



Your **Community's** College

REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Monday, October 20, 2025 – 6:00 PM

AGENDA

Notice is hereby given that a Regular Board Meeting of the Board of Trustees of Temple College will be held on Monday, October 20, 2025, 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.

A dinner for Board Members will be held at 5:15 PM, 1st Floor, President's Conference Room, Room, 903, Marc Nigliazzo Administration Building, Main Campus.

The **Order of Business** will be 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, September 15, 2025 4
 - B. Consideration of the Appointment of Full-Time Professional Staff 12
 - C. Consideration of Approval of Temple College's Multi-Hazard Emergency Operations Plan 13
 - D. Consideration of Approval of "LOCAL" Policy Manual Revisions 118
 1. AD (LOCAL) Educational Role, Mission, Purpose, and Responsibility
 2. BCA (Local) Board Internal Organization—Board Officers and Officials
 3. BCB (LOCAL) Board Internal Organization—Board Committees
 4. BCE (LOCAL) Board Internal Organization—Advisory Committees
 5. CAK (LOCAL) Appropriations and Revenue Services—Investments
 6. CDE (LOCAL) Accounting—Financial Ethics
 7. CG (LOCAL) Safety Program
 8. CGF (LOCAL) Safety Program—Security Personnel
 9. Security (LOCAL) Site Management—Security
 10. CJ (LOCAL) Transportation Management

11. CT (LOCAL) Intellectual Property	
12. DEB (LOCAL) Compensation and Benefits—Fringe Benefits	
13. DED (LOCAL) Compensation and Benefits—Holiday	
14. DIAA (LOCAL) Freedom from Discrimination, Harassment, and Retaliation—Sex and Sexual Violence	
15. DIAB (LOCAL) Freedom from Discrimination, Harassment, and Retaliation—Other Protected Characteristics	
16. ECC (LOCAL) Instructional Arrangements—Course Load and Schedules	
17. EGAA (LOCAL) Grading and Credit: Credit by examination	
18. FAA (LOCAL) Equal Educational Opportunity—Pregnant and Parenting Students	
19. FFAC (LOCAL) Wellness and Health Services Communicable Diseases	
20. FFDB (LOCAL) Freedom from Discrimination, Harassment, and Retaliation—Other Protected Characteristics	
21. FKC (LOCAL) Student Activities—Registered Student Organizations	
22. FLBC (LOCAL) Student Conduct—Prohibited Organizations and Hazing	
5. Consideration of Approval of Disbursements for September 2025	
6. <u>Student Spotlight</u>	
Musical Theatre Students:	
Rebekah Kropp	
Pierce Parker	
Harrison Stallings	
Sarah Underwood	
<u>Outstanding Employee Spotlight</u>	
Julie Weaver, Director, Special Projects	
7. President's Report	
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D. Consideration of Approval of Designated Expressive Activity Location, Main Campus, Temple.	204
E. Consideration of Approval of a Proposal for 10 Digital Parking Signs from Howard Technology Solutions through the TIPS Cooperative	205
F. Consideration of Approval of a Proposal for a Phillips Video Wall from Howard Technology Solutions Through the TIPS Cooperative	209
10. Miscellaneous	
11. Executive Session to Consider Personnel, Legal Matters, and Real Estate	

12. Adjournment

One or more Board Members may be attending the meeting by video conference, in compliance with the Texas Open Meetings Act.

A physical quorum of the Board will be present at the posted time and location of the meeting.



**MINUTES
REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
Monday, September 15, 2025 - 6:00 PM**

A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, September 15, 2025 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

Lydia Santibañez-Farrell, Chair; Larry Wilkerson, Vice Chair; Dr. Andrejs Avots-Avotins; John Bailey; Dr. Mark Durham; Dr. Hope Koch; Dr. Jack Myers

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; Dr. Lorenzo Reyes, Vice President of Resource Development and External Relations; Glenn Graham, Chief Financial Officer/Vice President, Administrative Services; DeDe Griffith; Vice President of Workforce Development; Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers

