



REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Monday, November 21, 2022 – 6:00 PM

AGENDA

Notice is hereby given that a Virtual Regular Board Meeting of the Board of Trustees of Temple College will be held on Monday, November 21, 2022, at 6:00 PM in the Louise L. Cox Board Room, Room 916, located in the Marc Nigliazzo Administration Building on the Main Campus. 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.

The **Order of Business** is as follows:

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 17, 2022 3
 - B. Consideration of Approval of the Appointment of Full-Time Professional Staff 9
 - C. Consideration of Approval of the Annual Security Report and Annual Fire and Safety Report-All Campuses-2022 10
 - D. Consideration of Approval of the Fall 2022 Part-Time/Overload Salaries for 2nd 8-Weeks 62
 - E. Consideration of Approval of the Monthly Investment Report-Public Funds Investment Disclosure Report-October 2022 and Budget Summary Report-October 2022 63
 - F. Consideration of Approval of Amendments to the FY 2023 Budget 65
 - G. Consideration of Approval to Award a Contract from RFP-23-01 to Higher Ed Collaborative Solutions, LLC for Project Consulting Services 84
5. Consideration of Approval of Disbursements for October 2022
6. Student and Faculty Spotlight
 - A. Outstanding Student Presentation
Massoud Howaycek - Harker Heights Police Department

Michael McErlain - Bell County Sheriff's Office
William Nasser - Temple Police Department

- B. Outstanding Employee Spotlight
 - Lisa Keil - Assistant Professor - Business Management
- 7. President's Report
- 8. Reports
 - A. Faculty Council Report
 - B. Provost Report
 - C. Resource Development and External Relations
 - D. Workforce Development Report
- 9. New Business
 - A. Consideration of Approval of Faculty Title Changes-Spring 2023 87
 - B. Consideration of Approval of a Level 1 Certificate, Robotics Welding-Electromechanical Engineering 88
- 10. Bid/Purchase Items
 - A. Consideration of Approval of a Purchase of Robotic Welding Equipment from Advanced Technologies Consultants Through the Interlocal Purchasing System Contract ##210902 90
- 11. Miscellaneous
- 12. Executive Session to Consider Personnel, Legal Matters, and Real Estate
- 13. Adjournment



**MINUTES
REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
OCTOBER 17, 2022**

A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, October 17, 2022 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

John Bailey, Chairman
Lydia Santibanez-Farrell, Vice Chairman
Dr. Mark Durham
Steve Niemeier
Larry Wilkerson

ADMINISTRATION

Dr. Christy Ponce, President
Judy Dohnalik, Assistant to the President and Board of Trustees.
Dr. Susan Guzmán-Treviño, Provost, Academic Affairs and Student Services
Brandon Bozon, Vice President, Administrative Services
Dr. Evelyn Waiwaiole, Vice President, Development, and Executive Director of the Foundation
Dede Griffith, Vice President of Workforce Development
Susan Allamon, Associate Vice President, Finance and Human Resources

OTHERS PRESENT

Rose Berreles-Acosta
Hunter Bradshaw, Design Architect, Stantec (Virtual Attendance)
Tracey Cooper
Eric Eckert
Jeff Fritz
Carla Garcia, TBI Student
Caleb Hogue
Amy Holzle, Principal Operations Leader, Stantec (Virtual Attendance)

Dr. Christopher Krejci
Missy Kunze
Monica Lefner
Dr. Jason Locklin
Alicia Miranda, TBI Student
Eva Munguia
Barry Nebhut, Principal, Stantec (Virtual Attendance)
Zach Oldham
Erica Perrine
Steve Phelps
Dr. Carey Rose
Brian Supak
Dr. John White

1. Call to Order

Chairman Bailey called the Board of Trustees meeting to order at 6:00 p.m.

2. Invocation and Pledge of Allegiance

Lydia Santibañez-Farrell offered the invocation.

Steve Niemeier recited the Pledge of Allegiance.

3. Opportunity for Citizens to Address the Board

A. Chairman Bailey asked if there was anyone there tonight wishing to speak before the Board. There were no citizens to address the Board.

4. Consideration of Approval of Consent Agenda

Chairman Bailey asked if there were any items that the members wanted to remove from the consent agenda. She stated that if there were no objections, these items would be considered. After pausing for any objections, she stated that since there were no objections, these items were ready for consideration.

On a motion by Lydia Santibañez-Farrell, seconded by Larry Wilkerson, and without negative vote, the Board approved the Consent Agenda as presented.

Items for consideration were:

A. Consideration of Approval of Minutes from the Regular Meeting on September 19, 2022.

B. Consideration of Approval of the Public Funds Investment Act Disclosure Report- FY2022-2023

C. Consideration of Approval of the Budget Summary Report- September 2022

5. Consideration of Approval of Disbursements for September 2022

On a motion by Larry Wilkerson, seconded by Steve Niemeier, and without negative vote, the disbursements for September 2022 were approved as presented.

6. Outstanding Student/Employee Spotlight
Student Spotlight

Carla Garcia and Alicia Miranda, TBI Students, presented a report on the TCURE (TC Undergraduate Research Experience).

Carla Garcia reported on assessing effects of the invasive plant *Hydrilla* and water depth on zebra mussel survival and body condition and Alicia Miranda reported on investigating the impacts of an aquatic invasive plant on zebra mussel growth.

Their conclusion on the Survival Data included:

- They investigated the association of *Hydrilla* with caged zebra mussels to assess mussel survival and body conditions, in the presence/absence and varying quantities of *Hydrilla*.
- *Hydrilla* treatment and water depth did not have a significant effect on zebra mussel dry tissue mass.
- When temperatures spiked, zebra mussel survival rates decreased significantly at the 2-meter depth.

Outstanding Faculty Spotlight

Dr. Christopher Krejci, Associate Professor, English, and 2023 W.T. and Claudia Barnhart Outstanding Faculty Award Winner presented an overview of his teaching philosophies.

7. President's Report
Bond Update-

Amy Holzle, Principal Operations Leader, Stantec; Hunter Bradshaw, Design Architect, Stantec; and Barry Nebhut, Principal, Stantec, virtually reviewed the proposed construction schedule. The steering committee usually meets every three weeks to review plans.

8. Reports

A. Faculty Council

The Faculty Council report was included in the Board materials. The report included the awarding of the Faculty Council Leave Grant to three faculty to further professional development and bring back education for their departments. The recipients are Michael Cotton, MA Assistant Professor of History; Prudence York-Hammons, PhD Mathematics Faculty; and Alexander Corbett, DMA Director of Orchestral Studies. Also included in the report was the announcement of the Barnhart Recipient 2022-2023.

B. Provost Report

The Academic Affairs and Student Services Reports were included in the Provost Report and were included in the Board materials.

C. Resource Development and External Relations Report

Evelyn Waiwaiole presented reports on the Founding Board Member Celebration, the United Way Campaign. The Johnson Brothers Ford Foundation Golf Tournament will be held October 24, 2022. The Kentucky Derby Party will be held May 6, 2023.

D. Workforce Development Report

- Amanda Thompson is a recipient of the 2022 Torchbearer Award. She was selected based on the outstanding successes she accomplished while using the services provided by Workforce Solutions of Central Texas.
- Adult Education and Literacy will be offering Family Literacy on January 19, 2023 for 10 local families.
- Texas Workforce Commission named Temple College All Star College of 2022.

