REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
Monday, November 15, 2021 – 6:00 PM

AGENDA

Notice is hereby given that a Regular Board Meeting of the Board of Trustees of Temple College will be held on Monday, November 15, 2021 at 6:00 PM. The items listed in this notice may be considered in any order at the discretion of the Chair of the Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opportunity for Citizens to Address the Board
   A. Citizens who desire to address the Board on any matter listed on the agenda may sign up to do so prior to this meeting. Public Comments will be received during this portion of the meeting. Please limit comments to three minutes. No discussion or final action will be taken by the Board.
4. Consideration of Approval of Consent Agenda
   A. Consideration of Approval of Minutes from the Regular Meeting on October 18, 2021
   B. Consideration of the Appointment of Full-Time Professional Staff
   C. Consideration of the Appointment of Part-Time Professional Staff
   D. Consideration of the Annual Security Report and Annual Fire and Safety Report-All Campuses-2021
   E. Consideration of Approval of the Spring 2021 Part-Time/Overload Salaries for 16-Weeks and 2nd 8-Weeks
   F. Consideration of Approval of the Monthly Investment Report October FY 2021-2022
   G. Consideration of Approval of a Budget Amendment-FY22 Grants-Growing Resiliency Through Information Technology (GRIT) Grant, the Hispanic Serving Institution-Science, Technology, Engineering or Mathematics (HSI STEM) Grant, and the Workforce Education Course Manual(WECM) Grant
5. Consideration of Approval of Disbursements for October 2021
6. Student and Faculty Spotlight
   A. Outstanding Student Presentation
      Lady Leopards
   B. Outstanding Employee Spotlight
      D. Kirkland, 2022 W.T. and Claudia Barnhart Outstanding Faculty Award Winner
7. President's Report
8. Reports
   A. Faculty Council Report
   B. Academic Affairs and Student Services Reports
   C. Foundation Report
   D. Board Committees
      1. Building/Facility Planning Committee Report
      2. Finance Committee Report
      3. Policy Committee Report

9. New Business
   A. Consideration of Approval of the following actions with regard to RFQ 21-02 for
      Architectural and Engineering Services
      1. Approval of the creation of a Qualified Pool of the three finalists of
         architectural and engineering firms to provide architectural and engineering
         services for the five projects included in solicitation to last for a period not
         longer than five years
      2. Delegation to the President (or her designee) the authority to negotiate with
         the firms in the Qualified Pool, in rank order, and execute all documents
         necessary to secure architectural and engineering services for each project
   B. Consideration of Approval for selection of a construction manager at risk as the
      preferred construction delivery method using a two-step process
   C. Consideration of Approval of a Faculty Title Change

10. Miscellaneous
11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
12. Adjournment
A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, October 18, 2021 beginning at 6:00 PM in the Louise L. Cox Board Room, Room 916, located in the Marc Nigliazzo Administration Building on the Main Campus.

MEMBERS PRESENT
Bob Browder, Chairman
John Bailey, Vice Chairman
Harry Adams, Secretary
Dr. Andrejs Avots-Avotins
Katie Burrows
Larry Wilkerson

ADMINISTRATION
Dr. Christy Ponce, President
Judy Dohnalik, Assistant to the President and Board of Trustees.
Dr. Susan Guzmán-Treviño, Provost/Vice President, Academic Affairs and Student Services
Brandon Bozon, Vice President, Administrative Services
Dede Griffith, Vice President of Workforce Development
Dr. Evelyn Waiwaiole, Vice President, Development, and Executive Director of the Foundation
Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers
Susan Allamont, Associate Vice President, Finance
Ellen Davis, Director, Marketing and Media Relations

OTHERS PRESENT
Sara Baker
Tracey Cooper
Shawn Dach
Nancy Eaton
Lizzie Kiesle
1. Call to Order
   Chairman Browder called the Board of Trustees meeting to order at 6:00 p.m.

2. Invocation and Pledge of Allegiance
   Harry Adams offered the invocation.
   Larry Wilkerson recited the Pledge of Allegiance.

3. Opportunity for Citizens to Address the Board
   Chairman Browder asked if there was anyone there tonight wishing to speak before
   the Board. There were no citizens to address the Board.

4. Consideration of Consent Agenda
   Chairman Browder asked if there were any items that the members wanted to remove
   from the consent agenda. He stated that if there were no objections, these items
   would be considered. After pausing for any objections, he stated that since there
   were no objections, these items were ready for consideration.

   **On a motion by Larry Wilkerson, seconded by Harry Adams, and without
   negative vote, the Board approved the Consent Agenda as presented.**

   Items for consideration were:
   A. Consideration of Approval of Minutes from the Virtual Regular Meeting on
      September 20, 2021.

   B. Consideration of Approval of the Appointment of Full-Time Professional Staff
      The following individuals were recommended by the President for appointment
      as members of the Full-Time Professional Staff.
      ★ **Julie Enriquez**- Coordinator, Student and Enrollment Services, Student and
      Enrollment Services Division
      ★ **Ashley Cowan** - Writing Center Consultant, Student and Enrollment Services
      Division
      ★ **Becky Musil, Ed.D.**—Director of Special Projects, Academic Affairs Division
      ★ **William Jones**—Coordinator, Student and Enrollment Services, Hutto, Student
      and Enrollment Services Division

   C. Consideration of Approval of a Resolution to Vote for Jared Bryan to Serve as
      Temple College’s Representative on the Board of the Tax Appraisal District of Bell
      County
The Board was asked to approve a resolution to appoint Jared Bryan as Temple College’s representative to the Board of Directors of the Tax Appraisal District of Bell County for a two-year term beginning January 1, 2022.

D. Consideration of Approval of the Monthly Investment Report-September 2021

E. Consideration of Approval of Quarterly Equal Opportunity (EEO) Report, 3rd and 4th Quarters 2021
The report is part of Temple College’s Strategic Initiative which focuses on employing a diverse, highly qualified workforce.

F. Consideration of Approval of a Contract Award to Heart of Texas Landscape and Irrigation Co., Inc. for Landscaping Services at the Hutto Center
A request for proposal to solicit landscape services for the Hutto Center

5. Approval of Disbursements for September 2021

On a motion by Larry Wilkerson, seconded by John Bailey, and without negative vote, the disbursements for September 2021 were approved as presented.

6. Student/Faculty Spotlight
A. Outstanding Student Presentation
Raquelle Cyphers, Musical Theatre student, sang “Waiting for Life” from the musical, *Once on This Island*. She spoke about the challenges she has faced and how she overcame them to achieve success in the musical theatre field today. She thanked Temple College for the opportunities and encouragement to help her attain her goals.

B. Outstanding Employee Spotlight
Nancy Eaton, Simulation Coordinator, reported that the first annual skills fair was held in the Nursing Department for all nursing students in August and September 2021 over a 2-week period. Audra Xenakis, VN Lead Instructor, and Lizzie Kiesle, Clinical Teaching Assistant, were instrumental in helping develop a plan to implement a Skills Fair. After researching the topic to learn best practices for running a skills fair, a railroad theme for the fair was chosen. Materials from the Temple Railroad Heritage Museum were loaned to them to make a realistic railroad scene. Instructors were dressed like conductors with blue striped hats and red bandanas. The second floor in the Nursing Education Center was turned into a depot where students could come and get a ticket to ride for the activities. Students went to different rooms set up as train stations where they would practice critical skills learned during the first year of nursing school such as how to check vital signs, how to administer medications, IV therapy, and use of catheters. Students received feedback and tips on their tickets to review.

7. President’s Report
• Faculty being recommended for tenure were congratulated. Those achieving tenure are Dr. Felix Guzman, Sonography, Health Professions Division; Stephen
Phelps, Criminal Justice, Business and Career Professions Division; and Brenda Nichols, English, Liberal Arts Division.

- A special thank you was extended to all employees who participated in the United Way Day of Caring on October 1, 2021.
- Dr. Greene, SACSCOC reaffirmation evaluator, was given a road tour of the service area high schools and TC received its final check mark for reaffirmation.
- Phi Theta Kappa’s Lambda Theta Chapter had an article published in Change Makers: Phi Theta Kappa Journal of Student Leadership magazine. The article highlights the accomplishments of PTK in the creation of a Temple College Alumni and Friends organization.

8. Reports
   A. Faculty Council
      The Faculty Council report was included in the Board materials. A report on the HEB Equity Fellows project funded by a grant from HEB as part of H-E-B’s Community Investment Program was contained in the report.

   B. Academic Affairs and Student Services Reports
      An August Academic Affairs and Student Services Report was included in the Board materials. The Reskilling Grant assists those impacted by COVID to complete a credential to get them back into the workforce and covers tuition, fees, and supplemental expenses up to $2,500 per semester. The Summer modifications included extension to February 2022 and added supplemental funds. The October modifications were extended to September 2022.

      Reskilling Grant outreach efforts helped over 200 students get back in school. The grant also supports returning adult students, even those not funded by the Reskilling Grant, by providing them with faculty mentors. Motivational orientation sessions geared for returning adult students are provided. Educational events and other resources for returning adult students such as upcoming Lunch and Learn, October 28, is also provided.

   C. Foundation Report
      The Johnson Bros Ford Foundation Golf Tournament will be held October 25, 2021. There are 55 Sponsors and 39 golf teams with $98,500 committed dollars ($300 more than last year), and there are 57 committed raffle items.

      Grants received include a $50,000 grant from Aetna for 30 Scholarships for Certified Nursing Assistants (includes tuition, textbooks, CPR, scrubs, state certification exam) and marketing. Also, a $75,000 grant from Lumina Foundation to be used to Increase current credential workforce entry-level training for adults and to increase outreach to adults with a webpage and student success videos and bilingual materials.

      The United Way campaign surpassed its $10,000 goal at $11,079.04.
D. Board Committees
1. Building/Facility Planning Committee Report
   There was no Building/Facility Planning Committee report since it has not met since the September 20, 2021 Board meeting.
2. Finance Committee Report
   There was no report for the Board Finance Committee since it has not met since the September 20, 2021 Board meeting.
3. Policy Committee Report
   There was no Board Policy Committee report since it has not met since the September 20, 2021 Board meeting.

9. New Business
   A. Consideration of Approval of Faculty Recommended for Tenure Effective Spring 2022
      The Board was asked to approve the following faculty who have met all requirements for the granting of tenure for Temple College. The administration recommends that tenure be granted for spring 2021.

      **Health Professions Division**  
      Dr. Felix Guzman, Sonography

      **Business and Career Professions Division**  
      Stephen Phelps, Criminal Justice

      **Liberal Arts Division**  
      Brenda Nichols, English

      **On a motion by Andrejs Avots-Avotins, seconded by Harry Adams, and without negative vote, the Faculty Recommended for Tenure Effective Spring 2022 were approved as presented.**

   B. Consideration of approval of Adjustments to Accounts Receivable and Allowance to Doubtful Accounts for FY2020
      Audit guidelines require that the Board be informed of Accounts Receivable balances that are being removed from College ledgers because of being over 3 years of age. The amount being written off for 2021 is $158,096, a decrease from 2020, which was $198,909.

      The accounts written to Bad Debt Expense & Allowance for Doubtful Accounts reflect the additional expenses for unpaid balances between (1) year and (3) years of age. The amount for 2021 is $233,044, a decrease from the 2020 amount of $238,614.

      Even though the College is required to remove accounts over (3) years of age, we do maintain holds on student records for those balances in excess of $300 and do, in some cases, recover those debts.
On a motion by John Bailey, seconded by Larry Wilkerson, and without negative vote, the Adjustments to Accounts Receivable and Allowance to Doubtful Accounts for FY2020 were approved as presented.


The Board was asked to approve this Memorandum of Understanding (MOU). The terms of the MOU are that Temple College will hire a Computer Information Systems (CIS) faculty member who will focus on dual credit, computer science courses at Temple High School (THS); TC will hire a Dual Credit advisor who will be located at THS; THS will provide a classroom for CIS instruction; starting in the second 8-week term of the Fall 2021 semester, all THS students taking Dual Credit courses through TC will be receiving funding for their enrolled courses as well as their associated textbooks; TC will provide transportation funding to TISD to transport students taking advanced CIS courses through Dual Credit, between THS and TC; TC will provide up to $6,620 in THS student funding costs for the Skills USA competition in CIS, in both year 1 and year 2 of the grant; TC will provide exam vouchers for THS students ready to sit for CIS certification exams as funding permits; TC will contract with external entities for professional development opportunities in distance learning; TC will hire a Professional Development Coordinator who will make training opportunities available to both TC and THS faculty; TC will provide for one THS faculty member to attend and participate in the War Games Cybersecurity conference in both year 1 and 2; TC will produce marketing materials specific to the GRIT grant.

On a motion by Dr. Andrejs Avots-Avotins, seconded by Harry Adams, and without negative vote, the Growing Resilience through Information Technology (GRIT) Memorandum of Understanding (MOU): Temple College and Temple Independent School District was approved as presented.

10. Miscellaneous

There were no miscellaneous items for discussion.

11. Executive Session to Consider Personnel, Legal Matters, and Real Estate

There were no items to discuss and an Executive Session was not called.

12. Adjournment

There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by Katie Burrows, and seconded by John Bailey, at 7:14 p.m.
NEXT BOARD OF TRUSTEES MEETING:

A Regular Meeting of the Temple College Board of Trustees will be held Monday, November 15, 2021, at 6:00p.m., in the Louise L. Cox Board Room, located in room 916 in the Marc Niglazzio Administration Building on the Main Campus.

Minutes recorded, transcribed & submitted by:

Judith Dohnalik
Judith Dohnalik, Assistant to the Board of Trustees

Minutes Approved as Submitted: ______

Date
AGENDA ITEM 4-B

Consideration of Approval of Appointment of Full-Time Professional Staff

Staff Recommendation: Approval

The following individuals are being recommended by the President for appointment as members of the Full-Time Professional Staff.

★ Anthony Enriquez–Full-Time–Specialist-Information Technology Support-Information Technology Division.-Mr. Enriquez received a Bachelors of Science in Liberal Arts degree from Excelsior College. He has over 20 years of experience working in various areas of technology. He worked with technology while serving in the U.S. Army and also as a civilian.

★ Brenda Taylor–Full-Time–Specialist-Information Technology Support-Information Technology Division.-Ms. Taylor received a Master’s in Information and Technology degree from California State University. She has four years of hands-on experience in Information Systems and Technology.
AGENDA ITEM 4-C

Consideration of Approval of Appointment of Part-Time Professional Staff

Staff Recommendation: Approval

The following individuals are being recommended by the President for appointment as members of the Part-Time Professional Staff.

★ Miracle Gant-Part-Time-Writing Center Consultant-Student and Enrollment Services Division.-Ms. Gant received a Bachelor of Arts in English degree from the University of Mary Hardin Baylor. She is currently an Adjunct English Professor for the University of Mary Hardin-Baylor.