OTHERS PRESENT

Amelia Arenas; Carolyn Beatty; Chief Stella Bergeron-Green; Lynn Botts; Shannon Bralley; Jeremy Coleman; Tracey Cooper; Lance English; Eric Eckert; Basilia Flores; Jeff Fritz; Ayleen Garcia; Marcie Gomez; Cynthia Gonzales; Veronica Hill; Caleb Hogue; Monica Lefner; Jason Locklin; Isaac Masoner; Cienna McMurry; Melissa Parker; Dana Riegel; Priscilla Santana; James Skinner; Sara Solis; Rich Stein; Dr. John White; Jadarius Wilkerson

1. Call to Order

Lydia Santibañez-Farrell, Chair, called the Board of Trustees meeting to order at 6:00 PM.

2. Invocation and Pledge of Allegiance

Dr. Andrejs Avots-Avotins offered the Invocation.
Dr. Mark Durham recited the Pledge of Allegiance.

3. Opportunity for Citizens to Address the Board

- A. Chair Santibañez-Farrell asked if there were any citizens wishing to speak before the Board. There were no citizens to address the Board.

Chair Santibañez-Farrell announced that before the meeting begins the Board must approve a revised meeting agenda.

Revision 1. A revision under Item 6. Student Spotlight. Students from the VA Work Study program will be acknowledged at today's meeting.

Revision 2. Under Item 10.A. New Miscellaneous Item to Consider a Resolution of Candidate Nominations for the Tax Appraisal District of Bell County Board of Directors for the Year 2026 has been added to the agenda.

On a motion by Dr. Andrejs Avots-Avotins, seconded by Larry Wilkerson, and without negative vote, the Board approved the revisions to the Board Agenda as presented.

Chair Santibañez-Farrell announced that the meeting would return to the order of the day.

4. Consideration of Approval of Consent Agenda

Chair Santibañez-Farrell 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 Dr. Andrejs Avotins-Avotins, seconded by Dr. Jack Myers, and without negative vote, the Board approved the Consent Agenda as presented.

A. Consideration of Approval of Minutes from the Special Called Board/Budget Workshop, August 18, 2025 and the Regular Board of Trustees Meeting on August 25, 2025.

B. Consideration of the Appointment of Full-Time Professional Staff
The following individuals were recommended by the President for appointment as members of the Full-Time Professional Staff.

- **Irelan, Dori**- Transition Coordinator, Dual Credit
- **Kubera, Caleb**- Enrollment Advisor, Health Professions

C. Consideration of the Appointment of Adjunct Faculty

The following individuals were recommended by the appropriate departmental and divisional supervisors, and by the Provost-Academic Affairs and Student Services, for appointment as members of the Adjunct Faculty.

- ★ **Eshbaugh, Krista**—Adjunct Professor, Music
- ★ **Millican, Sherry**— Adjunct Professor, Music
- ★ **Richards, Megan, Dr.**- Adjunct Professor, Music

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- ★ **Guzman, Maritza**- Adjunct Clinical Instructor, Surgical Technology
 - ★ **Knight, Christopher**- Adjunct Professor, English
 - ★ **Graham, Cassie**- Adjunct Professor, English
 - ★ **Witherspoon, Amanda**- Adjunct Professor, English
 - ★ **Tepe, Teresa**- Adjunct Professor, English
 - ★ **Anderson, Elizabeth**- Embedded Professor
 - ★ **Slaten, Amanda, Ph.D.**- Adjunct Professor, Learning Frameworks
 - ★ **Quintanilla, Katherine-Lee**- Adjunct Clinical Instructor, Dental Hygiene.
 - ★ **Baker, Christina, Ph.D.**- Adjunct Professor, Learning Frameworks
 - ★ **Deaton, Tammie**- Adjunct Professor, Business
 - ★ **Roberts, Desi, Ph.D.**- Adjunct Professor, Business
 - ★ **Singh, Jaskeerat**- Adjunct Professor, Physics
 - ★ **Siegel, Nathan, Ph.D.**- Assistant Professor, Music
 - ★ **Simpson, Patti**- Assistant Professor, Mathematics
 - ★ **Wyatt, Christopher, Ph.D.**- Assistant Professor, English and Communication
 - ★ **Iden, Kirsten, Ph.D.**- Assistant Professor, English
 - ★ **Karunaratne, Vidanage, Dr.**- Assistant Professor, Physics
 - ★ **Bollinger, Jodi**- Assistant Professor, Biology
 - ★ **Robida, Piper, Ph.D.**- Assistant Professor, Biology
 - ★ **Vaughn, Keela**- Assistant Professor, English
- D. Consideration of Approval of the Public Funds Investment Disclosure Report-June 2025
- E. Consideration of Approval of Budget Summary Report-Budget vs Actual-July 2025