9. New Business

A. Consideration of Approval of Level 1 Certificate, Data Analytics

The Board was asked to consider approval a Level 1 Certificate in Data Analytics as requested by the Temple College Computer Information System's Advisory Board, several school districts, and Texas A&M University-Central Texas. The College Curriculum Committee voted to approve adding this new certificate on April 6, 2022. Once approved by the Board, students may enroll in the program for the fall 2023 semester.

On a motion by Lydia Santibañez-Farrell, seconded by Steve Niemeier, and without negative vote, the Board approved the Level 1 Certificate, Data Analytics, as presented.

B. Consideration of Approval of Associate of Applied Science, Data Analytics

The Board was asked to consider approval an Associate of Applied Science, Data Analytics degree as requested by the Temple College Computer Information System's Advisory Board, several school districts, and Texas A&M University-Central Texas. The College Curriculum Committee voted to approve adding this new certificate on April 6, 2022. Once approved by the Board, students may enroll in the program for the fall 2023 semester.

On a motion by Lydia Santibañez-Farrell, seconded by Steve Niemeier, and without negative vote, the Board approved the Associate of Applied Science, Data Analytics, as presented.

C. Consideration of Approval of Associate of Applied Science, Neurodiagnostic Technology

The Board was asked to consider approval an Associate of Applied Science, Neurodiagnostic Technology degree. This credential provides the opportunity for students to earn a high wage in a health care field, and this new program will fulfill a need in the community. The College Curriculum Committee voted to approve adding this new degree on October 5, 2022. Once approved by the Board, students may enroll in the program for the fall 2023 semester.

On a motion by Lydia Santibañez-Farrell, seconded by Larry Wilkerson, and without negative vote, the Board approved the Associate of Applied Science, Neurodiagnostic Technology, as presented.

D. Consideration of Approval of Advanced Technical Certificate, Neurodiagnostic Technology

The Board was asked to consider approval an Advanced Technical Certificate, Neurodiagnostic Technology. This credential provides the opportunity for students to earn a high wage in a health care field, and this new program will fulfill a need in the community. The College Curriculum Committee voted to approve adding this new degree on October 5, 2022. Once approved by the Board, students may enroll in the program for the fall 2023 semester.

On a motion by Mark Durham, seconded by Steve Niemeier, and without negative vote, the Board approved the Advanced Technical Certificate, Neurodiagnostic Technology, as presented.

10. Miscellaneous

There were no miscellaneous items.

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

Chairman Bailey announced that an Executive Session would not be called as there were no items for discussion.

12. Adjournment

There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by Larry Wilkerson, and seconded by Mark Durham, at 7:26 p.m.

NEXT BOARD OF TRUSTEES MEETING:

A Regular Meeting of the Temple College Board of Trustees will be held Monday, November 21, 2022 at 6:00p.m., in the Louise L. Cox Board Room, located in room 916 in the Marc Nigliazzo 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 the 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.

- ★ **Joe DeLeon** – Coordinator, High School Recruitment & Community Outreach (Hutto), Foundation Division. Mr. DeLeon received his Master of Divinity degree from Southwestern Baptist Theological Seminary. Most recently, he has worked for Hutto Independent School District as a Parent and Family Engagement Specialist.
- ★ **Robert Young** –Criminal Justice/Academy Training Coordinator, Business and Career Professions Division. Mr. Young received his Master of Arts in Theological Studies degree from Liberty University. He received his Master of Science in Strategic Leadership degree from Mountain State University. Mr. Young most recently worked as Chief Deputy for the Hamilton County Sheriff's Office.



2022

Annual Security Report and Annual Fire & Safety Report

| Main Campus | EWCHEC – Hutto | EWCHEC – Taylor | Texas Bioscience Institute |

Temple College Police Department 2022 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 7-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 exchange 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/>). 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/>) 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/>

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/>) 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/>). 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* Incident 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, Dr. Eva Munguia (254-298-8591)
- 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) 23

- Professor Kim Sebek, (254-298-8527)

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 withhold²⁶ 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 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 springs 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:

- i. A minimum of one building and/or off-campus facility evacuation exercise during the Fall semester and at least once during the Spring semester;
- ii. 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 2019, 2020, or 2021. *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

Main Campus 2600 South 1 st Street, Temple					
OFFENSE	YEAR	ON-CAMPUS	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	3	3	0	0
FONDLING	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
INCEST	2019	0	0	0	0
	2021	0	0	0	0
	2021	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ROBBERY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0	0
	2020	0	0	0	0
	2021	1	1	0	0
BURGLARY	2019	1	0	0	0
	2020	1	1	0	0
	2021	1	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARSON	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

EWCHEC - Taylor Campus 516 North Main Street, Taylor				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
RAPE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
FONDLING	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
INCEST	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
STATUTORY RAPE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ROBBERY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
BURGLARY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARSON	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

EWCHEC – Hutto Campus 1600 Innovation Blvd., Hutto				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
RAPE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
FONDLING	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
INCEST	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
STATUTORY RAPE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ROBBERY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
BURGLARY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARSON	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

Texas Bioscience Institute Campus 5701 Airport Road, Temple				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
RAPE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
FONDLING	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
INCEST	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
STATUTORY RAPE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ROBBERY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
BURGLARY	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARSON	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

Table 2: VAWA Offenses Reporting Table

Main Campus 2600 South 1 st Street, Temple					
OFFENSE	YEAR	ON-CAMPUS	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	1	1	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DATING VIOLENCE	2019	2	2	0	0
	2020	0	0	0	0
	2021	2	2	0	0
STALKING	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

EWCHEC - Taylor Campus 516 North Main Street, Taylor				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DATING VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
STALKING	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

EWCHEC – Hutto Campus 1600 Innovation Blvd., Hutto				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DATING VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
STALKING	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

Texas Bioscience Institute Campus 5701 Airport Road, Temple				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DATING VIOLENCE	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
STALKING	2019	0	0	0
	2018	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

Table 3: Arrests and Disciplinary Referrals Reporting Table

Main Campus 2600 South 1 st Street, Temple					
OFFENSE	YEAR	ON-CAMPUS	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	4	4	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	14	14	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

EWCHEC - Taylor Campus 516 North Main Street, Taylor				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

EWCHEC – Hutto Campus 1600 Innovation Blvd., Hutto				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

Texas Bioscience Institute Campus 5701 Airport Road, Temple				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Note: No satellite campuses contain residential facilities.*

Hate Crimes

There were no reported Hate Crimes for the years 2019, 2020, or 2021.

Table 4: Unfounded Crimes Table

Unfounded Crimes			
Campus	2019	2020	2021
Main	0	0	0
EWCHec – Taylor	0	0	0
EWCHec – Hutto	0	0	0
Texas Bioscience Institute	0	0	0

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

"Any 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

"Any 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.

Source: Sexual Violence and Sexual Misconduct Policy (March 10, 2016)

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.

Source: <http://www.health.ny.gov/publications/2040>

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 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 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.

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).

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:

Mrs. Eva Munguia, Title IX Coordinator

Executive Director Student Success and HSI Grant Project Director

Room 908, Marc Nigliazzo Administration Building

254-298-8591

randy.baca@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.”

Source: The Handbook for Campus Safety and Security Reporting.

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.

