meaningfully with a faculty partner
- Create coherent linkages for students through interdisciplinary study

When?
Wednesdays, 2-5 pm, from September 12 to November 14 in the LLRC.

How?
Apply today!

For more information or help with any part of the application process, please contact:

Michael Brydges, LC Coordinator
mbrydges@cypresscollege.edu
or
Jessica Puma, LCPD Facilitator
jpuma@cypresscollege.edu

The LCPD BASE MODEL:
Two courses for which students co-register. Faculty coordinate syllabi and interdisciplinary assignments, but teach their classes separately.
CYPRESS COLLEGE MULTICULTURAL CALENDAR OF EVENTS
2006-2007

SEPTEMBER
Hispanic Heritage Celebration
Library Brochure in recognition of Hispanic Heritage Month

OCTOBER
Disabilities Awareness Month
Library Brochure in recognition of Disabilities Awareness
Muslim Awareness Month
Library Brochure in recognition of Muslim Awareness
“Disability Jeopardy” – October 18, at 2 p.m. in the Fine Arts Staff Conference Room
Brian Wetzel Presents: “Side By Side” A Journey with Depression – October 17, (10 AM-12 PM) and
October 18, (1 PM-3 PM) in the Cypress College Theater
Disabilities Event – October 24 & 25 by LLRC from 9 AM – 2:30 PM

NOVEMBER
Library Brochure in recognition of Native American Heritage Month
International Education Week (11/13-11/17)
International Films – November 14, 15 & 16 (beginning at 2 PM) in H-131

DECEMBER & JANUARY
Kwanzaa Awareness Speaker & Potluck – December 6, from 3PM – 5PM in Culinary Arts
Mr. Kohei & Mr. Inoue Taiko Drum Duo – December 4

FEBRUARY
Black History Month
Library Brochure in recognition of Black History Month
Opening Day – February 1 from 9 AM – 3 PM in the Theater (See Below)
Historical Black College Fair from 9 AM – 11 AM
Step Show from 12PM – 1PM
So. Cal. Historical Facts Slideshow from 1 PM – 2PM
Speaker, Dr. Jerome Hunter and Panel Discussion from 2PM-3PM
Ali Movie – February 9 from 4PM-6:30PM in H-131
Speaker, May May Ali – February 9 from 7PM – 9PM in H-131
Gospel Concert – February 23 from 7PM – 9PM in FA304

MARCH
Women’s Recognition Month
Library Brochure for Women’s Recognition Month
Women’s Day of Expression – March 13 from 2:30 – 5:30 PM in the Theater Lobby
Kindercaminata – March 30

APRIL
Gay, Lesbian, Bisexual & Transgender Awareness Month
Library Brochure in recognition of Gay, Lesbian, Bisexual & Transgender Awareness
Celebrating Diversity Forum & Speaker Dr. Terrance Roberts – April 16 from 2-3:30PM in H-131
World Fest – April 25 in front of LLRC from 11AM – 2PM

MAY
Asian Pacific Islander Heritage Month
Library Brochure in recognition of Asian Pacific Islander Heritage

For more information contact: Gina Marrocco – (714) 484-7049 or gmarrocco@CypressCollege.edu
GUIDE FOR STAFF TO
ASSIST STUDENTS WITH
PSYCHOLOGICAL/EMOTIONAL ISSUES

Cypress College
9200 Valley View Street
Cypress, CA 90630
(714) 484-7000
www.cypresscollege.edu

North Orange County Community College District

(This reference is current as of fall 2006)
Location of Pay Telephones On Campus

<table>
<thead>
<tr>
<th>PHONE NUMBER</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td># 761-9816</td>
<td>Continuing Ed., CE-5 - outside</td>
</tr>
<tr>
<td># 952-9841</td>
<td>Culinary Arts, 1st level - south - outside (1 of 3)</td>
</tr>
<tr>
<td># 952-9902</td>
<td>Culinary Arts, 1st level - south - outside (2 of 3)</td>
</tr>
<tr>
<td># 761-9617</td>
<td>Culinary Arts, 1st level - south - outside (3 of 3)</td>
</tr>
<tr>
<td># 952-9934</td>
<td>Fine Arts, 1st level south entrance - inside</td>
</tr>
<tr>
<td># 952-9802</td>
<td>Health Science – 2nd floor - east side - outside</td>
</tr>
<tr>
<td># 995-9400</td>
<td>Humanities, 1st level - west side - inside</td>
</tr>
<tr>
<td># 995-9404</td>
<td>Humanities, 1st level - west side - inside</td>
</tr>
<tr>
<td># 952-9827</td>
<td>Humanities, 1st level - west side - inside</td>
</tr>
<tr>
<td># 995-9409</td>
<td>Humanities, 1st level - west entrance - outside</td>
</tr>
<tr>
<td># 995-8769</td>
<td>Humanities, 1st level - west side - outside</td>
</tr>
<tr>
<td># 761-9836</td>
<td>Library Learning Resource Center, west wall - inside</td>
</tr>
<tr>
<td># 952-9860</td>
<td>Pool Area – inside</td>
</tr>
<tr>
<td># 995-9961</td>
<td>Science/Math, 1st level - lobby area - south side - inside</td>
</tr>
<tr>
<td># 761-9659</td>
<td>Science/Math, 1st level - west side - outside</td>
</tr>
<tr>
<td># 761-9604</td>
<td>Tech Ed II, 2nd level - east side - outside</td>
</tr>
</tbody>
</table>