★ Caroline DePhillips-Part-Time-Writing Center Consultant-Student and Enrollment Services Division.-Ms. DePhillips received a Bachelor of Arts in English degree from Lee University. She enjoys assisting students with their academic needs within the Writing Center.
AGENDA ITEM 4-D

Consideration of Approval of the Temple College Annual Security Report and Annual Fire and Safety Report 2021

Staff Recommendation: Approval

The Board is asked to review and approve the required Temple College Annual Security Report and Annual Fire and Safety Report 2021 as submitted by the Temple College Police Department.
2021
Annual Security Report 
and 
Annual Fire & Safety Report
Temple College Police Department
2020
Annual Security Report
and
Annual Fire & Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act.

Temple College is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information. The information is also available on the Temple College Police Department website: http://www.templejc.edu/resources/campus-police/security-and-crime-statistics/index.php

Temple College Police Department
2600 South 1st Street
Temple, TX 76504
(254) 298-8911
(254) 298-8698 (Fax)
www.templejc.edu
chief.markum@templejc.edu
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The Clery Act

“The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the college’s annual security report.

Under the Act, institutions must provide survivors of sexual assault domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.”

Source: http://www.Clerycenter.org

Compliance with the Clery Act

The Clery Act requires Temple College to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The Act also requires Temple College to collect, report, and disseminate crime data to everyone on campus and to the Department of Education annually.

To be in full compliance with the law, Temple College must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.

2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Temple College Police Department must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.

3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus, in public areas on or near campus, and in certain non-campus buildings, such as remote classrooms. Temple College must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

4. Submit the collected crime statistics to the Department of Education each fall.

5. Inform prospective students and employees about the availability of the Annual Security Report.

Source: The Handbook for Campus Safety and Security Reporting

This report is intended to provide valuable information regarding procedures Temple College has developed in partnership with members of the community to maintain a safe campus environment. To find out more about any information in this document or about Campus Police, please call the Director of Public Safety/Chief of Police or visit the Temple College’s Police Department website at http://www.templejc.edu/resources/campus-police/index.php

Members of the campus community are encouraged to use this report as a guide for safe practices on- and off-campus. This report contains numerous links to websites with information that may be useful in reading this report. If any link does not function, please email webmaster@templejc.edu for assistance.
Campus Safety

In compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 10292(f), 34 CFR § 668.46 and §668.41), and in order to promote the safety and security of the campus community, the following information is provided to the Temple College Campus.

The mission of Campus Police is to positively enhance and promote a safe and secure environment for the students, faculty, and staff. The Campus Police department is committed to being a sensitive, caring, and impartial policing organization. The department is dedicated to the highest level of professionalism and uncompromising integrity.

Preparing the Report

Data for the report is gathered from multiple areas. Information is collected from the Title IX Coordinator for Title IX violations that are also Clery crimes. Additional information is gathered from reports made by faculty, staff, or students by phone, or by email. All information is carefully reviewed to determine if Clery crimes occurred on Clery geography and were reported to a Campus Security Authority. Incidents meeting the criteria are then documented in the Annual Security Report as Clery crime statistics.

The Annual Security Report is published every year by October 1st and contains three years of campus crime statistics as well as certain campus security policy statements in accordance with the Clery Act.

Notifications

Each year, an e-mail notification is sent to all current students, faculty, and staff providing the website URL to access this report. The report may also be accessed by clicking on the link entitled Title IX at the bottom of every page of the Temple College website.

The report is linked through additional pages to provide notification to:

- Prospective employees via Temple College’s Human Resource’s Employment Opportunities webpage at https://templejc.peopleadmin.com/
- Prospective students and parents of students via the Temple College Police webpage at https://www.templejc.edu/resources/campus-police/

Upon request, prospective students and employees may obtain a hard copy of the report from Campus Police at the Temple College Police Department which is located on the east side of campus off of E. Marvin R. Felder Drive behind the University Courtyard Apartments, or by calling 254-298-8911.

Campus Police Department

The Temple College Police Department is a 6 member police force. The police officers are appointed by the Board of Trustees pursuant to section 51.212 of the Texas Education Code and are commissioned peace officers that are licensed and certified by the Texas Commission on Law Enforcement as meeting the minimum training requirements of the State of Texas for peace officers. They are Police Officers with the same authority as a municipal officer and county deputy under Article 2.12 of the Texas Code of Criminal Procedure including the power to make arrests on view or warrants of violations of state statutes when such is required for the protection of Temple College properties and interests, its students and personnel, and when specifically requested by appropriate state or local law enforcement officials.

Temple College Police Department’s jurisdiction encompasses the entire county in which property is owned, leased, rented or otherwise under control of the college, currently in Bell and Williamson counties. Campus Police will report all crimes occurring on campus to appropriate police agencies; pursue cooperative relationships with municipal,
county, state, and federal law enforcement agencies; and when requested, will aid in any investigations or apprehensions on the campus. Students and employees will be encouraged to report crime on campus to Campus Police and to appropriate police agencies.

Temple College Police has primary responsibility for law enforcement on the main campus and works closely with the Temple Police Department and other law enforcement agencies. Campus Police patrols on campus in vehicles, on foot, or by electric vehicle, providing protection. Campus Police investigate all reported criminal activities and emergencies occurring on campus.

Campus Police will be primarily responsible for carrying out the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus Police have developed rules and regulations to implement policies and to carry out its duties and responsibilities.

**Maintenance of Campus Facilities**
Temple College does not have traditional on-campus student housing, however, the College Foundation does operate a student apartment complex (University Courtyard Apartments). Campus Police enforce college rules and regulations on access and security of all campus facilities and regularly patrols the grounds and buildings on the main campus.

Temple College Facilities/Maintenance staff inspects the lighting, grounds, and buildings (doors, locks, etc.) to determine what improvements if any need to be made for security on the campus. Facilities personnel maintain college facilities with a concern for safety and security. Lighting surveys are conducted on a regular basis to spot any lighting concerns or areas in need of repair.

Campus Police provide services to the facilities including locking of all entrances and monitoring the campus security cameras on a regular schedule.

The Telecommunications and Security Systems department conducts security surveys as needed to continually assess facility security needs. Key control is established by college policy and access to building master keys is restricted.

The College maintains a Safety and Security Committee that addresses concerns including lighting, risk assessment, etc.

Temple College Emergency Management Building Liaisons assist with emergency drills, maintain correspondence with the occupants in the building they serve, notify the building about emergencies in the vicinity, keep the Vice President of Administrative Services notified of issues or concerns from students or staff, participate in the fall and spring Emergency Preparedness Week drills, and serve as front-line communicators during an emergency.

During business hours, Temple College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all campus facilities is by key/card access, if issued, or by admittance via Campus Police.

Emergencies may necessitate changes or alterations to any posted schedules.

**Geography**
Under the Clery Act, Temple College is required to provide statistics for all reported crimes based on the following criteria:

- crimes occurring within a location determined to be part of the Clery geography;
• crimes reported to a Campus Security Authority; and
• crimes included as part of Clery offenses.

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around Temple College’s campus.

On-Campus Geography
“Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).” 20 USC § 10292(f), 34 CFR 668.46(a)

Non-Campus Buildings or Property
“Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.” 20 USC § 10292(f), 34 CFR 668.46(a)

Temple College does not have any chartered student organizations utilizing off-campus facilities. All meetings are required to be “held on campus during the regular college day

Public Buildings or Property
“All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.” 20 USC § 10292(f), 34 CFR 668.46(a)

Reporting Crimes
Members of the Campus Police are conservators of the peace. They work with local, state, and federal law enforcement agencies and they seek to protect life and property, to prevent anti-social conduct, and to preserve a secure campus

Faculty, staff, and students are provided with information regarding what to report, timely reporting and how to make accurate reports during professional development training, risk management training as required under H.B. 2639, 80th Texas Legislature, and campus-wide emails. They are encouraged to report all crimes on campus. Reporting of crimes is not confidential, however, reports related to Title IX may be made confidentially and anonymously by any member of the campus community online at https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/#incident_form.

Upon receipt of a call or report, Campus Police will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Campus Police in vehicles, on foot, or an electric vehicle are eager to be of assistance and may be contacted directly. For off-campus offenses, we encourage prompt reporting to the proper law enforcement agency.

Criminal Activity On-Campus
To report criminal activity, a criminal offense, suspected criminal activity or an on-campus emergency, immediately contact the Temple College Police Department at extension 8911 from any campus phone, in person, or by calling 254-298-8911 or 9-1-1. The Temple College Police Department which is located on the east side of campus off of E. Marvin R. Felder Drive behind the University Courtyard Apartments. Police officers are on duty 24-hours a day, 7
days a week.

Also, students, faculty, staff, or visitors may use one of the emergency “blue light” telephones located strategically throughout the campus. Campus elevators are also equipped with emergency phones.

In response to a call, Campus Police will take the required action, dispatching an officer or asking the victim to report to the Campus Police Department to file an incident report. Crimes should be reported to Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate.

Campus Police will investigate and confirm the occurrence of on-campus Clery Act crimes which may include but are not limited to: murder, sexual assault, aggravated assault, burglary, motor vehicle theft, robbery, liquor law violations, drug abuse violations, weapons violations, domestic violence, dating violence, stalking, hate crimes, and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. Reports of these occurrences will be reviewed to determine if the information gathered can assist Temple College in its security program.

**Reporting Criminal Activity Off-Campus**

For non-emergencies from a campus phone, dial 8911, or to contact Campus Police from an off-campus phone or cell phone, please call 254-298-8911.

Campus Police and the Temple Police Department have a mutual aid and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrests, and prosecutions. Campus Police personnel attend monthly meetings with local law enforcement agencies to exchanges ideas and problems which may be of concern for the college community.

Temple College Police jurisdiction includes the main campus and all buildings associated with 2600 South 1st Street and 2315 South 1st Street (University Courtyard Apartments). Separate campus properties such as the Texas Bioscience Institute (TBI), the East Williamson County Higher Education Center – Taylor, and the East Williamson County Higher Education Center - Hutto are monitored and secured by contract security officers. Primary Temple College Police jurisdiction does not include off-campus properties that are not owned or controlled by Temple College, such as the Temple College Apartments (located at 265 East Marvin R. Felder Drive). However, regular contact between Campus Police and local law enforcement agencies is maintained to aid in the tracking of criminal activities. Campus Police obtain information from the agencies about criminal activity in the area of the campuses.

For offenses not occurring on campus, at a non-campus property owned, or controlled by Temple College, we encourage prompt reporting to the proper law enforcement agency. Faculty, staff, and students may file a report with the Temple Police Department by phone at 254-298-5500 (for non-emergencies) or 911 (for emergencies). The Temple Police Department also participated in the Bell County Crime Stoppers program ([http://bellcountycrimestoppers.com/](http://bellcountycrimestoppers.com/)). Tips may also be sent by phone at 526-TIPS (8477).

**Campus Security Procedures and Practices**

Campus Police will inform students and employees about campus security measures to encourage all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.

In order to help keep our campus community as healthy and safe as possible, the college maintains a mental health counseling webpage ([http://www.templejc.edu/resources/mental-health-counseling/](http://www.templejc.edu/resources/mental-health-counseling/)) which allows a member of the campus community a means for choosing from available counseling services, local support groups, and community
resources for individuals they know are struggling in some way or need administrative attention.

Additionally, the Campus Police are responsible for annually publicizing emergency response and evacuation procedures to the campus community. This publicity occurs during the second week of the fall and spring semesters during Emergency Preparedness Week.

**Leopard Alert**
In accordance with state requirements, Temple College maintains an emergency alert system called Leopard Alert that provides for timely notification to students, faculty, and staff of emergencies affecting the College or its students and employees. (Education Code 51.218(b)) Leopard Alert can be accessed from the Temple College home page.

Leopard Alert is powered by e2Campus—a national mass notification provider. Contact information provided to the Leopard Alert service is used only for delivering health and safety emergency information. E2Campus has strict “Zero Spam” and usage policies for the information used by and for the Leopard Alert service.

In addition to having alerts sent to a cell phone, pager and e-mail, Leopard Alert notifications can also be received and published to a number of personalized home pages such as Google, AOL, and Yahoo, or any RSS reader. Members of the campus community can enroll in Leopard Alert at [http://www.templejc.edu/resources/leopard-alert/](http://www.templejc.edu/resources/leopard-alert/)

Students and staff are encouraged to verify their contact information through Leopard Alert before classes begin for the semester.

**Suicide Awareness**
Students and employees are encouraged to learn more about risk factors and how to help someone who may be depressed or considering suicide. Ongoing advising, coaching, and mentoring are available to assist students with accessing the resources at Temple College needed for their success. The Temple, Taylor and Hutto campuses have Licensed Professional Counselors available to students in need of counseling services. All services provided are confidential.

**Emergency Training**
Temple College’s Vice President of Administrative Services and the Safety and Security Committee frequently offer Emergency Management Building Liaison training to employees specifically chosen for these positions. The Emergency Management Building Liaisons assist with emergency drills, maintain correspondence with the occupants of the building they serve, notify the building about emergencies in the vicinity, keep the Vice President of Administrative Services and the Safety and Security Committee notified of issues or concerns from students and employees, participate in the Emergency Preparedness Week drills, and serve as front-line communicators during an emergency.

Temple College’s Campus Emergency Management Building Liaison Teams ([http://www.templejc.edu/about/emergency-management-safety/](http://www.templejc.edu/about/emergency-management-safety/)) consist of faculty and staff members who volunteer their time to receive special training to assist Campus Police, and Administration during an emergency.

**Community Safety Tips**
Temple College’s Marketing & Media Relations department in conjunction with the Campus Police publishes educational brochures throughout the year in order to educate the campus community about emergency procedures at Temple College.

**Emergency Management**
Temple College’s Safety and Security Committee offers emergency response guidelines, and the Emergency Management plan ([http://www.templejc.edu/about/emergency-management-safety/](http://www.templejc.edu/about/emergency-management-safety/)). Both resources communicate the
college’s plan in the event an emergency should occur.

The Environmental Health and Safety Manuals is also available online at http://www.templejc.edu/about/emergency-management-safety/.

These manuals establish appropriate safety standards and guidelines for the operation and facilities of the institution.

**Professional Development**
Each semester, Temple College offers employees professional development sessions which always include at least one emergency or safety topic. Topics offered in the past include AED & CPR training, active shooter training, fire extinguisher training, and student-in-crisis training.

**Crime Prevention**
A primary goal of Campus Police is the prevention of crime before it occurs. Since Temple College officers cannot be everywhere all the time, they need the help of all members of the college community to take an active role in their personal safety and property protection. Crime prevention is important to the campus community, and employees and students can help by reporting any crime or suspected crime immediately to Campus Police. By doing so, they may help prevent someone else from becoming a victim of a more serious crime.

Campus Police offers a variety of crime prevention and safety programs including:

- Civilian Response to an Active Shooter Event (CRASE) training
- Building Alarm Training
- Rape Aggression Defense (RAD) Training

To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call Campus Police for an escort at 254-298-8911.

**Monitoring & Recording Criminal Activities**
When a Temple College student or employee is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Temple Police Department routinely works and communicates with Campus Police on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding the campus. Temple College Police Officers have communication with the city police department, fire department, and ambulance services to facilitate rapid response in an emergency situation.

Temple College uses closed-circuit security cameras (CCSC) in public areas in a manner consistent with the rights of privacy for the purposes of safety and security.