Main Campus

- Families in Crisis, Inc., Domestic Violence and Sexual Assault Advocates
 - Temple 254-773-7765
 - Killeen 254-634-1184;
- Central Counties MHMR Crisis Hotline:
 - 1-800-888-4036,
 - 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
 - 512-255-1212 www.hopealliancetxt.org
- STARRY Counseling (children and families) Office
 - 512-388-8290
- Williamson County and Cities Health District
 - Taylor Clinic (Free Clinic) 512-238-2121
 - Georgetown Clinic Ph.: 512-943-3640
- Bluebonnet Trails Community Services (Formerly MHMR)
 - Crisis Hotline: 24/7, 1-800-841-1255
 - 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)
 - 512-943-3545
- Bluebonnet Trails Community Services Behavioral Health and Family Health Care
 - Hutto Office 512-759-3980
- Bluebonnet Trails Community Services Behavioral Health
 - Taylor Office 512-365-1600
- Austin State Hospital (Austin)
 - 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:
 - Student: *Sexual Violence and Sexual Misconduct Policy, Student Sanctions Section*
 - 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 Expy, 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.centraltexas.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 Round Rock Medical Center, 2400 Round Rock Ave, Round Rock, (512) 341-1000; <https://stdavids.com/locations/st-davids-round-rock-medical-center/>
- 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

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>

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/>

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>

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

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

University Courtyard Apartments							
Building	Fire Alarm Monitoring Done On-Site	Audible/Visual Fire Alarm	Full Sprinkler System	Smoke/Heat Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
One	X	X	X	X	X	X	2
Two	X	X	X	X	X	X	2
Three	X	X	X	X	X	X	2
Four	X	X	X	X	X	X	2
Office/Clubhouse	X	X	X	X	X	X	2

**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 254-298-8911.

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

University Courtyard Apartments					
Year	Total Fires Per Year	Fire Report Number	Date	Time	Cause of Fire
2019	0	0	0	0	N/A
2020	0	0	0	0	N/A
2021	0	0	0	0	N/A
Year	Number of Injuries That Required Treatment at Medical Facility		Number of Deaths Related to Fire		Value of Property Damage Caused by Fire
2019	0		0		0
2020	0		0		0
2021	0		0		0

**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.



MEMORANDUM

Provost, Vice President of Academic Affairs and Student Services

To: Dr. Christy Ponce

From: Dr. Susan Guzmán-Treviño

Date: November 21, 2022

Re: Fall 2022 2nd 8-Week Classes Part-Time/Overload Salaries

The Vice President of Academic Affairs and Student Services has reviewed the part-time/overload reports for the 2nd 8-week classes submitted by the academic and technical divisions and is requesting Board approval of these reports, pending any necessary adjustments.

The table below summarizes the part-time/overload salary costs by division for 2nd 8-weeks:

Division	FA 2021 2nd 8-Weeks	FA 2022 2nd 8-Weeks
Fine Arts	\$12,300.00	\$38,355.00
Liberal Arts	\$78,224.30	\$117,375.40
Business and Career Professions	\$30,780.28	\$33,681.38
Math, Science & Physical Education	\$18,693.75	\$18,508.18
Health Professions*	\$0.00	\$0.00
Total	\$139,998.33	\$207,919.96

* Not available at time of report

Please consider this request for approval.

AGENDA ITEM-4-E

TEMPLE COLLEGE
BOARD OF TRUSTEES MONTHLY INVESTMENT REPORT
PUBLIC FUNDS INVESTMENT DISCLOSURE REPORT
October 2022

	Interest Rate	Book/Market Value 9/30/2022	Receipts	Interest Earnings	Distributions	Book/Market Value 10/31/2022	Operating Funds	Restricted Funds
<u>Cash and Cash Equivalents</u>								
Alliance Bank - Money Market	1.00%	\$250,356	\$0	\$213	\$0	\$250,569	\$250,569	\$0
BBVA Compass - Money Market	1.44%	\$20,021	\$20,279	\$28	\$20,300	\$20,028	\$20,028	\$0
BBVA Compass - Operating Account	0.00%	\$5,751,621	\$1,591,795	\$0	\$3,721,155	\$3,622,261	\$1,190,429	\$2,431,832
BBVA Compass - Student Refund Account	0.00%	-\$2,135,360	\$133,160	\$0	\$476,390	-\$2,478,591	-\$2,478,591	\$0
BBVA Compass - Federal Funds Account	0.00%	\$240,253	\$409,710	\$0	\$413,007	\$236,956	\$0	\$236,956
BBVA Compass - Payroll Account	0.00%	\$500	\$2,434,646	\$0	\$2,434,646	\$500	\$500	\$0
BBVA Compass - Plant Account	0.00%	\$469,532	\$1,440,851	\$0	\$1,461,351	\$449,032	\$449,032	\$0
Petty Cash	0.00%	\$3,271	\$0	\$0	\$0	\$3,271	\$3,271	\$0
Subtotal Cash and Cash Equivalents		\$4,600,195	\$6,030,440	\$241	\$8,526,850	\$2,104,025	-\$564,763	\$2,668,788
<u>Cash in Investment Pools</u>								
TexasClass (MBIA) - Bond Reserves	3.23%	\$2,567,060	\$577,481	\$7,769	\$0	\$3,152,310	\$0	\$3,152,310
2021 Texas Class	3.23%	\$124,625,525	\$0	\$341,920	\$421,435	\$124,546,010	\$124,546,010	\$0
TexasClass (MBIA) - Building Improvement Funds	3.23%	\$7,125,378	\$0	\$19,571	\$0	\$7,144,949	\$7,144,947	\$0
TexasClass (MBIA) - Operating Account	3.23%	\$7,374,067	\$0	\$20,247	\$0	\$7,394,314	\$7,394,314	\$0
TexasClass (MBIA) - Board of Trustees Fund	3.23%	\$122,298	\$0	\$336	\$0	\$122,634	\$122,634	\$0
Texpool - Building Improvement Funds	0.13%	\$1,037	\$0	\$0	\$0	\$1,037	\$1,037	\$0
Texpool - Operating Account	0.13%	\$1,049	\$0	\$0	\$0	\$1,049	\$1,049	\$0
Subtotal Cash in Investment Pools		\$141,816,413	\$577,481	\$389,843	\$421,435	\$142,362,301	\$139,209,990	\$3,152,310
<u>Cash Invested in Certificates of Deposit</u>								
Alliance Bank - 364 days. CD (8/4/2023)	2.00%	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$2,000,000	\$0
Alliance Bank - 364 days. CD (8/4/2023)	2.00%	\$5,000,000	\$0	\$0	\$0	\$5,000,000	\$5,000,000	\$0
Subtotal Cash Invested in Certificates of Deposit		\$7,000,000	\$0	\$0	\$0	\$7,000,000	\$7,000,000	\$0
Total Cash, Cash Equivalents and Investments		\$153,416,607	\$6,607,921	\$390,084	\$8,948,285	\$151,466,326	\$145,645,227	\$5,821,097

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

Signed:


Vice President Administrative Services/CFO

BUDGET SUMMARY REPORT - OCTOBER 2022

	CURRENT FISCAL YEAR			PRIOR FISCAL YEAR		
	Budget 10/31/22	Actual 10/31/22	% Actual to Budget	Budget 10/31/21	Actual 10/31/21	% Actual to Budget
REVENUES						
Educational & General						
State Funds						
State Appropriations	9,291,477	1,926,571	21%	9,230,615	2,060,959	22%
State Grants & Contracts	454,137	626,229	138%	965,498	19,448	2%
Federal Funds						
Federal Grants	5,310,106	3,266,031	62%	4,890,411	4,739,326	97%
Title IV Grants	8,827,698	2,603,788	29%	8,805,354	2,099,064	24%
Local Funds						
Private Grants, Gifts, & Contracts	3,312,204	63,837	2%	2,770,142	16,479	1%
Tuition	12,890,900	7,722,587	60%	12,856,900	6,586,442	51%
Fees	4,244,824	2,620,712	62%	3,954,925	2,020,138	51%
Exemptions, Waivers, & Discounts	(2,651,245)	(1,887,956)	71%	(2,425,732)	(1,541,180)	64%
Taxes	14,760,186	27,024	0%	13,178,149	374,333	3%
Other Local Funds	421,032	147,498	35%	421,219	81,851	19%
Total Educational & General	56,861,319	17,116,321	30%	54,647,481	16,456,860	30%
Transfers from OA to Other Funds						
Use Fees	(1,166,100)	(572,407)	49%	(1,222,000)	(524,184)	43%
Taxes	(5,025,759)	(10,987)	0%	(4,630,628)	(11,265)	0%
Parking, Energy Conservation, HVAC	(215,000)	0	0%	(215,000)	0	0%
Other	0	0	0%	0	0	0%
Transfer - TIF Remittance	0	0	0%	0	0	0%
Total Transfers from OA to Other Funds	(6,406,859)	(583,394)	9%	(6,067,628)	(535,449)	9%
Auxiliary Enterprises	5,000	657	13%	5,000	1,634	33%
TOTAL REVENUES	50,459,460	16,533,584	33%	48,584,853	15,923,045	33%
EXPENDITURES						
Educational & General						
Instruction	16,038,513	2,734,254	17%	15,040,934	2,388,105	16%
Public Service	1,210,534	170,564	14%	1,326,746	174,482	13%
Academic Support	3,783,054	738,635	20%	3,197,411	1,546,563	48%
Student Services	4,430,176	711,835	16%	3,635,065	502,781	14%
Institutional Support	9,865,914	2,044,721	21%	10,459,478	2,238,208	21%
Physical Plant	3,664,587	440,568	12%	3,414,134	507,539	15%
Total Educational & General	38,992,778	6,840,577	18%	37,073,768	7,357,678	20%
Student Aid	10,373,055	6,494,115	63%	10,490,765	5,356,466	51%
Auxiliary Enterprises	983,627	203,796	21%	915,320	237,266	26%
Contingency for Unexpected Expenditures	110,000	0	0%	105,000	0	0%
TOTAL EXPENDITURES	50,459,460	13,538,488	27%	48,584,853	12,951,410	27%
NET DIFFERENCE	0	2,995,096		0	2,971,635	



MEMORANDUM

Office of the Vice President for Administrative Services

To: Dr. Ponce & Board of Trustees

From: Brandon Bozon

Date: November 21, 2022

Re: Approval of Amendments to the FY 2023 Budget

Temple College continues to be the recipient of several grants, which allow us to help meet the needs of our students and the surrounding community. Due to the size of these grant programs, the funding is often spread across multiple fiscal years, but the amounts to be spent in the upcoming year is not always known during the budget process. These amendments are brought forward to not only appropriate the grant funding, but to also provide an update to the Board of Trustees on the numerous grant programs across campus.

TWC Skills Grant – Dal Credit & Technical Education: This is a reimbursement-based equipment grant that was awarded to TC in FY 2022, but the equipment lead time delayed the receipt of items until FY 2023. Once the items are received and paid for, reimbursement will be sought from WC.

Texas Commission on the Arts: Derek Mudd, Department Chair of Speech, Humanities, Drama and Dance, applied for and received a Texas Commission on the Arts grant on behalf of Temple College. This grant was a 50% cost share to bring Ire'ne Lara Silva to the campus.

Texas Parks & Wildlife Grant – Zebra Mussels: This grant was award in FY 2022 for up to \$36,177, with a 25% match by the College, for a total project anticipated cost of \$48,170. The majority of expenditures occurred during that year, but there is a small carryover in to FY 2023 of \$563.

TRUE Grant – Advanced Manufacturing: Temple College was the sub-recipient of this grant that was award to Austin Community College. The grant was closed on September 30, 2022. A current budgeted amount of \$19,603 was included for FY 2023 in the original budget adoption, and this amendment takes the FY 2023 total up to \$116,594. The total grant amount passed through to TC between the two fiscal years was over \$978,000.

AGENDA ITEM 4-F

THECB Accelerating Credentials – Respiratory/Polysomnography: Temple College was awarded this grant in FY 22, and the majority of the funds were expended in FY 2022. The grant ended September 30, 2022 with \$17,032 in expenses occurring in the final month.

THECB Accelerating Credentials – Polysomnography: Temple College was awarded this grant in FY 2022 and the spending was split close to evenly between FY 2022 and FY 2023. The grant closed September 30, 2022 with \$272,999 in expenses occurring in the final month of the grant.

PACCE Lumina: Temple College was awarded this grant in FY 2022 and it focuses on adult learners and their higher education experience. The grant award is for \$75,000, with the majority of that amount carrying over to be expended in FY 2023.

Reinvent Healthy – Student Ambassador: Temple College received this grant in FY 2022 with the design of being a multi-semester grant to develop Student Ambassadors to help connect and develop relationships with prospective students. The grant amount was for \$15,300, and the majority of this grant is carrying over for use during FY 2023.

Trellis Next Step: This grant was awarded to Temple College in FY 2021 and focuses on returning students. The grant award was for \$293,090, and FY 2023 amount is \$23,033.

Greater Texas Foundation-TBI Hutto: This grant was awarded to Temple College in FY 2021 with a focus on helping students in rural communities. The award amount was \$620,107 and the FY 2023 portion is estimated to be \$246,423.

Farish Workforce Development Grant: Awarded in FY 2021, this grant provides funding for the Workforce Development area, including personnel costs and equipment. The total award is \$200,000, \$100,000 of which will be expended in FY 2023.

AACC Cyber Skills for All: Temple College received this grant in FY 2022 for \$20,000 and it was designed as a two-year grant. FY 2023 is the second year and the budget amendment is for the \$10,000 allotted for year two as well as the unused balance of year one.

Baylor Scott & White Polysomnography & Electro-neurodiagnostic partnership: Baylor Scott & White and Temple College have partnered to start a combination Polysomnography/Electro-neurodiagnostic program. Baylor Scott & White is contributing \$100,000 per year for two years to assist Temple College with the costs of starting this program. FY 2023 is year one of the partnership.

TRUE Roboweld: Awarded in late FY 2022, this grant will be utilized to start a robotics welding program with a focus in the Rockdale area. The grant award is for \$530,000, with an anticipated grant completion date of August 31, 2023.

AGENDA ITEM 4-F

THECB Accelerating Student Success: Awarded in the summer of FY 2022, the Accelerating Student Success grant focuses on the planning stage of creating a revitalized student enrollment and retention experience. The grant had a short program window, ending in September 30, 2022, resulting in about 60% of the expenditures occurring in September 2022.

HSI STEM: Temple College is in year two of the five-year HSI STEM Federal grant program. Due to the timing of the program start in FY 2022, there was approximately \$435,000 unspent funds from Year 1, and Temple College has received approval to carry those funds into year 2. This amendment is for the carryover portion, as year two's budget was approved as part of the original budget in August.

Recommendation: Approve amendments to the FY 2023 budget to appropriate funds received for various grants.