* # Outgoing calls only
<table>
<thead>
<tr>
<th>Violations of the Student Code of Conduct</th>
<th>This might include disruptive behavior, physical or verbal abuse, threatening or aggressive behavior, substance abuse. See the Student Discipline Incident Report for complete list of violations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Speak to student about violation.</td>
<td>• Complete Student Discipline Incident Report.</td>
</tr>
<tr>
<td>• Submit Report to Division Dean.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extreme Emotional Outbursts and Strange Behavior</th>
<th>This might include disoriented, confused behavior, depression, restlessness, stress related behavior.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Try to speak to the student and ask him/her to stop the behavior or leave the classroom.</td>
<td></td>
</tr>
<tr>
<td>• Speak to the student after class.</td>
<td></td>
</tr>
<tr>
<td>• For severe incidences and when student is not responding to the above steps, dismiss the entire class or take a break.</td>
<td></td>
</tr>
<tr>
<td>• Call Division Office (page 2) and/or Campus Safety (ext. 47387).</td>
<td></td>
</tr>
<tr>
<td>• Document incident.</td>
<td></td>
</tr>
<tr>
<td>• Submit Report to Division Dean</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extreme Depression or Suicidal Behavior</th>
<th>The student’s behavior is characterized by sadness, despondence, hopelessness or low energy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Speak to student about situation.</td>
<td></td>
</tr>
<tr>
<td>• Contact Health Services (ext. 47361). If possible, accompany the student to Health Services.</td>
<td></td>
</tr>
<tr>
<td>• Contact Campus Safety (ext. 47387).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Related Incidents</th>
<th>This might include any type of seizure, heart problems, fainting, a fall.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Call Health Services (ext. 47361) if the incident happens between 8:00 am – 5:00 pm.</td>
<td></td>
</tr>
<tr>
<td>• Call Evening Administrator (Ext. 47332) if incident happens after 5:00 pm.</td>
<td></td>
</tr>
<tr>
<td>• Call Campus Safety (ext. 47387).</td>
<td></td>
</tr>
<tr>
<td>• Call 911 if Campus Safety does not respond.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sexual Abuse/Assault</th>
<th>This behavior includes any type of unwanted or forced sexual contact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Call Health Services (ext. 47361) if the incident happens between 8:00 am – 5:00 pm.</td>
<td></td>
</tr>
<tr>
<td>• Call Evening Administrator (ext. 47332) if incident happens after 5:00 pm.</td>
<td></td>
</tr>
<tr>
<td>• Call Campus Safety (ext. 47387).</td>
<td></td>
</tr>
<tr>
<td>• Call 911 if Campus Safety does not respond.</td>
<td></td>
</tr>
<tr>
<td>• Notify your Division Dean (page 2).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sexual Harassment</th>
<th>This behavior includes unwanted sexual advances or propositions, verbal abuse of a sexual nature, verbal commentaries about an individuals’ body, displaying suggestive or obscene materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Advise student to contact Campus Liaison Officer (ext. 47107).</td>
<td></td>
</tr>
<tr>
<td>• Notify your Division Dean (page 2).</td>
<td></td>
</tr>
</tbody>
</table>
Mental Health Agencies

For: Emotional Outbursts, Strange Behavior, Depression, Suicidal Talk & Suicide

Agency: Orange County Mental Health Agency

Phone: (714) 896-7566

Contact: “Officer of the Day” or “CAT Team” (Centralized Assessment Team)

Address: 14140 Beach Blvd. – Suite 223, Westminster, CA 92683

Hours: Monday thru Thursday – 8:00 a.m. to 7:00 p.m.
      Friday – 8:00 a.m. to 5:00 p.m.
      (Closed Saturday & Sunday)

(Note: After hours and Saturday and Sunday – call E.T.S. (Evaluation & Treatment Services, (714) 834-6900.)

For: Childhood Physical/Sexual Abuse

Agency: Orange County Social Services Agency, Child Abuse Registry

Phone: (714) 940-1000 – 24 hour hotline

Website address: www.oc.ca.gov/ssa/mandatedreporterwelcome.htm

To Alert the Campus Operator Discreetly:

1. Tell the threatening person, “I have to call in my tally.”
2. Dial ext. 0.
3. Say, “My tally is (give your extension number).”

This is a code that tells the Campus Operator that you are in danger, you need help, and where you are.
General Suggestions for Safety:

- Get to know the instructors in the adjacent classrooms so you can support each other in an emergency situation.
- Get to know your students by name.
- Be alert to abnormal behavior and discuss with student before it escalates.
- Keep this guide accessible.
- Know the location of Campus Safety and the Health Center.
- Know where the red phones are on campus.
- Report any building/maintenance obstacles to the dean’s office.