**Monitoring CCSC**
The Temple College Telecommunications and Security Systems Department is authorized to oversee and coordinate the use of CCSC monitoring for safety and security purposes at the College. The Temple College Telecommunications and Security Systems Department will monitor new developments in the relevant law and in security industry practices to ensure that CCSC monitoring at the College is consistent with the appropriate standards and legal protections.

**Recorded Information**
The Temple College Telecommunications and Security Systems will ensure security measures are in place to prevent tampering with or duplicating recorded information. Recorded video will be held for a period not to exceed 30 days and will then be erased unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police.
Examples of Video Monitoring & Recording of Public Areas

- Protection of Buildings and Property: Building perimeter, entrances, and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.
- Monitoring of Access Control Systems: Restricted access at entrances to buildings and other areas.
- Verification of Security Alarm: Intrusion alarms, exit door controls, fire alarm locations, etc.
- Video Patrol of Public Areas: Bus stops, parking lots, streets, bookstore, and vehicle intersections, etc.
- Criminal Investigation: Robbery, burglary, and theft surveillance.
- Protection of pedestrians: Monitoring of pedestrian and vehicle traffic activity.

False Alarms or Reports

According to the Offense & Penalties for False Alarm or Report Section 42.06 of the Texas Penal Code, False Alarm or Report:

A person commits an offense if he knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

- cause action by an official or volunteer agency organized to deal with emergencies;
- place a person in fear of imminent serious bodily injury; or
- prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An offense under this section is a Class A misdemeanor unless the false report involves a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which case, the offense is a state jail felony.
Campus Security Authorities (CSAs)

Faculty, staff, and students are encouraged to report any criminal offenses within the campus environment directly to Campus Police. However, as an option, you may also report criminal offenses to any Temple College Campus Security Authority.

“Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.”

Source: The Handbook for Campus Safety and Security Reporting

These include:

- campus police department;
- individuals who have responsibility for campus security but are not part of a police or security department;
- any individual or organization identified as someone students and employees should report Clery crimes; and
- officials with significant student or campus activity responsibilities.

Exemptions under the Clery Act include pastoral and professional counselors. “To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.”

Source: The Handbook for Campus Safety and Security Reporting

Individuals who are considered a Campus Security Authority and share a role as a pastoral or professional counselor are obligated to report Clery Act crimes.

CSAs have an important role in complying with the law. CSAs are provided ongoing training opportunities through the office of Professional Development.

CSA crime reports are used by the college to:

- fulfill its responsibility to annually disclose Clery crime statistics, and
- to issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

If a reporting party needs assistance, a CSA will explain how to get help, and let a victim know that help is available even if he or she does not want an investigation conducted. It is the decision of the victim to act on this option. In the midst of an emergency, such as physical assault, however, a CSA will contact campus police or call 911, as appropriate.

If someone tells a CSA about a crime or incident that may be a crime, the CSA must record the information on a Clery Incidence Report Form available on the Temple College’s Title IX webpage at https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/#incident_form

Reports must be submitted as soon as possible after initial incident notification.

Designated CSAs:

- Director of Public Safety, Michael Markum (254-298-8911)
- Title IX Coordinator, Brandon Bozon (254-298-8606)
- Title IX Deputy Coordinator, Adrian Sora (254-298-8328)
- Director of Student Life, Ruth Bridges (254-298-8309)
- Athletic Director, Craig McMurtry (254-298-8529)
Timely Warnings

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Chief of Police, constitutes an immediate threat to the health or safety of students or employees, a campus-wide “timely warning” will be issued upon confirmation and a notice will be published to inform students and employees of criminal occurrence on the campus.

Certain information may be temporarily withheld to protect a victim or maintain the integrity of an in-progress criminal investigation. Campus Police will be primarily responsible for carrying out the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. However, warnings to members of the campus community regarding occurrences of Clery Act crimes will be issued by means of the college’s Marketing & Media Relations Department. Warnings are issued through one or more of the following mediums: Leopard Alert (opt-in SMS and e-mail system), college e-mail (opt-out system), website graphic, local TV and radio announcements, college voicemail messages, social media postings, press release, and/or web calendar event postings.

Depending on the type of emergency, especially in all situations that could pose an immediate threat to the community and individuals, Campus Police may also post signs on campus or alert occupants in buildings on foot. In an emergency or dangerous situation, warnings include procedures for both response and evacuation. These are notifications that are sent to the campus community advising of the event(s) that have occurred on the campus property or advising of the event(s) occurring near the campus. Timely warnings are meant to provide information to make Temple College’s campus community aware of an ongoing threat or risk, aid in the prevention of similar crimes, and provide safety tips. These notifications usually occur as an all-campus email and should be issued as soon as the pertinent information is available.

Content of Notification

“Timely warnings will be issued for Clery crimes which pose a serious or continuing threat to the campus community. Any release of information to the public will comply with the open crime logs or timely warning provisions of the Clery Act; the names of victims or information that could easily lead to a victim’s identification will not be released.”

Source: The Handbook for Campus Safety and Security Reporting

Procedures for Notification

College administrators will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the timely warning.

Upon determination by the Temple College Director of Public Safety/Chief of Police of a serious or continuing threat to campus safety, the Temple College Vice President of Administrative Services (or designee) will send a Leopard Alert and available social media. After this notification, the Temple College Vice President of Administrative Services (or designee) will send an email to all students and employees, notifying local media outlets, and transmitting an audio message via telephone intercom system, as time permits.
Emergency Response and Evacuation Procedures

Content of Notification
Temple College does not segment the population for individualized notifications. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action.

Procedures for Notification
Temple College has first responders, Emergency Management Building Liaisons, and an Emergency Operations Team. The Director of Public Safety/Chief of Police will determine whether notification should be given to any or all of the aforementioned personnel before the notification of the campus community. Fire alarms will sound in the case of a fire emergency to alert the campus community to evacuate. The Director of Public Safety/Chief of Police and the President (or designee) will determine what information to provide in notifications. The Vice President of Administrative Services (or designee) will send an alert via (1) Leopard alert (2) all student and employee email, (3) an audio message via phone intercom messaging system, and (4) notification to local media outlets as time permits.

College administrators will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

- Should an emergency or serious situation occur, the person or witness should call Campus Police at 8911 from a campus phone or 254-298-8911 from a cell phone.
- The officer on duty will take the call and will respond to verify the emergency or serious situation.

Concept of Operations
The Temple College emergency notification system is composed of hazard or dangers and will notify the Director of Public Safety/Chief of Police as well as Bell County Communications Center if needed.

- The officer on scene will offer assistance or direct evacuation of the building(s) if needed.
- The Director of Public Safety/Chief of Police will notify and inform the President of the situation.
- As soon as the Director of Public Safety/Chief of Police or President has confirmed that a significant emergency or dangerous situation exists, the President (or designee), upon consultation with the Director of Public Safety/Chief of Police, will determine a course of action and authorize any messages or warnings that should be released and determine to whom these warnings should be distributed.
- The entire campus community will be notified if a large segment of the campus community may be affected by or have the potential to be affected by the threat.
- The President (or designee) will then notify the Director of Marketing & Communications, Emergency Management Director, Vice Presidents, and Division Directors.
- The Director of Marketing & Communications will initiate the process by sending warnings or notifications campus-wide or select groups as appropriate to the situation. Information will be sent over Leopard Alert, audio messaging, by phone, and broadcast emails to students and employees. The message may also be posted on the Temple College homepage and Facebook, and media outlets will be notified if it is appropriate to the situation.

A warning may not be issued for a confirmed emergency or dangerous situation if doing so will compromise any effort to mitigate the emergency. The decision to withhold issuing a warning will be determined through consultation with the Director of Public Safety/Chief of Police and President (or designee).
There are several methods to inform the campus. The appropriate mode(s) of distribution will be determined by the incident timeline and populations affected, as outlined in this document:

- The Temple College homepage at [www.templejc.edu](http://www.templejc.edu) serves as the official source of emergency notification information. It will be updated as necessary during an incident. Other notification modes may refer to the homepage for additional information.
- An email is sent to the campus community informing them of the hazard or danger.
- The phone intercom messaging system is used for blast messaging over all desk phones on Temple College’s campus via VOIP.
- Leopard Alert is the college’s notification system.
  - Notifications involve the use of text messages sent to all Temple College subscribers who have submitted their cellphone numbers and/or emails to the alert system or select groups as determined by the immediacy of the threat.
- Campus Police and/or the Emergency Management Building Liaisons will strategically travel throughout the campus broadcasting the emergency warnings.
- Depending on the incident, the notification can be distributed to local media for publication.

**Emergency Preparedness**

During this reporting period, Temple College has participated and hosted several exercises and drills to improve the college’s response to evacuation capabilities during various threats to the campus community. The campus is apprised of the drills (known as Emergency Preparedness week) through signage and email notification from the Vice President of Administrative Services on the first day of the fall and spring semesters. Emergency Preparedness Week occurs during the second week of the fall and spring semesters. Written summaries of each drill are presented by Campus Police to the Safety and Security Committee. These reports are analyzed to identify areas of improvement that may be needed to maintain a safe and secure environment for the students and employees of the College. A record of these activities is maintained by and accessed through the Vice President of Administrative Services.

*Source: Emergency Management Policy (May 11, 2017)*

**Testing Mass Notification**

The Temple College Police Department is responsible for conducting tests of emergency response and evacuation procedures on at least a semi-annual basis through a variety of drills and exercises designed to assess and evaluate Temple College’s emergency plans and capabilities. The Emergency notification systems are tested each semester. Exercises may include tabletop, functional, full-scale, or any combination thereof. Tests may be announced or unannounced in advance to the campus community.

**Procedures for Testing Emergency Response and Evacuation Plan**

The Chief of Police, in coordination with the Emergency Management Liaisons and Directors of Off-Campus Facilities, will be responsible for conducting the following drills:

1. A minimum of one building and/or off-campus facility evacuation exercise during the Fall semester and at least once during the Spring semester;
2. A severe weather shelter exercise at least once a year at the beginning of tornado season.

Campus Police will be responsible for conducting an exercise of the procedures for securing the campus against a major criminal incident at least once a year.

A functional exercise testing the operations of a Field Command Post (CP) and the College EOC will be conducted at least annually.
At least every three years the College will conduct a full-scale exercise of its emergency response capabilities. When possible this exercise will be conducted in cooperation with local emergency response agencies.

When requested to do so, the College will make every effort to participate in exercises conducted by the Cities of Temple, Taylor, or Hutto; Bell or Williamson Counties; the State Disaster District Committee; or the Governor’s Division of Emergency Management.

Source: Temple College Master Emergency Management Plan

**Action to Take in Inclement Weather**

When the National Weather Service transmits a signal to the weather alert radios (deployed in Local Warning Point) designating a severe weather condition, the Emergency Management Building Liaisons will receive the alert by phone tree message and take appropriate steps for the safety of the occupants in the building. In the event of a tornado watch, the Emergency Management Building Liaisons will monitor weather conditions. In the event of a tornado warning, the following plan will be implemented:

**Daytime (Weekdays)**

- The Emergency Operations Team will assemble in the Emergency Operations Center at the discretion of the President (or designee).
- The Vice President of Administrative Services will alert the Emergency Management Building Liaisons to notify other staff and students to proceed immediately to pre-identified secure locations in each building. Maps are located in hallways of buildings to indicate safe locations. Safe areas are generally interior hallways on the lowest floor. Auditoriums, gymnasiums, large rooms or window areas should be avoided. When a severe weather alert has been declared, the following activities should be interrupted and the indicated safeguards initiated immediately:
  - Classes should cease immediately. Students and faculty should shut off lab equipment for which they are responsible and proceed to the closest safe area.
  - All college business and activities except for emergency services will terminate. Students, staff, and faculty should proceed to the designated area until the warning expires.
  - All groups should remain in place until the warning expires.
- After a determination is made that all danger has passed, the Vice President of Administrative Services will advise the Campus Police and the Emergency Management Building Liaisons to announce “all clear” and resume normal activities.

**Evening**

- Campus Police will alert staff and students of impending threatening weather conditions. Staff will assist the police in alerting campus visitors, staff, and students to proceed to safe areas.
- All other procedures will remain the same.

**Weekend**

- Campus Police will alert campus visitors, staff, and students to proceed to safe areas.
- All other procedures will remain the same.
Crime Statistics

Campus Crime Statistics
The Temple College Police Department prepared 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 via the Temple College Security and Crime Statistics webpage (https://www.templejc.edu/resources/campus-police/security-and-crime-statistics/) or through Campus Police at the police department, during normal business hours.

Campus Police will be responsible for the gathering of statistics concerning the occurrence of crime on campus which has been reported to Campus Police authorities or local police agencies.

Crime Logs
Campus Police maintain a daily crime log. The log lists the nature of the crime, date and time reported, time occurred, general location, and disposition, if this information is known at the time the log is created. Certain information may be temporarily withheld to protect a victim or maintain the integrity of an active criminal investigation. The crime logs are available for review by the public, upon request at the Temple College Police Department.

Statistics from Local Law Enforcement Agencies
Temple College Police works with local, state, and federal law enforcement agencies to obtain crime statistics for all Clery Act crimes for locations defined as part of the campus Clery geography. This includes on campus, public property, and non-campus properties. All efforts are made to obtain crime statistics for out-of-state and out-of-country non-campus properties. Information received is included as part of the crime statistics. Campus Police document all efforts and responses to those efforts.

Definitions of Criminal Offenses
Note: All definitions are from the Uniform Crime Reporting Program, Summary Reporting System (SRS) Manual, National Incident-Based Reporting System (NIBRS Data, and Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

Criminal Homicide is offenses separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

- Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.
- Manslaughter by Negligence is the killing of another person through gross negligence.

Sexual Assault (Sex offenses) is defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is sexual intercourse with a person who is under the statutory age of consent.
Robbery is 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 is 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.

Burglary is the unlawful entry of a structure to commit a felony or a theft.

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

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

Hate crimes are a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

- Race is a preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- Religion is a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- Sexual Orientation is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- Gender is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- Gender Identity is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- Ethnicity is a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- National Origin is a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- Disability is a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

- Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
**Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, and by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or to suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**Weapons: Carrying, Possessing, Etc.,** is defined as the violation of laws or ordinances prohibiting the illegal manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Additional information is located in the table of contents of this document and online at https://www.templejc.edu/resources/campus-police/campus-carry/index.php

**Drug abuse violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor law violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
The Temple College Police Department provided these statistics in conjunction with the Temple Police Department, Taylor Police Department, Hutto Police Department, and information gathered from Campus Security Authorities. Statistics were also included from various local departments in off-site study trips and other locations defined by the Clery Act as non-campus geography. On-Campus Student housing includes the University Courtyard Apartments. Temple College has identified additional campuses that must comply separately under the Clery Act: East Williamson County Higher Education Center (EWCHEC) – Taylor, East Williamson County Higher Education Center (EWCHEC) – Hutto, and the Texas Bioscience Institute. All additional campuses are governed by the same policies as the main campus unless otherwise noted. This report contains all required crime statistics information for each of the campuses listed above. Temple College reports the crimes required by the Clery Act that occurred on or within an institution’s Clery geography that was reported to a Campus Security Authority. All additional campuses are satellite campuses and do not have on-campus student housing. No Hate Crimes were reported for 2016, 2017, or 2018. Clery crimes reported during this three-year period did not show evidence that any victim was intentionally selected due to a bias against the victim by the perpetrator.