TWC Skills Grant - Dual Credit & Technical Education

Revenues		
Account		Amount
21-01-0-01-160102-400863	TWC Skills Dev Grant-DC & Tech	\$ 219,289.00
Grand Total		\$ 219,289.00

Expenditures		
Accounts		Amount
21-09-1-46-160102-732800	TWC Skills Dev Grant-DC & Tech	\$ 219,289.00
Grand Total		\$ 219,289.00

Texas Commission on the Arts

Revenues		
Account		Amount
21-01-0-01-400801-400863	Other State Grants: Commission on the Arts	\$ 1,000.00
Grand Total		\$ 1,000.00

Expenditures		
Accounts		Amount
21-01-1-41-400801-603306	Miscellaneous Expense : Commission on the Arts	\$ 1,000.00
Grand Total		\$ 1,000.00

Texas Parks & Wildlife Grant - Zebra Mussels

Revenues		
Account		Amount
21-01-0-01-420401-400863	Other State Grants: TPWD Zebra Mussels	\$ 563.00
Grand Total		\$ 563.00

Expenditures		
Accounts		Amount
21-01-3-60-420401-602820	Travel : TPWD Zebra Mussels	\$ 563.00
Grand Total		\$ 563.00

TRUE Grant - Advanced Manufacturing

Revenues		
Account		Amount
21-01-0-01-160101-400863	Other State Grants : TRUE ACC Consortium Grant	\$ 96,991.00
Grand Total		\$ 96,991.00

Expenditures		
Accounts		Amount
21-01-1-46-160101-501000	Faculty Salaries - FT : TRUE ACC Consortium Grant	\$ 10,799.00
21-01-1-46-160101-501020	Faculty Salaries - PT : TRUE ACC Consortium Grant	\$ (16,731.00)
21-01-1-46-160101-504102	TRS Non-State : TRUE ACC Consortium Grant	\$ 751.00
21-01-1-46-160101-504200	Social Security : TRUE ACC Consortium Grant	\$ (297.00)
21-01-1-46-160101-601020	Non Computer Equipment Under \$5,000 : TRUE ACC Consortium Gr	\$ 8,157.00
21-01-1-46-160101-603817	Consultant Costs : TRUE ACC Consortium Grant	\$ 2,000.00
21-01-1-46-160101-603823	Marketing/Advertising : TRUE ACC Consortium Grant	\$ 3,217.00
21-01-1-46-160101-732800	Equipment (Grant) \$5,000 & Over : TRUE ACC Consortium Grant	\$ 89,095.00
Grand Total		\$ 96,991.00

*Current budgeted revenues & expenditures are \$19,603, for a total revenue/expense of \$116,594

THECB Accelerating Credentials - Respiratory/Polysomnography

Revenues		
Account		Amount
21-01-0-01-480101-400868	THECB Grants : THECB Accelerating Credentials Grant	\$ 17,032.00
Grand Total		\$ 17,032.00

Expenditures		
Accounts		Amount
21-01-4-48-480101-501000	Faculty Salaries - FT : THECB Accelerating Credentials	\$ 7,930.00
21-01-4-48-480101-502120	Admin Salaries : THECB Accelerating Credentials	\$ 7,060.00
21-01-4-48-480101-504101	TRS State : THECB Accelerating Credentials	\$ 61.00
21-01-4-48-480101-504102	TRS Non-State : THECB Accelerating Credentials	\$ 269.00
21-01-4-48-480101-504103	ORP State : THECB Accelerating Credentials	\$ 99.00
21-01-4-48-480101-504104	ORP Non-State : THECB Accelerating Credentials	\$ 99.00
21-01-4-48-480101-504200	Social Security : THECB Accelerating Credentials	\$ 1,129.00
21-01-4-48-480101-504301	Medical State : THECB Accelerating Credentials	\$ 385.00
Grand Total		\$ 17,032.00

THECB Accelerating Credentials - Polysomnography

Revenues		
Account		Amount
21-01-0-01-480600-400867	Polysomnography : TRUE Polysomnography Grant	\$ 272,999.00
Grand Total		\$ 272,999.00

Expenditures		
Accounts		Amount
21-01-1-48-480600-502110	Admin Salaries FT : Polysomnography	\$ 813.00
21-01-1-48-480600-502844	Salaries - Other : Polysomnography	\$ 3,115.00
21-01-1-48-480600-504101	TRS State : Polysomnography	\$ 32.00
21-01-1-48-480600-504102	TRS Non-State : Polysomnography	\$ 32.00
21-01-1-48-480600-504200	Social Security : Polysomnography	\$ 295.00
21-01-1-48-480600-504302	Medical Non-State : Polysomnography	\$ 153.00
21-01-1-48-480600-601020	Non Computer Equip Under \$5000 : Polysomnography	\$ 55,957.00
21-01-1-48-480600-603000	Operating Expense : Polysomnography	\$ 26,037.00
21-01-8-81-480600-609225	Grant Scholarships - Other : Polysomnography	\$ 92,504.00
21-01-1-48-480600-732800	Equipment (Grant) \$5000 & Over : Polysomnography	\$ 94,061.00
Grand Total		\$ 272,999.00

PACCE Lumina Grant

Revenues		
Account		Amount
23-01-0-03-160100-402158	Grants & Donations : PACCE Grant	\$ 73,064.00
Grand Total		\$ 73,064.00

Expenditures		
Accounts		Amount
23-01-4-40-160100-601000	Supplies : PACCE Grant	\$ 21,500.00
23-01-4-40-160100-603210	Market/Advertising : PACCE Grant	\$ 9,200.00
23-01-4-40-160100-603010	Consultants : PACCE Grant	\$ 42,364.00
Grand Total		\$ 73,064.00

Reinvent Healthy - Student Ambassador Grant

Revenues		
Account		Amount
23-01-0-03-171001-402158	Grants & Donations : Reinvent Healthy Std Amb Grant	\$ 13,971.00
Grand Total		\$ 13,971.00

Expenditures		
Accounts		Amount
23-01-6-20-171001-502320	Classified Salaries - PT : Reinvent Healthy Std Amb Grant	\$ 12,618.00
23-01-6-20-171001-504200	Social Security : Reinvent Healthy Std Amb Grant	\$ 1,053.00
23-01-6-20-171001-603210	Market/Advertising : Reinvent Healthy Std Amb Grant	\$ 300.00
Grand Total		\$ 13,971.00

Trellis Next Step

Revenues		
Account		Amount
23-01-0-03-433104-402156	Trellis Foundation : Trellis Next Step	\$ 23,033.00
Grand Total		\$ 23,033.00

Expenditures		
Accounts		Amount
23-01-6-11-433104-603450	Software Lease/Maint - Datatel : Trellis Next Step	\$ 23,033.00
Grand Total		\$ 23,033.00

Greater Texas Foundation - TBI Hutto

Revenues		
Account		Amount
23-01-0-03-433108-402155	Greater Texas Foundation : TBI Hutto	\$ 246,423.00
Grand Total		\$ 246,423.00

Expenditures		
Accounts		Amount
23-15-6-20-433108-501000	Faculty Salaries-Full Time : TBI Hutto	\$ 97,328.00
23-15-6-20-433108-502110	Admin Salaries-Full Time : TBI Hutto	\$ 41,877.00
23-15-6-20-433108-504102	TRS Non-State : TBI Hutto	\$ 11,136.00
23-15-6-20-433108-504200	Social Security : TBI Hutto	\$ 10,649.00
23-15-6-20-433108-504302	Medical Non-State : TBI Hutto	\$ 17,441.00
23-15-6-20-433108-603816	Administrative Costs : TBI Hutto	\$ 32,142.00
23-01-8-81-433108-609204	TBI Scholarships : TBI Hutto	\$ 35,850.00
Grand Total		\$ 246,423.00