5. Consideration of Approval of Disbursements for August 2025

On a motion by John Bailey, seconded by Larry Wilkerson, and without negative vote, the Board approved the Disbursements as presented.

6. Student and Employee Spotlights

Student Spotlights

Basilia Flores, Coordinator for Veteran's Affairs, introduced three VA Work Study students.

- Jeremy Coleman, is a U.S. Army veteran who honorably served for seven years as a Combat Engineer Sergeant. He is currently pursuing an Associate of Arts in Business at Temple College. He plans to continue his education through the TAMUCT at Temple College partnership, with plans to earn a Bachelor of Business Administration from Texas A&M University-Central Texas.
- Jadarius Wilkerson is a U.S. Army veteran who proudly served in the U.S. Army as an 88M (Motor Transport Operator) for two years. He is pursuing an Associate in Computer Information Systems degree at Temple College.
- Ayleen Garcia, is a proud daughter of a disabled Army veteran who honorably served for 21 years. She is dedicating her academic and professional journey to supporting the veteran community. Ayleen is in the process of completing School Certifying Official (SCO) training to enhance her ability to assist with the enrollment and benefits management of veteran students.

Outstanding Employee Spotlights

Ten recipients of the 2025 NISOD (National Institute for Staff and Organizational Development) Excellence Award were acknowledged:

- Brice Olivier, Professor, History (Barnhart Award Winner)
- Dr. Jamie Arnold, Professor, History and Department Chair, Social Sciences II
- Alicia Buck, Department Chair, Surgical Technology
- Lance English, Assistant Professor, Physical Sciences
- Eddy Bertrand, Physical Plant
- Veronica Hill, Administrative Assistant, Visual Arts
- DeDe Griffith, Vice President, Workforce Development
- Marcie Gomez, Enrollment Coordinator, Workforce and Continuing Education
- Carolyn Beatty, Adult Education and Literacy, Administrative Assistant
- Treva Askey, Director of Special Projects & Rural Workforce Liaison

7. President's Report

Dr. Christy Ponce's report included the following:

- Emergency Preparedness Week was held September 8 to September 11, 2025. Campus safety procedures and how to respond to critical situations were presented and emergency drills were conducted throughout the week.
- The Circle of Support will offer a Partner Resource Fair, Wednesday, September 17, 2025 from 10:00 a.m. – 1:00 p.m.
- Temple College's Alumni and Friends Association is open to everyone regardless if a credit or non-credit class has been taken, or if someone is a friend or fan of Temple College.
- As part of Temple College's Community Engagement, Temple College participated in Adopt-a-School activities at Hubbard Branch Elementary in Belton on Thursday, Sept. 11, 2025.
- A ribbon-cutting ceremony and grand opening of the
- Temple College celebrated a ribbon-cutting ceremony and grand opening of the Michael Donahue Gallery was held on Saturday, Sept. 6, 2025 in the College's new Workforce and Visual Arts Building.
- A warm welcome was extended to Elizabeth Chivers as she assumes the duties of the office of the Associate Vice President of Institutional Research and Planning.
- Dr. Christy Ponce, Lydia Santibañez-Farrell, and Dr. Hope Koch attended the 2025 CCATT Annual Conference in Austin, September 12-13, 2025. Dr. Koch reported the following:

8. Reports

A. Faculty Council Report

An oral report was not given. The complete report was included in the Board materials.