Table 1: Criminal Offenses Reporting Table

<table>
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*Note: No satellite campuses contain residential facilities.*
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*Note: No satellite campuses contain residential facilities.*

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*Note: No satellite campuses contain residential facilities.*
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*Note: No satellite campuses contain residential facilities.
### Table 3: Arrests and Disciplinary Referrals Reporting Table

#### Main Campus
2600 South 1st Street, Temple

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<tr>
<th>OFFENSE</th>
<th>YEAR</th>
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<th>NON-CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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#### EWCHEC - Taylor Campus
516 North Main Street, Taylor

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<th>OFFENSE</th>
<th>YEAR</th>
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<th>NON-CAMPUS</th>
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*Note: No satellite campuses contain residential facilities.*
### EWCHEC – Hutto Campus
1600 Innovation Blvd., Hutto

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<th>OFFENSE</th>
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<th>NON-CAMPUS</th>
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*Note: No satellite campuses contain residential facilities.

### Texas Bioscience Institute Campus
5701 Airport Road, Temple

<table>
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</table>

*Note: No satellite campuses contain residential facilities.
**Hate Crimes**
There were no reported Hate Crimes for the years 2017, 2018, or 2019.

**Table 4: Unfounded Crimes Table**

<table>
<thead>
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<th>Unfounded Crimes</th>
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<tr>
<td>Texas Bioscience Institute</td>
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Alcohol and Drugs

Drug-Free Schools and Communities Act
Temple College prohibits the illegal use of drugs and alcohol and fully supports the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA). Any location at which college activities are conducted is declared to be drug and alcohol-free. The Drug-Free Workplace Act of 1988 requires some Federal contractors and all Federal grantees to agree that they will provide drug-free workplaces as a precondition of receiving a contract or grant from a Federal agency. Title 34, CFR, § 86 of the Drug-Free Schools and Communities Act Amendments of 1989, added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, Temple College must certify that it has adopted and implemented a drug prevention program.

Source: Drug and Alcohol-Free Campus policy (May 29, 2013)

To assist students with prevention, counseling, treatment, and rehabilitation for drug/alcohol-related problems, advisors refer students to outside agencies and/or the Office of Student Accommodations.

Any employee needing assistance related to drug/alcohol problems should contact the Human Resources Office and any student needing assistance should be directed to the Advising Office. Employees should contact the office of Human Resources to determine what medical benefits they may have available for substance-abuse treatment. Human Resources may also direct employees to additional community resources for assessment and treatment.

Source: Drug and Alcohol-Free Campus policy (May 29, 2013)

Policy Distribution to Students
All students enrolled in at least one academic credit hour of Temple College courses will receive the DFSCA Annual Disclosure in writing annually.

Source: Drug and Alcohol-Free Campus policy (May 29, 2013)

Policy Distribution to Employees
All employees of Temple College will receive the DFSCA Annual Disclosure in writing annually.

Source: Drug and Alcohol-Free Campus policy (May 29, 2013)

Standards of Conduct
“The possession, use, manufacturing, distribution, dispensing, or sale of alcoholic beverages, illegal drugs, or controlled substances by Temple College employee and students in accordance with 21 USC § 812 - Schedules of Controlled Substances, except on bona fide prescription, on the campus/centers or at any college activity is prohibited.”

“Any employee or student violating this policy is subject to arrest. A conviction for violating the local, state, and/or federal laws governing alcohol and controlled substances can result in fines, imprisonment, seizure of property, or a combination of these penalties.”

Source: Drug and Alcohol-Free Campus policy (May 29, 2013)

Misconduct includes, but is not limited to:

1. Alcoholic Beverages
   a) Use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages, except as expressly permitted by college policy and federal, state, and/or local law.
   b) Being under the influence of alcohol and/or intoxicated as defined by federal, state, and/or local law.
   c) Persons in violation of Temple College’s alcohol policies will also face criminal sanctions provided by federal, state, and local law when applicable.

2. Narcotics or Drugs
a) Use, possession, sale, delivery, manufacture, or distribution of any narcotic, drug, or medicine chemical compound, or other controlled substance prescribed to someone else, except as expressly permitted by federal, state, and/or local law.

b) Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.

c) Being under the influence of narcotics, drugs, medicine, chemical compound, or other controlled substance prescribed to someone else, except as expressly permitted by federal, state, and/or local law.

d) Persons in violation of Temple College’s narcotics and other drugs policy will also face criminal sanctions provided by federal, state, and local law when applicable.

The use of illegal drugs and the illegal use of alcoholic beverages are identified as conduct which adversely affects the community of Temple College. Being under the influence of alcohol or any other intoxicants at any campus facility is a violation of Temple College’s *Drug and Alcohol Abuse Prevention Program* policy. Temple College students are also prohibited from the illegal use of drugs or alcohol whether on- or off-campus. The legal age for the consumption of alcohol is 21 years of age.

Any underage student consuming alcohol is violating student conduct standards. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication.

Temple College’s regulations prohibit any use, possession, sale, delivery, manufacture, or distribution of alcohol, and other drugs by Temple College students, faculty, staff, or guests to the campus, on college-owned property, and at all college-sponsored activities, unless specifically authorized by the President in accordance with Board of Trustees.

All drug and alcohol policies are enforced by the Temple College Police Department. Referral to the appropriate agency will be made for violation of state and federal drug and alcohol laws.

**Disciplinary Sanctions for Students**

“All action by one or more individuals, whether students or non-students, that interferes with the orderly operation of the College or violates college rules/policies will be the cause of disciplinary action and/or possible arrest by authorized peace officers. A student convicted by civil authorities for any crime committed on campus shall be subject to automatic suspension from the College. All student rights and privileges are revoked at the point of suspension.”

*Source: Academic Catalog, Student Handbook, Disciplinary Proceedings*

**Disciplinary Sanctions for Employees**

“All employee convicted of violating a criminal drug statute in this workplace must inform the College of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction. Failure to inform the College, subjects the employee to disciplinary action, up to and including termination. By law, the College will notify any federal contracting officers within ten (10) days of receiving such notice from an employee or otherwise receiving notice of such a conviction.”

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*
“The College reserves the right to permit employees convicted of violating a criminal drug statute at any location or site where College activities are conducted to participate in an approved rehabilitation or drug-abuse assistance program as an alternative to discipline. If such a program is permitted by the College and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment and must provide evidence of completion either through a counselor or doctor’s written statement. This statement will be kept in the employee’s medical file in the Human Resources Office.”

Source: Drug and Alcohol-Free Campus policy (May 29, 2013)

“An employee may self-refer to a certified program. However, the employee must inform the Human Resources Office and provide evidence of completion of the program to the Human Resources Office.”

Source: Drug and Alcohol-Free Campus policy (May 29, 2013)
Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Temple College’s Sexual Violence and Sexual Misconduct Policy prohibit sexually violent acts, termed “Sexual Violence” and “Sexual Misconduct” by Temple College, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking, and sexual harassment. While Temple College utilizes different standards and definitions than the State of Texas Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence.

Temple College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX, the Violence Against Women Reauthorization Act (VAWA), Campus SaVE Act or this policy.

Prevention and Awareness

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its community, the College utilizes a range of campaigns, strategies, and initiatives to provide awareness, education, risk reduction, and prevention programming.

It is the policy of the College to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year.

Educational programs and workshops are offered to raise awareness for all incoming students on the risk reduction of dating violence, domestic violence, stalking, and other forms of sexual assault/misconduct as well as bystander intervention, consent, and drug and alcohol awareness training. Training for incoming students and new employees is conducted during new student and new employee orientation. These and other programs offered throughout the year include strong messages regarding not only awareness, but also primary prevention and discussion of institutional policies on sexual misconduct as well as the State of Texas’ definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals, and how to avoid potential attacks. Participants also learn approaches to prevent victim-blaming. Throughout the year, ongoing awareness and prevention campaigns are directed to current students and employees, including faculty, often taking the form of emails, guest speakers, and events.

Temple College’s Human Resources Department informs all employees of the policy on sexual misconduct through online training courses, which covers policy information relating to sexual harassment, Title IX, and other EEO Training. The training must be completed within the first 15 working days of employment at Temple College. When an employee has completed the training, the completion certificate must be printed, signed, dated, and returned to the HR office for proper filing.

The office of Student Life is responsible for providing ongoing educational opportunities for students on Temple College’s sexual misconduct policy. This includes precautions they can take to avoid becoming the victim of a crime, the influence of drugs and alcohol on such crimes, what to do if a crime occurs, how to preserve evidence and how to report the crime, the penalties for committing such a crime, and the disciplinary process involved in investigating such crimes. This education is provided through a combination of presentations in new student orientation, workshops, campus activities, and other programs throughout the year.
**Bystander Intervention**

Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence.

Bystander intervention is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention based apps, identifying allies and/or creating distractions. Bystanders are encouraged to take precautions to protect their own safety as much as possible when planning an intervention.

Bystander intervention plays a significant role in the prevention of sexual misconduct. Bystander intervention:

1. discourages victim blaming and makes the issue a community problem rather than an individual problem;
2. helps create allies in ending sexual misconduct;
3. plays a role in social and community norm changing.


Below is a list of ways to be an active bystander. If you or someone else is in immediate danger, dial 911 or 254-298-8911 if calling from campus.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

*Bystander intervention strategies adapted from Stanford University*

**Sexual Misconduct Policy**

“Sex offenses including rape, acquaintance rape, sexual harassment, and other sex offenses (forcible or non-forcible) against any student or employee are prohibited and will not be tolerated. Individuals aware of incidents involving sexual misconduct are encouraged to report the offense immediately to an appropriate campus official and/or campus law enforcement officials.” *See Policy E-XXVIII-a, Sexual Misconduct Policy.*

**Definitions**

**Sexual assault** - Any sexual penetration by the use of force, or threat of force, or where the reporting party was unable to understand the nature of the act or otherwise unable to give knowing consent.

**Forcible sex offense** – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcible or against the person’s will where the reporting party is incapable of giving consent.

**Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the reporting party is incapable of giving consent because of because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the reporting party is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
Sexual Assault With an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the reporting party is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the reporting party is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Partner Violence:

Domestic Violence – violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence – means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Non-Forcible Sex Offenses - Unlawful, non-forcible sexual intercourse.

Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Harassment - unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.

Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Stalking, or continuous unwanted conduct directed at a specific person that would cause a reasonable person to feel fear.

Consent - “Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard or being asleep or unconscious.

Consent cannot be gained by ignoring or acting without regard to the objectives or intentions of another, or by taking...
advantage of the incapacitation of another, where the individual knows or reasonably should have known of such incapacity.

Use of alcohol or drugs may impair an individual’s capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of previously given consent.

**What to Do If You Are a Victim**

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Police at 254-298-8911, if you are off-campus, or call 911, if you are on campus.

2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you even after the immediate crisis has passed.
   - If you are on campus during regular business hours, you may contact Counseling Services in the Administration Building, Room 944 for support and guidance.
   - Families in Crisis, Inc., Domestic Violence, and Sexual Assault Advocates
     - Temple 254-773-7765, Killeen 254-634-1184
     - National Domestic Violence Hotline: 1-888-799-7233
     - National Sexual Assault Telephone Hotline: 1-800-656-4673

3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

   Choosing to have an exam does not mean that you have to report the assault to law enforcement. The exam can only occur within the first 120 hours (five days) after a sexual assault with police involvement and 96 hours (four days) without police involvement. The non-report option preserves the evidence for two years, during which time a survivor can make the decision about whether or not to report the assault to law enforcement.

   Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in the transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or a clean sheet, to avoid contamination.

   If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

4. Contact Campus Police if you need assistance with College-related concerns, such as no-contact orders or other protective measures or if you obtained external orders of protection (e.g. restraining orders, injunctions, protection from abuse).

   This information is provided online on the Temple College website and in the Title IX brochure.
Written Notification and Reporting
Students involved in an incident related to sexual misconduct are provided with written notification of their rights as a student and resources available to them. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact:

Brandon Bozon, Title IX Coordinator  Vice President, Administrative Services & CFO
V.P. Suite, Marc Nigliazzo Administration Building
254-298-8606
brandon.bozon@templejc.edu

Mr. Adrian Sora, Title IX Deputy Coordinator
Room 1473, One College Centre Building
254-298-8328
adrian.sora@templejc.edu

Mr. Craig McMurtry, Title IX Deputy Coordinator-Athletics
Athletic Director
Room 610, Health and Physical Education Center
254-298-8529
craig.mcmurtry@templejc.edu

If a complaint is first made to any other employee of the College, that employee must refer the complaint to the Title IX Coordinator as soon as possible, but not to exceed one business day. The campus official receiving the report shall advise the reporting party of the importance of preserving evidence for possible future legal investigations.

The Title IX Coordinator (or designee) will meet with the reporting party (and other parties involved) at the earliest opportunity and notify him/her in writing, and in person, of the right to:

1. Immediate access to free, personal counseling through Temple College’s Counseling Services or through an off-campus resource.
2. Be provided access to a pool of personal advocates who are trained Temple College officials who will serve as an advisor of choice. This person is familiar with campus conduct processes as well as additional campus resources.
3. Educational and situational accommodations that would allow them to better continue their education. These accommodations may include but are not limited to academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community.
4. The choice to notify law enforcement and, if so desired, have a Temple College official assist them in doing so.
5. The option of seeking a “no contact order” against the responding party.
6. A full understanding of campus conduct processes.
7. Be accompanied by an advisor (of choice) at any conduct proceeding (for advisory purposes only, not for representation).
8. A full understanding of sanctioning outcomes for responding parties found responsible for acts of sexual misconduct including disciplinary reprimand, disciplinary probation, time-limited suspension, and expulsion, or termination, as appropriate.

Temple College Police will assist individuals who would like to notify off-campus law enforcement. Individuals may choose to decline their right to notify on or off campus police. Any requests to seek a “no contact order” are reviewed by the Title IX Coordinator and may be issued on a case-by-case basis.
Confidentiality
Temple College will protect their confidentiality, as well as the confidentiality of the responding party, to the fullest extent permissible by the law in accordance with the Family Educational Rights and Privacy Act (FERPA). Individuals wishing to file an anonymous sexual misconduct report may do so at Counseling Services (254-298-8318).

Personnel accepting anonymous reports from Temple College Counseling Services are under no obligation to report personal details of alleged sexual misconduct. In addition, individuals accepting anonymous reports will advise the reporting party about preserving evidence and will offer to assist them in making a formal allegation.

Counselors and Confidential Crime Reporting
Temple College offers free counseling for all students on campus, including those taking classes from partner schools at Temple College.

Counselors work with Temple College students and students enrolled in partnered universities who present with a wide variety of issues, ranging from adjustment disorders, substance abuse, difficulties in managing stress and affective concerns, relationship and developmental problems, to issues of self-esteem and self-worth, and challenges in transitioning to college life and career planning. Services begin with individual crisis and expand to include career, group, and substance abuse.

As a result of the negotiated rulemaking process which was followed by the passage of the law, the 1998 amendments to 20 Section 1092 (f) clarified the identity of those considered to be campus security authorities. Campus “Professional Counselors,” when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. See exemptions outlined in Campus Security Authorities. As a matter of common practice, counselors are encouraged; if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A Professional Counselor is “a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.”