Farish Workforce Development Grant

Revenues		
Account		Amount
23-01-0-03-433113-402161	William Farish Grant : Farish Workforce	\$ 100,000.00
Grand Total		\$ 100,000.00

Expenditures		
Accounts		Amount
23-01-1-46-433113-603816	Administrative Costs : Farish Workforce	\$ 100,000.00
Grand Total		\$ 100,000.00

AACC Cyber Skills for All

Revenues		
Account		Amount
23-01-0-03-461121-402162	American Assoc of Comm College : Cyber Skills for All Grant	\$ 12,655.00
Grand Total		\$ 12,655.00

Expenditures		
Accounts		Amount
23-01-5-12-461121-502320	Classified Salaries - PT : AACC Cyber Skills for All	\$ 7,531.00
23-01-5-12-461121-504200	Social Security : AACC Cyber Skills for All	\$ 624.00
23-01-5-12-461121-602100	Travel : AACC Cyber Skills for All	\$ 4,000.00
23-01-5-12-461121-602105	Travel - Instruction Sites : AACC Cyber Skills for All	\$ 500.00
Grand Total		\$ 12,655.00

BS&W Polysomnography/Electroneurodiagnostic

Revenues		
Account		Amount
23-01-0-03-480601-402158	Grants & Donations : BS&W Agreement Polysomnography	\$ 100,000.00
Grand Total		\$ 100,000.00

Expenditures		
Accounts		Amount
23-01-1-48-480601-501000	Faculty Salaries - Full Time : BS&W Agreement Polysomnography	\$ 79,800.00
23-01-1-48-480601-504101	TRS State : BS&W Agreement Polysomnography	\$ 4,000.00
23-01-1-48-480601-504102	TRS Non-State : BS&W Agreement Polysomnography	\$ 4,000.00
23-01-1-48-480601-504200	Social Security : BS&W Agreement Polysomnography	\$ 7,650.00
23-01-1-48-480601-504301	Medical State : BS&W Agreement Polysomnography	\$ 2,275.00
23-01-1-48-480601-504302	Medical Non-State : BS&W Agreement Polysomnography	\$ 2,275.00
Grand Total		\$ 100,000.00

TRUE Roboweld

Revenues		
Account		Amount
24-01-0-02-160103-400868	THECB Grants : TRUE Grant - Roboweld	\$ 530,000.00
Grand Total		\$ 530,000.00

Expenditures		
Accounts		Amount
24-01-1-46-160103-501000	Faculty Salaries - Full Time : TRUE Grant - Roboweld	\$ 107,844.00
24-01-1-46-160103-502815	Salaries - Professional : TRUE Grant - Roboweld	\$ 44,192.00
24-01-1-46-160103-504101	TRS State : TRUE Grant - Roboweld	\$ 7,950.00
24-01-1-46-160103-504102	TRS Non-State : TRUE Grant - Roboweld	\$ 7,950.00
24-01-1-46-160103-504200	Social Security : TRUE Grant - Roboweld	\$ 15,204.00
24-01-1-46-160103-504301	Medical State : TRUE Grant - Roboweld	\$ 7,800.00
24-01-1-46-160103-504302	Medical Non-State : TRUE Grant - Roboweld	\$ 7,800.00
24-01-1-46-160103-601000	Supplies : TRUE Grant - Roboweld	\$ 53,500.00
24-01-1-46-160103-603000	Operating Expenses : TRUE Grant - Roboweld	\$ 27,760.00
24-01-1-46-160103-603210	Market/Advertising : TRUE Grant - Roboweld	\$ 50,000.00
24-01-1-46-160103-601020	Non Computer Equip under \$5000 : TRUE Grant - Roboweld	\$ 50,000.00
24-01-1-46-160103-732800	Equipment (Grant) \$5000 and over : TRUE Grant - Roboweld	\$ 150,000.00
Grand Total		\$ 530,000.00

THECB Accelerating Student Success

Revenues		
Account		Amount
24-01-0-02-220101-400868	THECB Grants : Acceler Student Success	\$ 13,301.00
Grand Total		\$ 13,301.00

Expenditures		
Accounts		Amount
24-01-5-12-220101-502120	Adm Salaries - PT : Acceler Student Success Grant	\$ 3,300.00
24-01-5-12-220101-504200	Social Security : Acceler Student Success Grant	\$ 253.00
24-01-5-12-220101-601200	Computer Hardware <\$5,000 : Acceler Student Success	\$ 9,748.00
Grand Total		\$ 13,301.00

HSI STEM Grant

Revenues		
Account		Amount
24-01-0-02-461120-401891	Dept of Education Grant : HSI STEM Dept of Ed Grant	\$ 435,329.00
Grand Total		\$ 435,329.00

Expenditures		
Accounts		Amount
24-01-5-12-461120-501000	Faculty Salaries - FT : HSI STEM Dept of Ed Grant	\$ 22,600.00
24-01-5-12-461120-502842	Salaries-Administrative : HSI STEM Dept of Ed Grant	\$ 32,303.00
24-01-5-12-461120-502815	Salaries-Professional : HSI STEM Dept of Ed Grant	\$ 98,810.00
24-01-5-12-461120-502823	Salaries-Tutors : HSI STEM Dept of Ed Grant	\$ 38,004.00
24-01-5-12-461120-502844	Salaries-Other : HSI STEM Dept of Ed Grant	\$ 13,301.00
24-01-5-12-461120-504101	TRS State : HSI STEM Dept of Ed Grant	\$ 7,069.00
24-01-5-12-461120-504102	TRS Non State: HSI STEM Dept of Ed Grant	\$ 7,069.00
24-01-5-12-461120-504103	ORP State :HSI STEM Dept of Ed Grant	\$ 746.00
24-01-5-12-461120-504104	ORP Non-State : HSI STEM Dept of Ed Grant	\$ 251.00
24-01-5-12-461120-504301	Social Security : HSI STEM Dept of Ed Grant	\$ 14,537.00
24-01-5-12-461120-602105	Travel - Instructional Sites : HSI STEM Dept of Ed Grant	\$ 5,000.00
24-01-5-12-461120-602100	Travel : HSI STEM Dept of Ed Grant	\$ 5,000.00
24-01-5-12-461120-602802	Travel - Professional Dev. : HSI STEM Dept of Ed Grant	\$ 14,770.00
24-01-5-12-461120-601200	Computer Hdw<\$5000 : HSI STEM Dept of Ed Grant	\$ 5,000.00
24-01-5-12-461120-601000	Supplies : HSI STEM Dept of Ed Grant	\$ 5,000.00
24-01-5-12-461120-603000	Oper Exp : HSI STEM Dept of Ed Grant	\$ 25,000.00
24-01-5-12-461120-603818	Subgrants/Subcontracts : HSI STEM Dept of Ed Grant	\$ 50,000.00
24-01-5-12-461120-502846	Salaries - Professional Development : HSI STEM Dept of Ed	\$ 25,000.00
24-01-5-12-461120-603314	Special Events Expense : HSI STEM Dept of Ed Grant	\$ 65,000.00
24-01-5-12-461120-603816	Administrative Costs : HSI STEM Dept of Ed Grant	\$ 23,469.00
Grand Total		\$ 435,329.00

*Year 1 carryover of \$435,329; year 2 already budgeted



MEMORANDUM

Office of the Vice President for Administrative Services

To: Dr. Ponce and the Board of Trustees

From: Brandon Bozon

Date: November 8, 2022

Re: Consideration of Approval to Award a Contract from RFP 23-01 to Higher Ed Collaborative Solutions, LLC for Project Consulting Services.