B. Provost-Academic Affairs and Student Services Reports

An oral report was not given. The complete report was included in the Board materials.

C. Foundation Update

Dana Riegel presented the update on The Foundation activities.

- 872 Applications were received
- 427 Scholarships were awarded compared with 389 last year, up 38 at \$460,255 as compared with \$372,350, up \$87,905.

There are three ways scholarship funds are raised through the Foundation:

- Endowments: - Investments that are awarded balancing providing for students today and for the future. Only what is earned (or growth) is awarded. Currently, we have 127 endowment accounts that generate scholarships. The majority award scholarships ranging between \$400 to \$1000. Some are very specific, yet most are not.
- Passthroughs: - A person or organization sends the Foundation a specific amount to be awarded the next time scholarships are awarded.
- This year's golf tournament will take place October 27th! Currently, we are two teams away from selling all team sponsorships totaling \$95,700 compared to \$110,000 last year. Still needed are two more bronze sponsors and 29 sponsorships for the holes. Sponsorships can be either companies or individuals.

D. Vice President of Workforce Development Report

DeDe Griffith reported on Star Strategies for Building a Talent-Strong Texas.

- A Talent Strong Texas Pathways model was reviewed.
- Community-Based Organizations (CBOs), K–12 systems, universities, and employers— each plays a distinct and vital role in helping students enter, stay on, and complete a purposeful path to a credential of value.
- Strong K–12 partnerships extend Guided Pathways “backward” into high school, helping students choose a path early, stay on it, and succeed.
- Strong partnerships with Community-Based Organizations (CBOs) can significantly enhance the effectiveness of Guided Pathways by addressing students’ non-academic needs and supporting student momentum toward credential and career attainment.
- Strong employer partnerships are essential to the success of Guided Pathways because they ensure that students are not just completing credentials—but completing the right credentials that lead to good jobs and economic mobility.
- Strong partnerships build strong communities. Understanding Our Students through several strategies including Student Barriers, School District Partnerships, Workforce Development, Leveraging Success at Scale, and Internal Partnerships.

- Workforce has received a \$280,000 TRUE Grant Award.

9. New Business

A. Consideration of Approval of Adjustments to Accounts Receivable and Allowances for Doubtful Accounts for Fy2025.

College administrative regulation, "Allowance for Doubtful Accounts," requires that the Board be informed of Accounts Receivable balances that are being removed from College ledgers because of being over three (3) years of age. The amount being written off for 2025 is \$179,054, an increase from 2024, which was \$39,167.

The accounts written to Bad Debt Expense & Allowance for Doubtful Accounts reflect the additional expenses for unpaid balances between one (1) year and three (3) years of age. The amount for 2025 is \$749,116, an increase from the 2024 amount of \$636,042. The 2025 allowance of \$749,116 is in line with Pre-Covid Allowances.

Even though the College is required to remove accounts over three (3) years of age, we do maintain holds on student records for those balances in excess of \$300 and do, in some cases, recover those debts.

On a motion by Larry Wilkerson, seconded by John Bailey, and without negative vote, the Adjustments to Accounts Receivable and Allowances for Doubtful Accounts for Fy2025 were approved as presented.

B. Consideration for Approving a Purchase to DataDefense Partners for Network Security and Support Renewals through the Equalis Cooperative.

As our security posture has grown, we have purchased security products from Fortinet through DataDefense Partners. Many of these products are due for support renewals over the next three years, so this proposal is to consolidate the renewals to a single renewal date and provide an annual payment option that fits our budgetary needs.