Confidentiality reporting procedures for licensed professional counselors (LPC) are under the jurisdiction of Temple College. All involved sign a form binding them to the Temple College counseling program guidelines of confidentiality required by the State of Texas. All state and federal laws of confidentiality are upheld, and clients sign a consent for treatment informing them of their rights when they enter into counseling. Temple College is the custodian of all counseling records. Records are secured behind double locks within the Counseling Center, and the electronic medical records system is password protected with different levels of security depending on the level of supervision required.

To make an appointment to meet with a counselor on the Main campus, Hutto campus, or Taylor campus and discuss your concerns, call 254-298-8318 or email christine.simon@templejc.edu. Counseling Services on the main campus is located in the Marc Nigliazzo Administration Building, room 944 and can be accessed online clicking on the link entitled Mental Health at the bottom of every page of the Temple College website.

For more assistance, contact:
Main Campus
- Families in Crisis, Inc., Domestic Violence and Sexual Assault Advocates
  o Temple 254-773-7765
  o Killeen 254-634-1184;
- Central Counties MHMR Crisis Hotline:
  o 1-800-888-4036,
  o non-crisis: 1-844-815-6221;
- the Mental Health Crisis Line (866-752-3451);
- the National Suicide Prevention (800-273-8255);
- Veterans Crisis Line: 1-800-273-8255

Hutto Taylor Campuses
- Hope Alliance Domestic Violence Services
  o 512-255-1212 www.hopealliancetx.org
- STARRY Counseling (children and families) Office
  o 512-388-8290
- Williamson County and Cities Health District
  o Taylor Clinic (Free Clinic) 512-238-2121
  o Georgetown Clinic Ph.: 512-943-3640
- Bluebonnet Trails Community Services (Formerly MHMR)
  o Crisis Hotline: 24/7, 1-800-841-1255
  o 512-244-8212 www.bbtrails.org
- the Mental Health Crisis Line (866-752-3451);
- the National Suicide Prevention (800-273-8255);
- Veterans Crisis Line: 1-800-273-8255
- Mobile Outreach Team (MOT)
  o 512-943-3545
- Bluebonnet Trails Community Services Behavioral Health and Family Health Care
  o Hutto Office 512-759-3980
- Bluebonnet Trails Community Services Behavioral Health
  o Taylor Office 512-365-1600
- Austin State Hospital (Austin)
  o Ph.: 512-452-0381 After hours: 512-419-2810

Protecting Both Parties
To the extent possible, an investigation into a formal complaint and any other proceedings arising out of a formal complaint will be conducted in a way calculated to protect the confidentiality interests of both parties, the reporting party, and the responding party. After an investigation of a formal complaint, the parties will be informed of the facts developed in the course of the investigation. The parties will be informed promptly about the outcome of any proceedings arising out of a formal complaint. The college reserves the right to investigate any/all complaints, written or unwritten, with or without the consent of the reporting party.

Disciplinary Procedures and Formal Resolution
1. The process used directly correlates with the responding party’s classification. If the responding party is a:
   o Student: Sexual Violence and Sexual Misconduct Policy, Student Sanctions Section
   o Faculty or Staff: Discipline, Suspension, and Discharge Policy

The following procedures will be added to the disciplinary process in cases of alleged sexual misconduct:

2. Throughout the conduct process, the Title IX Coordinator shall be kept informed of all decisions and developments. Prior to rendering a decision, the appropriate personnel must present notification, in writing, to the Title IX Coordinator (or designee), for approval and/or revision.
3. Both the reporting party and the respondent shall each have an information meeting with the appropriate Vice President (or designee), where the rights and protections afforded to them by Title IX, the SaVE Act, and Temple College are shared in-person and in-writing. In addition, individuals may ask questions and share concerns.

4. Both the reporting party and the responding party must be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceedings, procedures for an appeal, any change to the results, and when such results are final.

5. Both parties have the right to appeal the outcome of the conduct process according to the appeal procedures outlined in the responding party’s disciplinary process.

6. Additionally, where possible and for the welfare of the victim, The Vice President, Educational Services is available to assist the victim(s) of sexual violence or misconduct by making reasonable changes in academic situations. The College will also take steps to prevent reoccurrence of any harassment.

7. If the alleged perpetrator is a student-athlete or otherwise involved in a campus-wide extracurricular activity, the College reserves the right to suspend the student from such activity. This action will be recommended by the Vice President, Educational Services with the input of the Head Coach and Athletic Director.

Community Services
Community resources available to the reporting party of sexual assault include:

Main Campus
- Baylor Scott & White Medical Center, 2401 S. 31st Street, Temple, 254-724-2111; https://www.bswhealth.com/locations/temple/
- Seton Medical Center – Harker Heights, 850 W Central Texas Expwy, Harker Heights, 254-690-9000; https://setonharkerheights.net/
- Metroplex Adventist Hospital, 2201 S Clear Creek Rd, Killeen, 254-526-7523; http://www.mplex.org/
- Central Texas Veterans Health Care System, 1901 S. 1st Street, Temple, 254-778-4811, https://www.centraltx.va.gov/ (restricted to veterans)
- Families in Crisis, Inc., Domestic Violence, and Sexual Assault Advocates
  - Temple 254-773-7765, Killeen 254-634-1184
- Department of Family and Protective Services (DFPS), Gateway Mall 4501 S. General Bruce Dr., Ste. 20, Temple, 254-770-2660 http://www.dfps.state.tx.us/.

Hutto/Taylor Campuses
- Baylor Scott & White Medical Center – Taylor, 305 Mallard Ln, Taylor (512) 352-7611; https://www.bswhealth.com/locations/taylor/
- Seton Medical Center Williamson, 201 Seton Pkwy, Round Rock, (512) 324-4000; https://www.seton.net/locations/seton-medical-center-williamson/
- Baylor Scott & White Medical Center - Round Rock, 300 University Blvd, Round Rock, (512) 509-0100; https://www.bswhealth.com/locations/round-rock/
- St. David's Georgetown Hospital, 2000 Scenic Dr, Georgetown, (512) 943-3000; https://stdavids.com/locations/st-davids-georgetown-hospital/
- Department of Family and Protective Services (DFPS),
  - 1101 E. Old Settlers Blvd., Ste. 300, Round Rock, (512) 244-6651; http://www.dfps.state.tx.us/.
  - 301 Highland, Taylor, (512) 352-7661; http://www.dfps.state.tx.us/.
  - Abuse/Neglect hotline: 800-252-5400

Temple College Advising Specialists, Success Coaches, and Counseling Services maintain a list of community resources.
resources and mental health professionals. Other resources include social and legal aid services. Individuals have the option to select the agency with which they will work.

A comprehensive list of on and off campus resources is available at the Office of Student Life and Temple College Police Department and in the Quick Reference Resources section of this report.

**Education**

- The Associate Vice President, Resource Management (or designee) shall inform all employees of the policy on sexual misconduct.
- The Title IX Coordinator (or designee) shall inform all students of the policy on sexual misconduct.
- Programs to promote awareness and safe practices related to rape, acquaintance rape, and other sex offenses shall be conducted by Campus Police.

**Family Violence**

The Texas Family Code defines Family Violence as an act by a member of a family or household against another member that is intended to result in physical harm, bodily injury, assault, or a threat that reasonably places the member in fear of imminent physical harm. Senate Bill 68 of the 77th Legislature amended the Family Code to include “Dating Violence.” The “Dating Relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

*Source: Texas Department of Public Safety, 2012 Crime in Texas, [http://www.txdps.state.tx.us/crimereports/12/citCh5.pdf](http://www.txdps.state.tx.us/crimereports/12/citCh5.pdf)*

**Registered Sex Offender Information**

The “Campus Sex Crimes Prevention Act” is a federal law, enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, employed, or volunteering on campus.

This Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

The Texas Department of Public Safety (DPS) is the official Texas internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. Information regarding registered sex offenders (TXDPS Sex Offender Registry) is available by accessing the Texas Department of Public Safety Sex Offender website at: [https://records.txdps.state.tx.us/DpsWebsite/](https://records.txdps.state.tx.us/DpsWebsite/)

In addition to the above notice to the State of Texas, all sex offenders are required to deliver written notice of their status as a sex offender to the Temple College’s Police Department no later than seventh (7) day after the date on which the person begins to work or attend school (Texas CCP Art. 62.153). Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

**Protecting Minors on Campus**

Texas state law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency, including the Temple College Police Department. Any person who has reason to believe that a child’s physical or mental health and welfare has been
adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect. This obligation applies to all members of the College community, including faculty, administrators, staff, and students.

In addition, there are special reporting obligations for certain employees defined as “professionals.” Professionals including, “teachers, nurses, doctors, day care employees, and employees of a clinic or health care facility that provides reproductive services” have a specific duty to make a report no later than 48 hours after suspecting that a child has been or may be abused or neglected or a victim of indecency with a child. A “child” is a person under 18 years of age.

Neither Texas law nor any college policy allows individuals to delegate the duty to report child abuse or neglect. While employees are encouraged to report incidents of abuse or suspected abuse to a supervisor or responsible college official, their first obligation is to protect the child by reporting to law enforcement or DFPS. Any person who knowingly fails to report suspected child abuse or neglect commits a Class A misdemeanor which is punishable by up to 1 year in jail and/or a fine of up to $4000. For more information or to make a report of suspected child abuse or neglect, contact:

- Campus Police at 8911 on-campus or 254-298-8911 off-campus,
- A local law enforcement agency, and/or
- Texas Dept. of Family & Protective Services, 24-hour Abuse/Neglect hotline at 800-252-5400.
Weapons: Campus Carry Policy

Campus Concealed Carry
Temple College adheres to all state and federal laws and is committed to providing a safe and secure environment for the students, faculty members, employees, and visitors of Temple College. Senate Bill 11 of the 84th Legislative Session and Government Code 411.2031 generally authorizes a handgun license holder to carry a concealed handgun on the campus of a community college effective August 1, 2017, subject to rules adopted in accordance with the legislation. As outlined in the legislation, an institution may create a rule that prohibits concealed carry from specific campus areas or activities as long as the rule does not generally prohibit or have the effect of generally prohibiting concealed carry of handguns by license holders.

Open carry of handguns is not authorized as outlined in HB 910, Government Code Sec. 411.2031, and Penal Code 46.035. The open carry law effective January 1, 2016, provides that a handgun license holder cannot carry a partially or wholly visible handgun, regardless if it is holstered, and intentionally or knowingly display the handgun in plain view of another person on the premises of an institution of higher education, or any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area of an institution of higher education. As provided by law, handgun license holders may carry concealed weapons on Temple College campuses/centers, except for the excluded areas indicated below.

Permanent Exclusion Zones:
Main Campus (2600 South First Street, Temple, Texas 76504)
  • Student Success Center, Testing Center, room 3617 - Language in the contracts with the College Board, Prometric Test Center, and Pearson Education prohibits the carrying of weapons in the area of the testing center where testing is being conducted.

The University Courtyard Apartments and Temple College Apartments are not owned or leased by Temple College.
  • Temple College will follow the policies established by these entities related to the carry and storage of concealed handguns at these locations.

Texas Bioscience Institute (TBI) (5701 Airport Road, Temple, Texas 76504)
  • TBI is not owned or leased by Temple College. Temple College will follow the policies established by Baylor Scott & White Healthcare System related to the carrying of concealed handguns at this location.

East Williamson County Higher Education Center – Taylor (EWCHEC-Taylor) (516 North Main Street, Taylor, Texas 76574)
  • The Taylor Independent School District (ISD) owns the EWCHEC-Taylor location. Temple College will follow the policies established by Taylor ISD related to the carrying of concealed handguns at this location.

East Williamson County Higher Education Center – Hutto (EWCHEC-Hutto) (1600 Innovation Boulevard, Hutto, Texas 78634)
  • Texas State Technical College (TSTC) owns the EWCHEC-Hutto location. Temple College will follow the policies established by TSTC related to the carrying of concealed handguns at this location.

Temporary Exclusion Zones:
Concealed handgun carry is not permitted on the premises where a high school, collegiate, or professional sporting event or interscholastic event (e.g., University Interscholastic League event) is taking place as outlined in Texas Penal Code Sec. 46.035(b)(2). Temporary Texas Penal Code 30.06 signage must be displayed in a conspicuous manner clearly visible to the public at the beginning of such events, during the events, and must be removed at the conclusion of such events.

Any room used as a formal hearing location that operates similar to a court, i.e., where an individual or panel is designated under the institutional policy to adjudicate the rights or privileges of a student or an employee of the institution may be excluded as outlined in Texas Penal Code Section 46.03(a)(3).
**Texas Penal Code Sec. 46.035(c)**

A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held (e.g., Temple College Board of Trustee meetings) and if the meeting is an open meeting subject to Chapter 551, Government Code and the entity provided notice as required by that chapter.

Safety training will be provided by the College for faculty members, staff, and students interested in more in-depth information about campus carry and related issues. Responsibility for safety training rests with Campus Police and the Emergency Management Director.

Licensed handgun holders always bear the responsibility for safeguarding their handguns and must take all necessary precautions to ensure their handguns are secured as outlined in Penal Code section 46.02, 46.03, and 46.035. License holders who fail to use reasonable care in securing their handguns or act negligently are subject to disciplinary action, up to and including suspension, termination, or dismissal.

If a person is believed to have improperly displayed a handgun or carried a handgun into a location where concealed carry is not permitted, campus police should be immediately contacted.

Additional information and Frequently Asked Questions (FAQ’s) can be found online at [https://www.templejc.edu/resources/campus-police/campus-carry/index.php](https://www.templejc.edu/resources/campus-police/campus-carry/index.php)
Missing Student Notification Procedures

Campus Policy on Reporting Missing Residential Students
The establishment of procedures for the college’s response to missing residential students, as required by the Higher Education Opportunity Act (HEOA) of 2008 applies to all students who reside in any on-campus housing.

For purposes of this policy, a student may be considered to be a “missing person” if:

- The person’s absence is contrary to his/her usual pattern of behavior; or
- Some unusual or unexplained circumstance may have caused the absence

Such circumstance could include, but is not limited to:

- The suspicion that the missing person may be the victim of foul play;
- Past expression of suicidal thoughts;
- Is or may be drug dependent;
- Has been with or is acquainted with persons who may endanger the student’s welfare

Procedures for Designation of Emergency Contact Information

Students age 18 and above and emancipated minors
Residential students will be given the opportunity after registering for classes and upon moving into on-campus housing, to designate individual/individuals to immediately be contacted by the college, but not more than 24 hours after the time the student is determined to be missing, in accordance with the procedures set forth below. Designations will remain in effect until changed or rescinded by the student.

Students under the age of 18
In the event a residential student who is not emancipated is determined to be missing, the college is required to notify a custodial parent or guardian immediately, but not more than 2 hours after the student is determined to be missing in accordance with the procedures set forth below. The Manager of University Courtyard Apartments shall maintain up to date emergency contact information for all on-campus residential students. And shall be aware of and comply with the requirements of the procedures for reporting missing residential students as required in HEOA.