Staff Recommendation: Approval

The Board is asked to award a contract from RFP 23-01 to Higher Ed Collaborative Solutions, LLC for Project Consulting Services.



Contract Award

Description: Consideration of Approval to Award a Contract from RFP 23-01 to Higher Ed Collaborative Solutions, LLC for Project Consulting Services.

Recommendation: The Board is asked to award a contract from RFP 23-01 to Higher Ed Collaborative Solutions, LLC for Project Consulting Services.

The College has expanded efforts to support student success through various initiatives and projects involving grants, technology, research, training, planning, and programming. These projects support the College's academic affairs and student services as well as other areas across the College, and they require a wide range of higher educational experiences, unique skillsets, varied areas of expertise, and significant commitments in time and resources.

Current staffing is not sufficient to successfully implement our expanded student success efforts. As a result, our Provost, Vice President of Academic Affairs and Student Services, created a proposal to solicit project consulting services for Temple College. The scope of services is all work necessary to provide oversight of the process, from planning through completion of special initiatives relating to and supporting instructional and student support efforts for the advancement of equity outcomes and for externally funded awards; these projects are not limited to but include the following:

- Strategic Planning
- Research
- Data Tools
- Grant Implementation and Management
- Professional Development
- Collaboration and Leadership
- Liaison

These project consulting services will ensure our student success efforts are fully implemented.

The College advertised a Request for Proposal (RFP) in the Temple Daily Telegram and the State of Texas Electronic State Business Daily for the needed Project Consulting Services in accordance with the Texas Education Code 44. At the RFP closing, the College received one submission as shown below. The proposal received was evaluated on the criteria illustrated within the RFP. Our staff members assigned the following combined average score to the proposal:

Contractor Name	Score Average
Higher Ed Collaborative, LLC	84.33

Purchasing staff members reached out to seven consulting firms that provide similar services during the release of the proposal, to try to solicit additional responses. A variety of responses were received from these firms including; we're not in a position to pursue this opportunity at this time, it's our



company policy that we don't submit responses without knowing the college and/or knowing someone who works there, and our current workload prevents us from responding to your solicitation. Due to the specialized nature of this RFP, it was anticipated that we would have a low response turnout.

Based on the proposal results the Board of Trustees is asked to award a contract from RFP 23-01 to Higher Ed Collaborative Solutions, LLC for Project Consulting Services. The estimated spend volume within the initial annual contract performance period is \$87,000.

Additionally, the contract may be renewed for four, one-year periods for Project Consulting Services as the College may need additional services after the initial contract term is completed. The Board of Trustees is also asked to approve the Vice President of Administration to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

Funds Available:

☒ Budgeted
☐ Fund Balance
☐ Other: _____

Approved:

Brandon Bozon
 Vice President for Administrative Services

Date

AGENDA ITEM 9-A

Consideration of Approval of Faculty Title Changes

Staff Recommendation: Approval

The Board is asked to approve the following faculty members' title changes. The faculty have met the criteria for title changes.

FACULTY TITLE CHANGES

<u>NAME</u>	<u>DEPARTMENT</u>	<u>REQUESTED TITLE</u>
Patti Simpson	Mathematics	Professor
Johnnie Simpson	Mathematics	Professor

Board Approval: November 21, 2022



MEMORANDUM

PROVOST, VICE PRESIDENT OF ACADEMIC AFFAIRS AND STUDENT SERVICES

To: Dr. Christina Ponce

From: Dr. Susan Guzmán-Treviño

Date: November 21, 2022

RE: Approval of Level 1 Certificate, Robotics Welding-Electromechanical Engineering Technology

We are requesting the Board of Trustees approve offering the Level 1 Certificate in Robotics Welding-Electromechanical Engineering Technology.

This credential was developed to fulfill community and workforce partner needs and requests for technology-enabled manufacturing, specifically robotics welding. On November 2, 2022, the college Curriculum Committee voted to approve adding this new certificate. If approved by the board, students may enroll in the program for the fall 2023 semester.

Please see Page 2 of this memo for the recommended degree plan.

We appreciate your consideration of this request.

LEVEL 1- Robotic Welding - Electromechanical Engineering Technology	
FIRST SEMESTER	
1st 8 Week	
DFTG 1305 Introduction to Technical Drawing or ENGR 1304 Engineering Design Graphics ²	3
OSHT 1391 Special Topics in Occupational Safety and Health Technology/Technician	3
RBTC 2339 Robot Programing and Diagnostics or ENGR 2304 Programming for Engineers ¹	3
2nd 8 Weeks	
ELMT 2441 Electromechanical Systems	4
RBTC 1391 Special Topics in Robotics Technology/Technicians	3

Total SCH 16

TOTAL CERTIFICATE 16

¹ TSI required

² College Algebra Required



MEMORANDUM
Office of the Vice President for Administrative Services

To: Dr. Ponce and the Board of Trustees

From: Brandon Bozon

Date: November 16, 2022

Re: Consideration for approval of a purchase of robotic welding equipment from
Advanced Technologies Consultants through The Interlocal Purchasing System Contract# 210902

Staff Recommendation: Approval

The Board is asked to approve a purchase of robotic welding equipment from
Advanced Technologies Consultants through The Interlocal Purchasing System Contract# 210902



Purchase Approval

Description: Consideration for approval of a purchase of robotic welding equipment from Advanced Technologies Consultants through The Interlocal Purchasing System Contract# 210902

Recommendation: The Board is asked to approve a purchase of robotic welding equipment from Advanced Technologies Consultants through The Interlocal Purchasing System Contract# 210902

As previously announced the College was a recipient of a \$530,000 Texas Reskilling and Upskilling Through Education (TRUE) grant from the Texas Higher Education Coordinating Board. This grant has allowed the College to invest in additional capital asset training equipment for our upcoming new certificate training programs.

The new robotic welding equipment will allow our students to learn state-of-the-art welding skills that will be highly marketable and help better prepare them to enter the workplace when they earn their certifications from Temple College. These new certifications lead into Temple College's existing Electromechanical Engineering Technology certificate and degree programs allowing the student to advance their learning in various fields that lead to high-demand careers.

Purchases made through The Interlocal Purchasing System (TIPS) cooperative meet our competitive solicitation requirements as stated in Texas Education Code 44. The vendor Advanced Technologies Consultants was awarded a contract through the TIPS cooperative and the College is able to utilize this competitively awarded contract to meet our competitive solicitation requirements.