This purchase includes the following renewals co-termed to September 30, 2028:

- 6 core network switches for Temple and Hutto
- 135 access network switches in Temple, Hutto, Taylor, and TBI locations
- FortiGuard Indicators of Compromise Service-Provides early warning detection of network and computer intrusion
- FortiVoice Telephone system with remote support
- FortiGate Firewalls for Hutto, Taylor, and THBD Locations with Unified Threat Protection and internet filtering
- FortiEDR Endpoint Detection and Response with Forensics and Threat Hunting
- FortiMail Email Filtering and Virus Outbreak Protection

Item 4-A

- FortiAnalyzer Security Automation software

The Board of Trustees was asked to approve a purchase to DataDefense Partners for \$84,282.93 per year for three years, totaling \$252,848.79. The contract is offered through the Equalis cooperative agreement, contract TC-COG-2127C. This cooperative meets the College's requirements for competitive solicitations found in Texas Education Code 44. The Board of Trustees is also asked to give authority to the Vice President of Administration to approve the contract and to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

On a motion by Dr. Hope Koch, seconded by Dr. Andrejs Avots-Avotins, and without negative vote, a Purchase to DataDefense Partners for Network Security and Support Renewals through the Equalis Cooperative was approved as presented.

- C. Consider Approval of Amendment to the FY2025 Budget
Temple College is the recipient of a META Community action grant in the amount of \$100,000. The purpose of the grant is to support the creation of a first-of-its-kind learning environment integrating artificial intelligence and advanced manufacturing.

The project will outfit two key spaces:

- Meta AI Computer Lab – Equipped with 21 high-performance Alienware computers, dual monitors, and interactive displays to support AI language model training and collaborative learning.
- Integrated Robotics Manufacturing & Innovation Lab – A high bay space outfitted with robotic-controlled manufacturing systems, IoT devices, drones, and AI-integrated technologies for hands-on training in smart manufacturing.

Recommendation: Approve amendment to the FY 2025 budget to appropriate reflect activity since budget adoption.

On a motion by Dr. Andrejs Avots-Avotins, seconded by Dr. Mark Durham, and without negative vote, an Amendment to the FY2025 Budget was approved as presented.

10. Miscellaneous

- A. Consider a Resolution of Candidate Nominations for the Tax Appraisal District of Bell County Board of Directors for the Year 2026.

On a motion by Dr. Hope Koch, seconded by John Bailey, and without negative vote, the Resolution of Candidate Nominations for the Tax Appraisal District of Bell County Board of Directors for the Year 2026 was approved as presented.

Item 4-A

11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
At 7:22 p.m., Chair Santibañez-Farrell announced that an Executive Session would be called to consider Personnel, Legal Matters, and Real Estate.

The Board convened into Executive Session at 7:28 p.m.

The Board reconvened into Regular Session at 8:12 p.m., and Chair Santibañez-Farrell announced that there were no deliberations during the Executive Session that required Board action.

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 John Bailey, at 8:12 p.m.

NEXT BOARD OF TRUSTEES MEETING:

A Regular Meeting of the Temple College Board of Trustees will be held Monday, October 20, 2025 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

ITEM 4-B

Consideration of Approval of Appointment of Full-Time Professional Staff

Staff Recommendation: Approval

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

- ★**Chivers, Elizabeth**- Associate Vice President, Institutional Research, Effectiveness and Planning- Ms. Chivers earned her Master's in Arts from University of Northern Iowa. She has over twenty years' experience in institutional research and planning.
- ★**Rabara, Ann**- Enrollment Advisor- Ms. Rabara earned her Master's in Science from Syracuse University. She has over fifteen years' experience in education counseling and student support.
- ★**Fishbeck, Randi**- Executive Assistant and Office Manager- Provost- Ms. Fishbeck earned her Bachelor's in Science from Texas A&M University. She has over ten years' experience as an executive assistant.
- ★**Dupre, Blake**- Digital Media Producer- Mr. Dupre earned his Bachelor's in Fine Arts from University of Mary Hardin-Baylor. He has six years' experience in graphic design, videography, and photography.
- ★**Anthony, Adams**- Coordinator, Sports Information and Communication- Mr. Adams earned his Bachelor's in Business Administration from Jones College. He has over twenty years' experience in sports reporting and writing.