Official Notification Procedures for Missing Residential Students

a. Any individual on campus who has information that a residential student may be missing should notify the Campus Police immediately.

b. The Campus Police will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (physical description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. The Temple College Administration shall be notified immediately after the report is received.

c. If the above actions are unsuccessful in locating the residential student or it is immediately apparent that the student is actually missing (e.g., witnessed abduction, signs of foul play), the Campus Police will initiate a missing person report and take charge of the investigation.

d. The Campus Police will notify the emergency contact person (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) that the student is believed to be missing in accordance with the guidelines specified in paragraph “a” above.
Campus Communications about Missing Residential Students
In cases involving missing residential students, campus law enforcement personnel shall coordinate with the Temple College Marketing and Media Relations Division who are best situated to provide information to the media to elicit public assistance and information in the search for a missing residential student. Information regarding missing residential students will be initiated and verified by campus law enforcement and pertinent information disseminated through the college’s Marketing and Media Relations Division unless other arrangements are warranted. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to Marketing and Media Relations Division, who may refer such inquiries and information back to campus law enforcement personnel.

Contact shall also be made with the Temple College Marketing and Media Relations Division to initiate a campus-wide emergency broadcast alert message.

Issuing a Timely Warning
Once a report of a missing person is received, should the circumstances surrounding the missing person indicate the need to consider the person “missing critical”, the Chief of Police may disseminate a campus wide “timely warning” should the circumstances place other members of the campus community in danger.
Annual Fire Safety Report Overview
The Higher Education Opportunity Act of 2008 (HEOA) was signed into law in August 2008 and requires that all academic institutions provide an annual fire safety report outlining fire safety practices, standards, and fire incident statistics. By October 1 of each year, the Annual Security and Fire Safety Report must be distributed to all enrolled students and current employees. Distribution may be by direct mailing, campus mail, and/or electronic mail. The Annual Security and Fire Safety Report is posted on the Temple College web site at www.templejc.edu. The following information relates to all on-campus residences of the Temple College, Main Campus.

General Information on Fire Safety
Temple College, central campus, has one on-campus student housing complex (University Courtyard Apartments) which consists of four co-ed 3-story apartment building. Note: No satellite campuses contain residential facilities.

The University Courtyard Apartments is equipped with full fire sprinkler systems (sprinklers in each bedroom, kitchen, and common areas in every apartment), portable fire extinguishers in each apartment and also breezeways, heat/smoke detectors, and visual/audible fire alarm systems. Each building also has an exterior Fire Department Connection valve and a sprinkler control room.

Table 5: Fire Safety Systems in Residential Facilities

<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Alarm Monitoring Done On-Site</th>
<th>Audible/Visual Fire Alarm</th>
<th>Full Sprinkler System</th>
<th>Smoke/Heat Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Two</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Three</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Four</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Office/Clubhouse</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
</tbody>
</table>

*Note: No satellite campuses contain residential facilities.

All residents are requested to notify the apartment complex management if there are problems with heat/smoke detectors or if a fire extinguisher has been discharged. All residents and management employees receive fire safety training at the beginning of each academic year with training reviewed regularly with residents and staff. Fire drills are conducted at least once each long semester.

Basic fire safety information is offered to all new and continuing employees. All academic/administrative buildings are equipped with portable fire extinguishers, smoke detection, and visual/audible fire alarm systems. Fire drills are conducted at least once a year.

All of the respective information contained in the Temple College Fire Safety Report is available by Visiting or contacting the Campus Police Department at 254-298-891.
On-Campus Residence Fire Related Policies and Procedures

Fires and Fire Alarms - Actual or False – Safety Policy
Once a building fire alarm has been activated or a fire discovered, notify the Campus Police and call 9-1-1. The Apartment Management Team, with the assistance of staff members, shall initiate evacuation of all affected offices, common areas, restrooms, breezeways, and apartments. Evacuation should be effected regardless of whether or not a fire actually exists. Personal safety will take precedence over checking each room.

In accordance with the Jeanne Clery Act of 1991 and HEO requirements of 2008, the Temple College Police Department maintains a daily crime activity log and a fire log. For more information on these logs or any other crime or safety information please contact the campus police at 254-298-8911.

NEVER USE A WATER FIRE EXTINGUISHER ON AN ELECTRICAL FIRE.
NEVER USE ANY EXTINGUISHER ON A GREASE FIRE ONLY THOSE SPECIFIED FOR GREASE FIRES.

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. If a minor fire appears controllable, immediately activate the building fire alarm and call Campus Police, promptly direct the charge of the fire extinguisher toward the base of the fire while keeping your back to a usable exit route.
3. If an emergency exists, activate the building fire alarm and evacuate the building.
4. On fires that do not appear controllable, immediately activate the fire alarm.
5. Evacuate all rooms, and if possible close all doors and windows to confine the fire and reduce oxygen—DO NOT LOCK DOORS. Call Campus Police and 911.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. Assist disabled persons in exiting the building. DO NOT USE THE ELEVATORS DURING A FIRE. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
8. Once outside, move to the designated gathering area and stay at least 300 feet away from the affected building. Keep streets, fire hydrants, and walkways clear for emergency vehicles and crews.
9. Assist emergency crews if requested.
10. Keep clear of any emergency Command Post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING UNTIL THE ALL CLEAR SIGNAL IS GIVEN BY THE CAMPUS POLICE OR THEIR DESIGNEE.

NOTE: If you become trapped on the second floor of a building during a fire and a window is available, place an article of clothing on the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout or make a loud noise at regular intervals to alert emergency crews of your location.

Compliance with the Texas Fire Escape Law, Penal Code, Chapter Five - Fire Escapes - Violation of Fire Escape Law
Owner (occupants) of any building required by law to be equipped with adequate fire escapes who shall fail or refuse to comply with any provision of the statutes regulating fire escape or any person who shall obstruct any fire escape or hallway or entrance leading thereof, so as to prevent free access to or use of either, shall be fined no less than twenty dollars nor more than fifty dollars. Each day failure or refusal to comply with any provision of said law is a separate offense.
Table 6: Fire Statistics Reporting Table for the Annual Fire Safety Report

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Fires Per Year</th>
<th>Fire Report Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>1</td>
<td>TC 19000012</td>
<td>01/17/2019</td>
<td>4:53 a.m.</td>
<td>Electrical</td>
</tr>
<tr>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Injuries That Required Treatment at Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>10,000 – 24,999</td>
</tr>
<tr>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Note: No satellite campuses contain residential facilities.*

**Smoking and Fire Safety**
1. Smoking is prohibited in all areas of campus effective August 2013. This prohibition includes all buildings and apartments of the University Courtyard Apartments.
2. No student is allowed to store or ignite combustible materials in the University Courtyard Apartments. Candles and any open flames are strictly prohibited in all areas of the University Courtyard Apartments residence hall to include rooms.
3. Barbecuing is permitted only in designated outdoor areas. No barbecue grills may be stored in apartments or storage closets at the University Courtyard Apartments.
4. Fire drills are conducted periodically to familiarize students with emergency evacuation procedures. All residents must evacuate immediately. Apartment Management will enter rooms to ensure cooperation.
5. Tampering with fire equipment or failure to evacuate will result in a fine and/or termination of the apartment lease.
6. Students needing special assistance during fire alarms or emergencies are requested to notify the apartment management during their lease-signing.

**Apartment Kitchens**
A full kitchen (refrigerator, oven, and microwave) are provided in the common area of each apartment. Cooking is only permitted in the kitchen area.

For safety reasons, the following items are not allowed in any individual bedroom:
1. coffee pots
2. hot plates
3. slow cookers
4. rice cookers
5. steamers
6. toasters
7. electric grills
8. refrigerators and microwaves other than provided with the apartment
9. open flames from any cooking source, candle, etc.
The possession and/or detonation of an explosive device, including all forms of fireworks is strictly prohibited anywhere on campus, including the residence hall. Nothing which would constitute a fire hazard shall be kept on the premises of any Temple College property including the University Courtyard Apartments.

**Housing Health and Safety Checks**
Apartment management will enter all apartments and bedrooms in the complex to check fire safety equipment, clear paths for egress from the room and see that there are no prohibited appliances or electrical devices present which are not approved for use.

**Fire Safety Improvements**
The University Courtyard Apartment management team in conjunction with the contracted fire safety system company will monitor new developments in the relevant fire suppression system and safety industry practices to ensure that fire alarm and suppression systems at the College and On-Campus Residence is consistent with the appropriate standards and current protection requirements.
# TEMPLE COLLEGE
## BOARD OF TRUSTEES MONTHLY INVESTMENT REPORT
### October 2021

<table>
<thead>
<tr>
<th>Cash and Cash Equivalents</th>
<th>Interest Rate</th>
<th>Book/Market Value 9/30/2021</th>
<th>Receipts</th>
<th>Interest Earnings 10/31/2021</th>
<th>Distributions</th>
<th>Book/Market Value 10/31/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBVA Compass - Money Market</td>
<td>0.01%</td>
<td>$20,000</td>
<td>$374,333</td>
<td>$1</td>
<td>$374,333</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$0</td>
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<td>BBVA Compass - Operating Account</td>
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<td>BBVA Compass - Student Refund Account</td>
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<td>BBVA Compass - Federal Funds Account</td>
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<td>$2,235,346</td>
<td>$246,404</td>
<td>$246,404</td>
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<tr>
<td>BBVA Compass - Payroll Account</td>
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<td>$2,571,736</td>
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<tr>
<td>BBVA Compass - Plant Account</td>
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<td>$0</td>
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<tr>
<td>Money Market</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td><strong>Subtotal Cash and Cash Equivalents</strong></td>
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<td><strong>$10,516,848</strong></td>
<td><strong>$4,708,472</strong></td>
<td><strong>$3,900,581</strong></td>
<td><strong>$807,892</strong></td>
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<table>
<thead>
<tr>
<th>Cash in Investment Pools</th>
<th>Interest Rate</th>
<th>Book/Market Value 9/30/2021</th>
<th>Receipts</th>
<th>Interest Earnings 10/31/2021</th>
<th>Distributions</th>
<th>Book/Market Value 10/31/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
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</thead>
<tbody>
<tr>
<td>TexasClass (MBIA) - Bond Reserves</td>
<td>0.04%</td>
<td>$2,855,379</td>
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<td>$106</td>
<td>$0</td>
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<td>$0</td>
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<tr>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>2020 Texas Class</td>
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<td>$0</td>
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<td>Capital Reserve</td>
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<td>2015 Revenue Bond Series</td>
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<td>PARK &amp; STREET - Texas Class</td>
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<td>TexasClass (MBIA) - Board of Trustees Fund</td>
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<tr>
<td>Texpool - Building Improvement Funds</td>
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<td>$0</td>
<td>$0</td>
<td>$1,032</td>
<td>$0</td>
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<tr>
<td>UPF Texpool</td>
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<td><strong>Subtotal Cash in Investment Pools</strong></td>
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</tr>
</tbody>
</table>

This schedule is in compliance with the Public Funds Investment Act and the Investment Policy of Temple College

Signed: [Signature]

Vice President Administrative Services/CFO
To: Dr. Ponce & Board of Trustees

From: Brandon Bozon

Date: November 15, 2021

Re: Approval of Amendment to the FY 2022 Budget

In August, Temple College received notice that it had been awarded the Growing Resiliency Through Information Technology (GRIT) grant in the amount of $1.49 million with a first-year budget of $928,255.

In September, Temple College received notice that it had been awarded the Hispanic-Serving Institution – Science, Technology, Engineering or Mathematics (HSI STEM) grant in the amount of $3.6 million, with a first-year budget of $741,189.

At the end of the first grant year for the Workforce Education Course Manual (WECM), there were grant funds remaining of $38,098 that are eligible to be rolled over into the second grant year.

The attached proposed budget amendment would recognize the first-year anticipated revenues and expenditures, and will have a net zero effect on the overall budget.

Recommendation: Approve amendment to the FY 2022 budget to appropriate grant funds received for the GRIT and HSI STEM grants and to recognize the additional funding available for the WECM grant.
# GRIT Grant

## Revenues

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-01-0-02-461100-401891 Dept of Education Grant : Information Tech - GRIT Grant</td>
<td><strong>$ 928,255.00</strong></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$ 928,255.00</strong></td>
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## Expenditures

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Amount</th>
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<tbody>
<tr>
<td>24-01-1-40-461100-501000 Fac.Sal.-Full Time : Information Tech - GRIT Grant</td>
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<td>24-01-1-40-461100-502815 Salaries-Professional : Information Tech - GRIT Grant</td>
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<td>24-01-1-40-461100-601000 Supplies : Information Tech - GRIT Grant</td>
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<tr>
<td>24-01-1-40-461100-601200 Computer Hdw&lt;$5000 : Information Tech - GRIT Grant</td>
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<tr>
<td>24-01-1-40-461100-602100 Travel : Information Tech - GRIT Grant</td>
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<td>24-01-1-40-461100-602802 Travel - Professional Dev. : Information Tech - GRIT Grant</td>
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<td>24-01-1-40-461100-602820 Travel : Information Tech - GRIT Grant</td>
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<td>24-01-1-40-461100-603000 Oper Exp : Information Tech - GRIT Grant</td>
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<td>24-01-1-40-461100-603010 Consultants : Information Tech - GRIT Grant</td>
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<td>24-01-1-40-461100-603818 Subgrants/Subcontracts : Information Tech - GRIT Grant</td>
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<td><strong>Grand Total</strong></td>
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## HSI STEM Grant

### Revenues

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-01-0-02-461120-401891</td>
<td>Dept of Education Grant : HSI STEM Dept of Ed Grant</td>
<td>$ 741,189.00</td>
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</table>

**Grand Total**  
$ 741,189.00

### Expenditures

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>24-01-5-12-461120-502842</td>
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<tr>
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<tr>
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<td>Salaries-Tutors : HSI STEM Dept of Ed Grant</td>
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<tr>
<td>24-01-5-12-461120-502844</td>
<td>Salaries-Other : HSI STEM Dept of Ed Grant</td>
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<tr>
<td>24-01-5-12-461120-602105</td>
<td>Travel - Instructional Sites : HSI STEM Dept of Ed Grant</td>
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<td>Oper Exp : HSI STEM Dept of Ed Grant</td>
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<td>Administrative Costs : HSI STEM Dept of Ed Grant</td>
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**Grand Total**  
$ 741,189.00
## WECM Grant

### Revenues

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<td><strong>38,098.00</strong></td>
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### Expenditures

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<th>Accounts</th>
<th>Original</th>
<th>Revised</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>Workforce Ed Course Man 21-22 : Salaries-Other</td>
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<td><strong>38,098.00</strong></td>
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AGENDA ITEM 5

Approval of Disbursements for August 2021

Staff Recommendation: Approval

Mr. Wilkerson will review the Summary Check Register for the month of October 2021 before the meeting.
AGENDA ITEM 8-A-1

Reports: Faculty Council

Staff Recommendation: No Action Required

Claudia Turner, President of the Temple College Faculty Council, will present the November 2021 report on Faculty Council activities.
Introducing the 2022 W.T. & Claudia Barnhart Outstanding Faculty Award Winner

D. Kirkland

Facilitator, Advocate, Colleague

I always want to live by the values in my teaching philosophy of being a facilitator, advocate, and colleague. I am committed to helping others identify their strengths and reach their potentials through a variety of experiences and opportunities to become self-directed learners. I offer the motivation of feedback and affirmation inside and outside classroom settings. I strive to be a role-model of an effective socially, emotionally, and intellectually adjusted individual who can appropriately self-disclose weaknesses and strengths to facilitate a trusted environment. As an advocate, I will continually evaluate the needs of my students and whether their institutional and educational environments are supportive of those needs. Ultimately, I will stand as a colleague who confronts, comforts, and cheers those around me to choose a life of learning in which they can make informed decisions and take appropriate actions based on those decisions.