Funding for the robotic welders was provided by the **TRUE RoboWeld grant**. Based on the information provided, the Board of Trustees is now asked to approve the purchase of robotic welding equipment from Advanced Technologies Consultants through The Interlocal Purchasing System Contract# 210902 in the amount of \$202,710.00. The Board of Trustees also is asked to approve the Vice President of Administration to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

Funds Available:

_____ Budgeted

_____ Fund Balance

 X Other: TRUE RoboWeld, Grant Account: 24-01-1-46-160103-732800



Approved:

Brandon Bozon
Vice President for Administrative Services

Date

2600 South First Street ■ Temple, Texas 76504 ■ TEMPLEJC.EDU



Advanced Technologies Consultants

110 W. Main St. | Northville, MI 48167
Office Phone: (800) 348-8447
Office Fax: (248) 348-3040

PRICE QUOTATION

Prices valid for 60 days
Prices and packages are subject to
change without notice

Presented to: DeDe Griffith
Temple College
2600 South First Street
Temple, TX 76504
dede.griffith@templejc.edu
(254) 298-8341

11/16/2022
Jath Candy
(915) 356-4016
jathcandy@atctrain.com

Terms	Project	Delivery	FOB Point
Net 30	Vectis Cobot Welding Tool	est. 10-12 Weeks ARO	CO

v.9/6/2022

Item#	Qty	Description	Part#	Unit Cost	Extended
1	2	Vectis Cobot Welding Tool with UR 5e		\$74,900.00	\$149,800.00
		<i>Includes:</i>			
		UR5e option: 33.5" [850mm] reach, 11lb [5kg] wrist payload.			
		Six-axis servo controlled.			
		Input power: Single-phase 110VAC fused at 15A. Power draw is approximately 350W in typical program.			
		Freedrive jog mode with enable button on torch bracket allows the programmer to teach cobot by physically moving it to program points.			
		Embedded collaborative safety allows the cobot to safely work alongside human operators.			
		17 safety functions, all EN ISO 13849-1, Cat.3, PL d. Full EN ISO 10218-1 compliance. Both certified by TÜV NORD.			
		Miller InvisionTM 352MPa - MIG Welder with Vectis Controls Package			
		Includes Pulsed MIG waveforms in addition to standard CV MIG.			
		Includes Miller 20 Series Digital Wirefeeder adapted for cobot use such that the cobot can mode-switch between Pulse & CV			
		Auto-Line TM : can run off any input voltage between 208VAC-575VAC, including single-phase 208VAC or 240VAC.			
		Rated output: 350A@34VDC, 60% duty cycle (on 3ph power), recommended when welding with 0.035" steel wire			
		All controls components & cables for seamless cobot control			
		Air-Cooled Welding Torch			

<i>Item#</i>	<i>Qty</i>	<i>Description</i>	<i>Part#</i>	<i>Unit Cost</i>	<i>Extended</i>
		Includes mount bracket and Freedrive pushbutton.			
		Effective angle is 45deg with torch bracket.			
		60% duty cycle: 430A with Argon Mixed Gas.			
		Includes Starter Consumable Spares: 25 contact tips, 3 gas nozzles, and 1ea of other consumables			
		<i>Vectis Let's Weld Together Software</i>			
		No programming background needed. Make your first weld within 10 minutes after plug-in.			
		Baseline weld template library for common weld sizes			
		Weaving capability – set zig zag or in-line whip weave parameters to create beautifully tied-in welds, even on circles.			
		No annual "maintenance" charges. You receive software updates for existing features at no cost to you. Note: Major feature additions, especially if they include hardware, may require a one-time future purchase but will not have maintenance charges			
		<i>Vectis Premium Software Features Package</i>			
		Stitch Welding: Teach a path, then set stitch length and spacing for rapid and asy programming of stitch welds.			
		Pattern Tool: Linearly pattern any set of welds, tacks, and airmoves with only three quick inputs - Pattern Start Point, Pattern End Point, and # of Iterations.			
		Tack Tool: Efficiently, make tack welds with a single click.			
		Touch Sensing with Offsetting capability: Allows you to manage slight fit-up or fixturing inconsistencies with a torch-search to offset programmed paths.			
		<i>Vectis Ready-To-Weld Integration Package</i>			
		“The First Weld” tutorial package: 1/4” T-Plate and tutorial.			
		Assembly and functional testing of system at Vectis Automation facility			
		DIY commissioning: quick and easy self-setup saves you time & money			
		Four button op panel with 16.4ft [5m] cable			
		<i>Rhino Cart 30" x 48" Mobile Modular Table by Strong Hand Tools</i>			

<i>Item#</i>	<i>Qty</i>	<i>Description</i>	<i>Part#</i>	<i>Unit Cost</i>	<i>Extended</i>
		Cobot electrically-isolating baseplate mounts directly to top of surface			
		30" x 48" nitrided spatter-resistant tabletop, with 5/8" holes on 2"x2" grid			
		Includes 66 piece starter fixturing kit			
		Compatible with all other BuildPro/StrongHand fixturing components			
		System and all equipment is fully packaged on mobile cart			
		<i>World-Class (97% rating) Lifetime Technical Support</i>			
		Support@VectisAutomation.com, 970-852-5200 x2			
		Facetime/Zoom/GoToMeeting video support			
		Remote support enabled by technology allows extremely fast response times.			
		<i>Unlimited lifetime access to the Vectis Training Academy:</i>			
		Online self-paced visual training modules allow your Cobot Champion to quickly & efficiently learn how to use the system.			
		Lifetime access for unlimited users at your company.			
		In-depth videos provide a permanent, reviewable way to learn content.			
		<i>Optional Items</i>			
2	2	Heavy Welding Feature Package		\$3,250.00	\$6,500.00
		Vectis ArcPilot Through-The-Arc Seam Tracking <ul style="list-style-type: none"> ▪ Enables you to manage part inconsistencies while live-welding. ▪ Note: seam tracking is only recommended for steel and stainless steel welding, and works best on symmetric joints with a weave e.g. fillets and bevels. 			
		Vectis MultiPass Software <ul style="list-style-type: none"> ▪ Quickly, easily, and accurately program any number of passes on any part geometry (even circles and compound paths) 			

Item#	Qty	Description	Part#	Unit Cost	Extended
3	2	Operator Convenience Package		\$2,720.00	\$5,440.00
		Vectis AutoTCPTM Automatic Tool Calibration <ul style="list-style-type: none"> ▪ Automatic tool calibration – recommended if you expect multiple operators or want to remove a manual calibration process from operator’s hands. 			
		Shielding Gas Flow Sensor <ul style="list-style-type: none"> ▪ Integrated gas flow sensor that halts weld process from starting or continuing if shielding gas flow is not present. Recommended if not on bulk/microbulk tanks. 			
4	2	Mega Consumables Package		\$490.00	\$980.00
		Additional 100 contact tips, 10 gas nozzles, 3 liners, and 2ea of all other consumables			
5	2	EDU Supplementary Protection Package:		\$3,410.00	\$6,820.00
		Upper Robot Suit <ul style="list-style-type: none"> ▪ Comes standard on our systems to industrial customers, but not typically needed for EDU settings. Only recommended for dirty environments 			
		Arc Flash Protection Perimeter <ul style="list-style-type: none"> ▪ Arc flash curtains on swivel posts to allow for easy load/unload. ▪ Note: primarily intended for passersby protection. Posts may not close on all fixture layouts. ▪ If this option is not purchased, customer is responsible for adequate arc flash protection. ▪ Note: May ship separate from system 			
6	2	Fume Extracting Torch Package, Air Cooled		\$14,835.00	\$29,670.00
		Fume extraction & filtration system with a source capture method that increases capture rate in various welding positions			
		Includes Translas ClearO2 Fume Extraction system.			
		Includes Translas 8XR Air-Cooled Fume Extraction Welding Torch: <ul style="list-style-type: none"> • Includes mount bracket and Freedrive pushbutton. • Effective angle is 45deg with torch bracket. • 100% duty cycle: 400A with Argon Mixed Gas. 			
		Starter Consumable Kit: 30 tips, 3 nozzles, and 1ea of other consumables			

Item#	Qty	Description	Part#	Unit Cost	Extended
		Note: Fume extraction unit sits independent of cart. A vacuum hose and signal line connect base of torch to extraction unit.			
		Replaces currently-quoted torch			
		Note: Will add several weeks to the overall App Kit lead time			
Sub-Total					\$199,210.00
Shipping & Handling					\$3,500.00
Grand Total					\$202,710.00