Prepared by



**TEMPLE COLLEGE
Multi-hazard
Emergency Operations Plan**



09/22/2025

Security Statement

In accordance with the Texas Government Code 418.177 and Texas Government Code 418.181 this document contains information that is not subject to disclosure under Chapter 552, Government Code

JC Formal Adoption Statement

TEMPLE COLLEGE and its stakeholders expect that schools remain safe havens for education. However, TEMPLE COLLEGE cannot predict exactly when and where an emergency incident is going to happen. This unpredictability means that every campus, and all staff, must be prepared to ensure efficient and effective operations and response efforts for any emergency incident. Through emergency management, the college plan helps to ensure that TEMPLE COLLEGE continues to provide a safe, orderly learning environment for every student and every campus. TEMPLE COLLEGE emergency management process embraces state and federal standards and proven practice.

This plan is known as TEMPLE COLLEGE Multi-hazard Emergency Operations Plan (EOP). The plan and supporting documents provide the framework that outlines the college's intended approach to managing emergency incidents of all types and should not be regarded as a performance guarantee. It represents a conceptual framework for consistent and coordinated multi-agency response during a major event and is supported by collaboration, training, and exercise.

TEMPLE COLLEGE, President Dr. Christy Ponce is responsible for approving and ensuring the formal adoption of this plan, which supersedes and rescinds all previous TEMPLE COLLEGE emergency operation plans. It is designed for use alongside local, regional, state, and federal emergency management plans. The college EOP and related appendices, including individual campus emergency preparedness plans, are reviewed annually by all affected and impacted departments, and updated at least every three years on a schedule consistent with the College Audit Review as set forth in Texas Education Code Chapter 37.108 or as college policy changes dictate.

In the event that any portion of this EOP or supporting documents are held invalid by judicial or administrative review, such ruling shall not affect the validity of the remaining portions of the plan. The President may develop and distribute minor changes to this plan. Revisions and recertification will be signed by the President.

This Basic Plan is hereby approved for implementation and supersedes all previous versions.



President Signature

Dr- Christy Ponce

09/22/2025

President Name

Date (mm/dd/yyyy)

JC Record of Changes

Record of Changes and Annual Review

In accordance with Texas Education Code 37.108(a)(7), the President is responsible for ensuring the development, implementation, and promotion of this plan in conjunction with all local, state, regional, and federal emergency management, and Homeland Security planning guidance. Prior to the start of each school year, the college will complete a review of TEMPLE COLLEGE EOP to include updates to organizational and contact information, plan review, training, and exercise.

Record of Changes and Annual Review Table				
Change Number	Date of Change (mm/dd/yyyy)	Name of Person Updating or Reviewing	Title of Person Updating or Reviewing	Summary of Significant Changes and Annual Review
1	1/17/23	Jeremy Allamon	Building Project Manager	Added record of changes table.
2	1/17/23	Jeremy Allamon	Building Project Manager	Changed Temple Junior College to Temple College.
3	1/17/23	Jeremy Allamon	Building Project Manager	Safety & Security Committee updated to reflect current Administrative Regulation Committee listing.
4	1/17/23	Jeremy Allamon	Building Project Manager	Position of Associate Vice President Resource Management changed to Associate Vice President Finance and Human Resources.
5	1/17/23	Jeremy Allamon	Building Project Manager	Position of Vice President Educational Services changed to Provost.
6	1/17/23	Jeremy Allamon	Building Project Manager	Position of Director Marketing and Media Relations changed to Executive Director Strategic Communications and Outreach.
7	1/17/23	Jeremy Allamon	Building Project Manager	Annex - changed from Public Works to Physical Plant.
8	1/17/23	Jeremy Allamon	Building Project Manager	Position of Associate Vice President Health Professions changed to Division Directors of Health Professions.
9	1/17/23	Jeremy Allamon	Building Project Manager	Position of Director of the Temple College