Educational degrees

- **Regent University** - ABD toward PhD in Communication Studies / Interpersonal Communication
- **University of North Texas** - MS in Communication and Public Address / Higher Education
- **Southeastern Baptist Theological Seminary** - 46 grad hrs. in religion and pastoral care toward MDiv
- **Stephen F. Austin St. University** - BAAS / Public Relations / General Business

Teaching Experience

**Temple College** – 2004 – present
- Professor of Speech (Full time since 2007) – classroom, online, hybrid, and Dual Credit
- Department Chair for Speech, Humanities, Drama, and Dance (Since 2017)
- Faculty Council officer and committee member (Initiated Faculty Orientation Group, Adjunct Open House, and Happy Campaign)
- College-wide committee member (Curriculum Committee, Strategic Planning, Core Curriculum)
- Director of Temple College Humanities Series – Including development of LULAC Scholarship program
- Developed AA Speech program
- Developing AA Musical Theatre Program
- Faculty and Specialty Mentor as needed
- Communication Specialist Instructor for TC Business & Community Education and TC Foundation (Workshops on Group Problem-Solving, Leadership, Meeting Effectiveness, Conversation Skills, Presentation Coaching, Personal Responsibility, Scholarship Essay Writing, etc.)
- Guest speaker for Campus Student Clubs and Organizations

**Central Texas College** – 1991 and 2004 – 2006
- Adjunct Speech Instructor
- Online Religion Instructor

**Tidewater Community College** – 1995 – 2007
- Associate Professor of Speech
- Special Assistant to Academic Dean, Norfolk campus (Summer 2003)
Director of Faculty Learning Community for Online Course Development, Summer 2003
Received statewide grant to develop online modules for speech curriculum, Summer 2002
Selected to serve as college rep to state professional development committee
Professional Development Workshop Grant for “Creating Effective Communication Climates in the Classroom”, Spring 2001
Runner-up for Student Government 2001 and 2002 “Teacher of the Year”
Coordinated college-wide 2001 Women’s History Month Essay Contest
Initiated and published campus newsletter, The Moss Communicator
Coordinated Faculty Orientation sessions
Compiled and edited Norfolk campus Faculty Procedures Manual
Contracted to develop and deliver “Service Learning in the Humanities” workshop, November 1998
Taught Oral Communication, Customer Service Skills and Team Building in Job Skills Training Program
Designed and implemented PEER Faculty Renewal Program to prepare, enable, evaluate, and recognize the professional development of adjunct and full-time faculty
Planned and Facilitated Adjunct Faculty Learning Community (7-seminar sessions with online component)

Regent University – 1993 – 1995
Teaching/Research Fellow
Coordinated Administrative Support for Doctoral Program
Researched Interpersonal Communication Competence
Developed and taught Career Development course

Odessa College - 1991 – 1993
Communication Instructor
Director of Forensics
Hosted National Phi Rho Pi Speech and Debate Tournament (National Junior College Speech and Debate Association)

Middle Tennessee State University – 1990 – 1991
Speech Instructor
Director of Forensics

University of North Texas - 1988 – 1990
Graduate Teaching Assistant
Graduate Service Award, Spring 1990
Co-authored Manual for Teaching Assistants through University Instructional Development Grant, Fall 1989
Developed and delivered “Communication Apprehension Workshop” Fall 1989, Spring 1990

Hill College - 1983 – 1985
Director of Public Information
Media and Speech Instructor

Community and Professional Involvement
National Communication Association – member/convention presenter
Texas Speech Communication Association – member
Texas Community College Teachers Association - member
Toastmasters International 2005 – present - Distinguished Toastmaster, Workshop Leader, Club & Regional officer, Club Coach, Youth Leadership Coordinator
Temple Literacy Council 2004 – 2017 – Mentor, Board Member, Board Chair, Fundraiser Coordinator
Temple Civic Theatre – 2017 – 2018 – Board of Governors Member
Bell County Spelling Bee – 2013 – 2019 – Pronouncer
Speech Adjudicator – SPJST Royalty, Texas Farm Bureau Scholarships, 4-H Competitions, Private & Parochial School Tournaments
Guest Speaker/Singer – Civic, Church, School, and Community Clubs & Organizations
June 28, 2021

RE: 2022 Barnhart Teacher of the Year Award & Minnie Stevens Piper Professor Award Nominee Support Letter for Mrs. D. Kirkland.

Dear Selection Committee & TC Faculty:

It is with great pleasure that I would like to recommend Mrs. D. Kirkland, Department Chair for Speech, Humanities, Drama, and Dance for the 2022 Barnhart Teacher of the Year Award & Minnie Stevens Piper Professor Award.

I have known Mrs. Kirkland since 2007 and it has been my privilege to work with such a highly talented, responsible, reliable, and dedicated colleague for such a long time.

Mrs. Kirkland came to Temple College with significant teaching and organizational experience, having worked in many institutions of higher education. Her qualifications in multiple areas of study is the testimony for her academic excellence and knowledge in various fields.

What makes her unique is her clear objectives & a sense of purpose in every step of the way. She is very resourceful and hard working with well-defined goals. She has exemplified the mission of the Temple College with her abilities, experience, and dedication to our college and to the community.

Mrs. Kirkland adopts variety of student-centered projects to promote critical thinking, communication, teamwork, and problem-solving skills among students. She always thinks out of the box, uses every medium & classroom technology to facilitate learning with engaging classroom presence.

What surprises me the most is that she remembers the names of all students in her class and sees them as human beings! Hence, she connects them emotionally that rises her level from a teacher to a mentor providing them with necessary guidance constantly.

She dramatically reorganized the department keeping in view the needs of the learners and dwindling workload of the faculty threatening their full-time positions. She could able to build rapport with higher-ups with her selfless services in the campus and by serving many college-wide committees. In conjunction with the curriculum committee, she has worked to develop AA SPCH & Musical Theater Program. She introduced HUMA-1315 Fine Arts Appreciation.
Her ability to influence and inspire action in others and the way she responds with vision & agility during periods of disruption or uncertainty to bring about the needed changes was evident during the crisis time of COVID pandemic. She took unprecedented steps in reorganizing classes to online, addressing those challenges in a short time. She supported both learners and some faculty who were not familiar with virtual classroom system.

Mrs. Kirkland demonstrates an extraordinary commitment to her institution as well as to the local community. Her community service initiatives are exceptional and far-reaching. As a Director of Temple College Humanities Series, she organized many workshops and presentations (Ex: LULAC Legacy Scholarship & Native American Dance) with the objective of connecting diverse local communities with the institution.

All these events helped her in developing a deeper awareness of challenges of students from diverse backgrounds. Her association as a faculty member of Temple College with other community organizations & agencies has enhanced the reputation of our institution. She takes every opportunity to make others know about their opportunities in Temple College.

One thing that stands out is her dedication to profession, genuinely caring about not only class and students but everything in the Temple College. Her presence and participation in all kinds of events is visible everywhere in the campus for more than a decade.

I have known Mrs. Kirkland to be a fantastic colleague, always cheerful and exceptional in everything she does. Her organizational skills and attention to detail are evident in all of her projects and assigned tasks but we may never forget WINTER WONDER LAND holiday party in December 2019!

There is no doubt in my mind that our friend and faculty member Mrs. Kirkland optimizes the criteria and honor associated with Barnhart Teacher of the Year Award & Minnie Stevens Piper Professor Award. Hope you all do too!

Sincerely,

[Signature]

Radhakrishna Beeram, Ph.D.
Professor of Humanities
AGENDA ITEM 8-B

Reports: Academic Affairs and Student Services Reports

Staff Recommendation: No Action Required

Dr. Susan Guzmán-Treviño prepared the Academic Affairs and Student Services reports that follow this cover page.
ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

STUDENT SPOTLIGHT

OUTSTANDING EMPLOYEE SPOTLIGHT: We will highlight Ms. D. Kirkland, our 2022 W.T. and Claudia Barnhart Outstanding Faculty Award Winner.

DIVISION OF BUSINESS AND CONTINUING EDUCATION (BCE) Health Professions

- Spring Registration begins November 1, 2021.

New Program Spotlight

- BCE will debut the Sterile Processing and Distribution Technician program beginning January 31, 2022. The program will run under the direction of Ms. Alicia Buck.

- Sterile Processing and Distribution Technicians or Medical Equipment Preparers, as referred to by the Bureau of Labor and Statistics, are integral members of the healthcare team and are responsible for the cleaning, sterilization, processing, organization, and distribution of patient equipment, instruments, supplies, and products used in the care and treatment of patients. They work side by side with nurses and surgical technologists to ensure optimum patient safety and care.

- This course prepares students for entry-level positions in sterile processing and distribution. Theory and practical application of medical terminology, human anatomy and physiology, microbiology, and infection control processes will be discussed as well laboratory knowledge and skills of instrumentation, supplies, and processing techniques. This course meets for 80 hours of hybrid instruction. Students will also complete an off-site externship of 120 hours. Median Hourly Wage in Texas is $17.06

TWC Grants

- Skills Development Fund Training began on October 17 for Baylor Scott & White Health. Thirty-nine employees are receiving training to become certified Clinical Medical Assistants.

Community Outreach
• Marcie Gomez represented BCE at a recent college fair held at Taylor High School.
• Julie Escamilla represented BCE at the Annual Golf Tournament.

New Faculty
• Nelson Acosta, Customer Service Instructor
• Amy Arevalo, CMA Instructor
• Richard Askey, NCCER Instructor
• Michael Carrillo, NCCER Instructor
• Jeffery Ellis, Polysomnography Instructor
• Patrick Hilliard, Pharmacy Technician Instructor
• Dr. Stephanie Perkins, Study Skills Instructor
• Andrea Williams, CNA and CMA Instructor

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS (EWCHEC)
• Spring registration has begun, and enrollment staff at both centers are focused on registering students for spring 2022 courses and filing for graduation.

• Enrollment Coordinators are working with local school districts to complete FAFSA workshops and assist with completing federal financial aid applications for the 2022-2023 academic year. In addition, staff hosted a FAFSA workshop at the Taylor Center on October 28 from 5 to 7 pm. The event was open to any current or prospective student/parent.

• Taylor Center building repairs caused by the water main break and the winter storm are complete, and the building is again fully functional. While the repairs were being made, the Temple College IT team was able to add additional security measures and installed electronic card swipe access to exterior entrances and interior hall doors allowing the building to be more quickly secured in an emergency.

EWCHEC Student and Community Events:
October – Breast Cancer Awareness campaign
October 16 – LifePark Fall Festival, Taylor
October 19 – GSA student organization pizza party, Taylor
October 20 – TBI-Hutto Funder Celebration
October 21 – GSA student organization pizza party, Hutto
October 23 – Hutto Great Round-up (Waste disposal collection)
October 28 – FAFSA Workshop, Taylor Center
October 27-29 – Hutt-O-berfest carved pumpkin display
October 29 – Riverhorse Academy HISD Tour
November – Pet Food Drive to support Taylor Animal Shelter
November 10 – Students celebrating veterans, Hutto

INSTITUTIONAL EFFECTIVENESS
Assessment
• Completed review of all assessment reports and provided feedback as needed.
• Completed Program Review for Physical Education, met with department chair, and posted to shared drive.

**Grants**
• Data pulled for Equity Project. Meetings were held on October 7 and 8. We dove further into the data to identify our project goals and outcomes.
• Completed initial data pull for equity training at Robbin Ray's request for her meeting with the team leads.

**Planning and Processes**
• Worked with Hatem Akl and the Nursing department to create fields for them to collect citizenship and licensure data on their students for the yearly statue board of nursing report Tracey has to complete. Then, I met with Hatem and George to gain access to the appropriate screens in Colleague to be able to create saved lists for use in their Informer reports.

**On-going Projects**
• IPEDS 12 Month Enrollment report completed. There have been many errors with both reports due to our previous reporting not being accurate. I have resolved the issues with IPEDS.

• Created an annual report for the Nursing Department that will provide them their data in the next State Board of Nursing reporting cycle. I will work with Tracey to make sure all the fields are aligned with what she needs, but this should make her reporting much more streamlined.

• Completed Pathways Top 25 enrollment data template for the 2021 Pathways convention.

**Professional Development**
• Attended Achieving the Dream Data Summit October 18-21.

**Ad hoc Data Requests**
• Texas State University directory information requested.
• Texas Demographic Center at UTSA requested census data for each campus (forwarded from Brandon Bozon).
• Aspen Pre-Conference Workbook for President’s session.
• Second request from the Dana Center. They modified their request template since September and were asking for additional disaggregated data for students who took coreqs and those who didn’t, whether the students passed, and then if they passed a credit math within one year; disaggregated by gender, ethnicity, age, and Pell status.

**Committees**
• Equity meeting on October 7 and 8. Our group project will focus on black males in Developmental English classes.
Miscellaneous

- Requested IERP email address from IT to facilitate sending out surveys and data from the department.
- Created the 2020 Fact Sheet.

STUDENT ENROLLMENT SERVICES

General Information

- Spring priority registration began October 25, 2021, and regular registration will start November 1, 2021 and continue until January 14, 2022. Spring semester starts January 18, 2022 for 1st 8-week and 16-week classes.

Adult Education and Literacy

- Mr. James Skinner, Associate Director of Adult Education and Literacy reports during the first four months of the current program year (PY), 306 students or 38% of this year’s Texas Workforce Commission/Temple College negotiated enrollment target have enrolled in the program. We are well on the way to meeting our enrollment goals. A 47% increase in enrollment over the past 30 days is the measurable result of ongoing marketing and community awareness activities initiated on September 30, 2021.

- The next event will occur on December 3, 2021. Staff members will again canvas the program’s service area and interact with the community while distributing flyers and posters. Our strategic goal is to inspire the espousal of adult education as a “New Year” resolution for those who have delayed pursuing high school equivalency credentials and improved English language skills.

- The Career Pathways program is in the process of enrolling, testing, and interviewing for spring course offerings. The goal for this spring semester is 30 students. Currently, 21 students are enrolled, resulting in 70% of our stated enrollment goal.

  o Program Improvement

    ▪ The Career Pathways Program is currently executing Phase II of the Career Navigation Plan. During this phase, the goal is to expand services to students outside of the Integrated Education and Training (IET) population. This segment includes both English as a Second Language (ESL) for Professionals and higher-level ESL learners.

    ▪ The Career Pathways Manager is also working with the Temple College Business and Continuing Education (BCE) department and community partners to develop a pilot Commercial Driver’s License (CDL) program that:

      ➢ Is 8 weeks in length
      ➢ Provides paid core training
      ➢ Results in direct hire upon certification
      ➢ Yields a $60K plus salary

Staff Development
The following classes/lectures were administered as part of the new AEL staff development program:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Determine Services Eligibility</td>
<td>James Skinner, AEL Interim Director</td>
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<tr>
<td>Overview of TC Workforce Programs</td>
<td>DeDe Griffith, VP WPD Division</td>
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<tr>
<td>Colleague/Datatel I</td>
<td>Shannon Bralley, Testing Director</td>
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<tr>
<td>Colleague/Datatel II</td>
<td>Dr. Carey Rose, SES Division Director</td>
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<tr>
<td>Career Pathways Program 101</td>
<td>Jay Ruiz, AEL Career Pathways Manager</td>
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<tr>
<td>How to Write an SOP</td>
<td>James Skinner, AEL Interim Director</td>
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<tr>
<td>Financial Literacy in the Classroom</td>
<td>Alyssa Najar, AEL ESL Instructor</td>
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<tr>
<td>Introduction to Logitech Hybrid Platform</td>
<td>Ryan Brown, IT Director</td>
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<tr>
<td>AEL Program Support Recognition</td>
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</tr>
<tr>
<td></td>
<td>The following members of the Temple College faculty &amp; staff continually go above and beyond to support the AEL program:</td>
</tr>
<tr>
<td></td>
<td>Dr. Carey Rose Ryan Brown</td>
</tr>
<tr>
<td></td>
<td>Terri Worley Olaf Schirmer</td>
</tr>
<tr>
<td></td>
<td>Alicia Hover Connie Sapp</td>
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<td></td>
<td>Susan Allamon Patrick Finnegan</td>
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<tr>
<td></td>
<td>Kelly Czapnik Monique Gibson</td>
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</tbody>
</table>

- Reports Submitted To TWC
  - PD Report
  - SOPs
  - 6.1 Project Exp. Plan update
  - 6.12 Quarterly Progress Report
  - Quarterly Data Validation
  - 6.4 Internal Monitoring Plan

Admissions and Records
- Ms. Sarah Artus, Associate Director of Admissions and Records report in October 2021, Admissions and Records has processed 304 applications for admissions to Temple College. All applicants were emailed acceptance notifications.
- Admissions and Records entered 2,561 transcripts in students’ records. Admissions and Records uses information from external transcripts for testing and course evaluations so that students can register for classes, receive an accurate degree plan, and apply for graduation.
- We have 207 prospective graduates for fall 2021 with 243 degrees and certificates potentially being awarded. For spring, we have 107 prospective graduates.
Financial Aid

- Ms. Mary Daniel, Director of Financial Aid, reports for 2021 - 2022, 1,311 learners at Temple College received Pell grants for a total disbursed amount of $ 2,075,521.43; 653 learners received Direct Loans for a total disbursed amount of $ 2,320,645.00.

- To date, 6,236 learners have listed Temple College on their Free Application for Federal Student Aid (FASFA) for 2021 - 2022.

- For the month of September, staff saw 185 students. Students have been active using email and phone calls and less foot traffic now that the semester has started.

- With the FAFSA opening October 1, staff has been busy doing FAFSA presentations. Kelly Czapnik, Sheila McMillan, Emily Nicholas, and Mary Daniel have all participated in events. Below is a list of schools and numbers of participants:
  - 10/6 Belton HS--This workshop was on ZOOM, and we had 39 families participate.
  - 10/6 Academy HS--90 Students during the day and 18 families in the evening
  - 10/7 Cameron Yoe HS--6 students, 7 parents
  - 10/13 Belton New Tech HS--129 students during the day – no night presentation
  - 10/13 Rosebud-Lott HS--3 students, 4 parents
  - 10/14 Taylor HS--46 students, 44 parents
  - 10/19 Granger HS--2 students, 3 parents

Math Lab

- Dr. Matthew Wolfe, reports The Temple College Math Lab is happy to report that student attendance has been strong for the first 9 weeks of the semester. A chart representing our traffic can be seen below. Students have primarily sought assistance for intermediate college algebra; however, there has been a consistent number attending for other subjects. We are additionally excited to announce that we have hired a new part time tutor, Jazmine Sheard.

Recruitment

- Mr. Michael Pilgrim, Coordinator of Recruitment Programs reports we are doing individual campus tours. Recruiting conducted the first group tour since COVID began in March 2020 for Bastrop High School. Mrs. Ruth Bridges, Director of Student Life, provided popcorn and snow cones on the Arnold Student Center porch.

- Recruiting has been working with Dual Credit, Financial Aid, and Admissions and Records visiting with district high school students to discuss college after graduation.

- Recruiting will also spend a couple afternoons each month recruiting students at Belton High School during their Tiger Time. These activities will include students from the new Belton High School as well as New Tech.

- The Recruiting Fairs in Central Texas were held the third week of October. With the help of coordinators from Taylor and Hutto, recruiting staff was able to attend all
events in the Temple College District and many of the events in Austin, Marble Falls, Pflugerville, Manor, and others.

- According to Recruit Records in October 2021, Temple College received 847 new applications.

- Students get a welcome letter automatically through Recruit when they complete their application. Students who complete their FASFA but have not completed their Temple College Application will continue to get an email with instructions on how to complete the process through registration.

Retention
- Mr. Adrian Sora, Director of Student Retention, reports there are 155 students who received an academic suspension waiver from another institution. The students are required to meet with Mr. Sora.

- Mr. Sora reports that there have been 384 faculty alerts that have been reported at this time with 26 faculty members reporting. Mr. Sora also reports that he has granted access and has begun training for the following staff members: Rosa Berreles-Acosta and Melissa Kunze from the Dual Credit Department, Clarissa Martinez from the Circle of Support, and Julie Enriquez from Student Enrollment Services.

- There are currently 10 students approved for Title IX Pregnancy Services for the fall 2021 semester.

Student Accommodations
- As of October 25, 2021, Ms. Misty Reid, Coordinator has emailed 327 accommodation letters to instructors for 105 accommodation students enrolled in fall 2021 classes at Temple College. Ms. Reid is still accepting new accommodation students for the fall 2021 semester and for the upcoming spring 22 semester.

- On October 12, 2021, Ms. Reid attended an online networking session with Texas Association on Higher Education and Disability Coordinators to share advice and information about current accommodations and guidelines for colleges and universities in Texas.

- On October 20, 2021, Ms. Reid attended an online Association on Higher Education Webinar for Health Science Accommodations for students with disabilities.

- On October 29, 2021, Ms. Reid will attend an online forum for International Advisors to learn about updates from Homeland Security and ICE and Border Patrol regarding F1 visa student regulations and guidelines.

- Ms. Reid currently has five international F1 visa students taking classes this fall semester and is currently accepting applications for the spring 2022 semester.

Student Life
- Ms. Ruth Bridges has the following events planned for the month of November.
  - November 1 Day of the Dead, Dia de Los Muertos (Display)
  - November 2 All Souls’ Day (Display)
- November 3 Handout Popcorn in the Arnold Student Union (ASU)
- November 4 Handout Popcorn on main campus
- November 10 Frito Pie for Veterans Day in Hutto
- November 11 Veterans Day Handout red, white, and blue
  - Celebrating Veterans Day with a Hot Dog with a Veteran
- November 15 Giant Bowling outside ASU
- November 17 Thanksgiving Word Scramble in the ASU
- November 18 Ice Cream Sundae in One College Centre (OCC)
- November 22 Basketball Hoops outside ASU
- November 23 Thanksgiving Movie inside ASU

Testing Center

- Ms. Shannon Bralley reports the department has hired a full-time Remote and Evening Testing Coordinator, Ms. Monique Gibson. Ms. Gibson previously held the position of Testing Specialist.

- The Testing Centers reached total capacity (currently set at 32 students) multiple times in October due to increases in TSIA2 and classroom exam testing for students completing the first 8-weeks of classes. Many classroom exams are again being proctored in the Testing Center on behalf of TC faculty members.

- This increase has extended to the Disability Accommodations Quiet Rooms, serving students with disability accommodations.

- The Testing Center held 45 Core Academic Skills Assessment (CASA) testing sessions on behalf of the Adult Education and Literacy department for English Language Learners and Adult Basic Education placement, with an increase in testers of up to 10 students per session.

- The Temple Testing Center proctored 20 TCOLE students on behalf of the Criminal Justice department on October 12, 2021.

- Ms. Shannon Bralley proctored 20 students at Holland High School on October 19, 2021.

Veterans Affairs

- Mr. Brian Williams, Veteran Affairs Coordinator reports the VA department has registered 416 Veteran students for the fall 2021 semester as of this date. The department will continue to register students for the second 8-week classes up until the first day of class.

Writing Center

- Writing Center Coordinator, Michael Hein, reports the Writing Center (WC) continued to see substantial utilization of consultations by students through the end of the first 8-week session of fall 2021. Students have already begun using the WC during the first week of the second 8-week session. The WC is now fully staffed with four WC consultants. All new hires have completed two full days of training and have begun performing consultations. This month outreach has included informational interviews,
distribution of WC overview handouts, and liaising with TC’s Hutto and Taylor campuses. We have begun planning our first workshop to be held during the second or third week of the current 8-week session. All of the above is intended to facilitate the achievement of learning outcomes and broader academic and professional goals of our students and to support our faculty, administrators, and other internal and external stakeholders.

- WC Progress Details:
  Utilization: Student Consultations (09/29/2021 – 10/20/2021)
  - Total: 46
  - In person: 30
  - Email: 8
  - Zoom: 7
  - Phone: 1

New Consultants
  - 3 new consultants hired
  - Onboarding and 2-day training complete
  - Consultant Kit including a new hire checklist and end of session performance reflection, resources for consultations, peer reviewed literature on tutoring, etc. created and distributed

Outreach
  - Five informational interviews completed
  - WC Overview Handout distributed to Student Success team
  - Student Success has agreed to distribute the handout at key times during 8-week session
  - Coordinated with Taylor and Hutto faculty and administrators to begin distributing information about Zoom and email consultations through the Hutto and the Main Campuses

Expansion of Services
  - Planning for workshop on essay writing open to all and targeted at English 1301 students underway

FINE ARTS

- The following Fine Arts events will be held this month:
  - November 13 - December 2 - 42nd Annual Central Texas Art Competition and Exhibition, Visual Arts Center
  - November 16 - Chorale "Voice Dance" - 7:30 p.m., Mary Alice Marshal Performing Arts Center (MAMPAC), $5 Adult, Free to Students
  - November 18 - Symphonic Band Concert - 7:30 p.m., MAMPAC, $5 Adult, Free to Students
  - November 19-20 - Opera Showcase - 7:30 p.m., Backstage Theatre (BST), $5 Adult, Free to Students
  - November 29 - Percussion Ensemble, 7:30 p.m., BST, Free and Open to Public
  - November 30 - Jazz Combos, 12:30 p.m., BST, Free and Open to Public
  - November 30 - Faculty Jazz, 7:30 p.m., BST, Free and Open to Public
The Art Department will be offering its first Studio Courses in Painting and Photography in spring 2022 as part of the MOU with Texas A&M University - Central Texas. These courses are part of a Bachelor of Liberal Studies degree curriculum.

eLEARNING, EDUCATION TECHNOLOGIES and ONLINE SERVICES

eLearning Operations

D2L Course Management
- Fall Semester 2021 course shells deactivation scheduled for early February (30 class days into next semester).
- Spring Semester 2022 course shell release worked well with D2L, and reviews indicate enrollment changes are reporting correctly from Datatel.

New Faculty Assistance
- Provided D2L onboarding assistance to 11 new faculty in Business, Nursing and 5 Writing Center tutors.

Single Sign on for D2L
- Ellucian Intelligent Learning Platform (iLP) released for Summer Semester required a Single Sign-On (SS0) module for accessing D2L continues to work well for fall semester.

Department Chair Access to D2L Courses:
- Ellucian consultant, Hatem Akl, is investigating legacy code to come up with a solution for spring 2022 semester.

Vendor Management

VidGrid
- This lecture recording software continues to be a valuable tool for 73 faculty users with 3,187 videos played 122,433 times for a total of 17 hours and 43 minutes.
- New Writing Center coordinator and staff will use this solution for recorded “walk-throughs” of edits to students’ assignments.

HonorLock
- Continued adoption and solid record of performance:

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<th>Usage</th>
<th>May</th>
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<td>633</td>
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</table>

- Used in 189 courses:
  - Biology
  - Criminal Justice
  - Dental Hygiene
  - Earth Sciences
Smarthinking Online Tutoring

- Administrative Account Multi Factor Authentication is now required every 30 days, starting in October, to ensure higher levels of security. eLearning has scheduled this activity as a monthly housekeeping event.
- Demand generation activities underway via D2L tutoring news item and communication to students and Writing Center staff.

Committees

Proctored Testing Committee

- Committee is currently in “idle” mode, remaining with Honorlock for the 2021/2022 academic year. We will monitor marketplace and keep abreast of any other solutions. Professional Development is promoting training webinars to faculty.

Professional Development Committee

- We will continue to gather information on faculty and staff needs and assist with D2L course shell builds. We are developing, evaluating, and communicating new course design options to improve faculty utilization and facilitate student success.

Higher Education Regional Council (HERC) Region 7

- 30-day notification sent out to for 30-day comments in order to submit to the THECB.
  - Associate of Science, Kinesiology
  - Associate of Arts, Theatre
  - Associate of Arts, Musical Theatre
  - Level 1 Certificate, Electrical Assistant
  - Level 1 Certificate, Electromechanical Engineering Technician
  - Associate of Applied Science, Electromechanical Engineering Technology

Community Relations

Spring 2022 Texas Distance Learning Association (TxDLA) annual conference

- Brian St. Amour submitted presentation proposal titled "When Mission-Critical Services Are Interrupted: Bring a Better First Responder” for spring 2022 Texas Distance Learning Association (TxDLA) annual conference, scheduled for March 21 -23 in Galveston, Texas.

College Collaboration

- Sharing Ellucian Intelligent Learning Platform (iLP) tips and guidance to Wharton Junior College and two Texas A&M System colleges to improve practices and operational procedures.
Temple College Foundation Report—November 2021

Staff Recommendation: No Action Required

Dr. Waiwaiole, Vice President Development and Executive Director of the Foundation, will present a report on Foundation activities at the meeting.
AGENDA ITEM 8-D-1

Board Committees: Building/Facility Planning Committee Report

Staff Recommendation: No Action Required

John Bailey, Chairman, Building/Facility Planning Committee, will report on the committee meeting held on November 10, 2021.
AGENDA ITEM 8.D.2

Board Committees: Finance Committee

Staff Recommendation: No Action Required

The Board Finance Committee has not met since the October 18, 2021 Board meeting.
AGENDA ITEM 8-D-3

Board Committees: Policy Committee

Staff Recommendation: No Action Required

Mrs. Burrows will report that the Policy Committee has not met since the last Board meeting.
AGENDA ITEM 9-C

Consideration of Approval of Faculty Title Change

Staff Recommendation: Approval

The Board is asked to approve the following faculty member’s title change. The faculty has met the criteria for a title change.

FACULTY TITLE CHANGE

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<th>NAME</th>
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Board Approval: November 15, 2021