				Foundation changed to Vice President Resource Development and External Relations
10	1/19/23	Jeremy Allamon	Building Project Manager	Added a Promulgation Statement.
11	1/19/23	Jeremy Allamon	Building Project Manager	Added a Record of Distribution table.
12	1/19/23	Jeremy Allamon	Building Project Manager	Added Texas Education Code 37.108 to I. Authority B. 2. State f.
13	1/19/23	Jeremy Allamon	Building Project Manager	Added Individuals with Disabilities or Access and Functional Need. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. The college's policy for providing equal safety in an emergency for those with disabilities and individuals with access and functional needs are in accordance with Education Code 37.108(f)(4) to III. Situation, Assumptions, and Limitations A. Situation 5. a.
14	1/19/23	Jeremy Allamon	Building Project Manager	Added 1. Prevention. Prevention actions include activities to avoid an incident or to intervene to stop an incident from occurring and involves activities to protect lives and property to IV. Concept of Operations C. Phases of Management 1.
15	1/19/23	Jeremy Allamon	Building Project Manager	Changed V. Mitigation to V. Prevention and Mitigation.
16	1/25/23	Jeremy Allamon	Building Project Manager	Added the Emergency Operations Director will work with all of the departments of Temple College to continually update emergency operations and is

				responsible for ensuring the regular review and update of the Emergency Management Plan to X. Implementation.
17	1/26/23	Jeremy Allamon	Building Project Manager	Added In accordance with Texas Education Code 37.108, Temple College has measures in place to ensure coordination with the following agencies during an incident. Temple Fire Department, Temple Police Department, and Bell County Emergency Management. When possible, these agencies will also be included in drills, exercises, trainings, and after-action reviews to VI. Preparedness A. Master Emergency Management Plan 4. Coordination.
18	1/26/23	Jeremy Allamon	Building Project Manager	Added Maintaining vital records in coordination with the Director of Physical Plant and Division Director Information and Technology Services to VII. Response E. Incident Management System 5. Incident Management Functions m. Resource Support and Management viii.
19	1/26/23	Jeremy Allamon	Building Project Manager	Added Exhibit A. Temple College Hazard Analysis to the end of the document.
20	2/15/23	Jeremy Allamon	Building Project Manager	Added VI. Preparedness A. Master Emergency Plan 2. Responsibility c. At least once every three years, the Chief of Police will conduct a safety and security audit for all facilities and submit a safety and security report to the board of trustees.

21	2/16/23	Jeremy Allamon	Building Project Manager	Position of Division Director, Student and Enrollment Services changed to Associate Vice President Student Services & Enrollment Management
22	6/10/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Distribution of plan – removed section stating plan is available to all college personnel
23	6/10/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Changed wording from currency to thoroughness and compliance
24	6/18/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Changed dates
25	7/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Changed Chief of Police to Chief of Police/Director of Emergency Management
26	07/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Chief of Police/Director of Emergency Management will convene evaluation sessions
27	7/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Emergency Management Director changed from Vice President of Administrative Services to Chief of Police
28	7/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Line of Succession changed to Chief of Police/Director of Emergency Management, Police Lieutenant, Vice President of Administrative Services
29	7/24/2024	Carrie Ellis	Chief of Police/Director of Emergency Management	Post incident reviews to be convened by the Chief of Police/Director of Emergency Management
30	01/14/2025	Stella B. Green	Chief of Police/Director of Emergency Management	Chief of Police/Director of Emergency Management change
31	09/18/2025	Stella B. Green	Chief of Police/Director of Emergency Management	Changed dates
32	09/18/2025	Stella B. Green	Chief of Police/Director of Emergency Management	Chief of Police/Director of Emergency Management will convene evaluation sessions

33	09/18/2025	Stella B. Green	Chief of Police/Director of Emergency Management	Post incident reviews to be convened by the Chief of Police/Director of Emergency Management
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SECTION 1.0 – Purpose, Scope, and Objectives

A. Purpose

1. The purpose of this plan is to provide guidelines, procedures, and instructions for mitigating against, preparing for, responding to, and recovering from incidents that occur on College property, impact the operation of Temple College (the College), affect the College's employees or students, or result in requests from other agencies or organizations for assistance from the College.
2. The intent of this plan is to complement other plans and procedures of the State of Texas; Bell and Williamson Counties; the Cities of Temple, Taylor, and Hutto; and other public and private entities involved in emergency management activities in areas served by the College.
3. Nothing in this plan is intended to supersede or abrogate the provisions of any other plan, annex, or appendix.
4. Emergencies and disasters are unique occurrences that require specific actions dependent on the type, nature, and extent of the incident. Therefore, nothing in this plan is intended to restrict College personnel involved in the management of an incident from exercising flexibility based on professional judgment and the best available information.

B. Scope

1. The guidelines, procedures, and instructions set forth in this plan apply to all employees of the College while engaged in mitigation against, preparedness for, response to, and recovery from incidents that occur on College property, impact the operation of the College, affect College employees or students, or result in requests from other agencies or organizations for assistance from the College.
2. As an assigned additional duty, any College employee may be called upon at any time to assist with emergency management activities.

C. Design

The Temple College Emergency Management Plan consists of:

1. The Master Emergency Management Plan, an "all-hazards" document that:
 - a. Establishes the College's overall strategy for emergency management by addressing the general areas of mitigation, preparedness, response, and recovery;
 - b. Outlines the emergency management duties and responsibilities of organizational units and individuals;
 - c. Establishes a system for situation monitoring, increased readiness, notification of incidents, and response activation;
 - d. Defines systems and procedures to be used for Incident Command;
 - e. Establishes procedures for activating and operating a College Emergency Operations Center (EOC).
2. Functional Annexes that describe procedures to be followed during the performance of specific incident management functions.
3. Hazard-Specific Appendices that describe procedures to be followed during responses to incidents produced by hazards requiring modification of procedures defined by the Master Emergency Management Plan or the Functional Annexes.
4. Building Emergency Plans prepared by the Safety and Security Committee with input from divisions, departments, and programs to address problems or responsibilities arising out of unique characteristics of their facilities or operations.

Section 2.0 – Authority and Guidance

- A. This plan has been approved by the Board of Trustees of the Temple College District.
- B. The organizational and operational concepts set forth in this plan are promulgated under the authority of and in accordance with the following statutes, regulations, executive orders, and plans.
 - 1. Federal
 - a. Federal Civil Defense Act of 1950, PL 81-920, as amended;
 - b. The Disaster Relief Act of 1974, PL 93-288, as amended;
 - c. Comprehensive Environment Response Compensation and Liability Act of 1980, PL 96-510;
 - d. Superfund Amendments and Reauthorization Act of 1986, PL 99-499;
 - e. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended;
 - f. Emergency Management and Assistance, 44 CFR;
 - g. Homeland Security Presidential Directive 5, Management of Domestic Incidents;
 - h. The National Response Framework, as amended.
 - 2. State
 - a. The Texas Disaster Act of 1975, Government Code, Chapter 418;
 - b. State of Emergency, Government Code, Chapter 433;
 - c. Emergency Management Assistance Compact, Health and Safety Code, Chapter 778;
 - d. Texas Emergency Management Council, Executive Order RP-01 or current version;
 - e. The State of Texas Emergency Management Plan.
 - f. Texas Education Code 37.108.

All actions and decisions outlined within this plan are guided by the principles set forth in the [National Response Framework](#) and the [Guide for Developing High-Quality School Emergency Operations Plans](#), ensuring a structured and compliant response to any emergency event.

In 2005, The governor of the State of Texas issued Executive Order RP 40, which mandates the adoption of the [National Incident Management System \(NIMS\)](#) as the “declared state standard for incident management.”

SECTION 3.0 – College Hazard Analysis

TEMPLE COLLEGE is an important part of the whole community and plays a responsible role in ensuring a safe, secure, and healthy environment for students, faculty, staff, and substitutes. TEMPLE COLLEGE maintains resources that not only support its daily educational mission but also recognizes that schools are resources when an emergency incident occurs.

A summary of potential hazards is outlined in Attachment 1: College Hazard Analysis. TEMPLE COLLEGE has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the college’s ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property.

SECTION 4.0 – SITUATION OVERVIEW AND ASSUMPTIONS

A. Situation

- 1. Because of geographical location, proximity to highway traffic, and other risk factors, the College’s campus and off-campus centers are exposed to a variety of

hazards, some of which have the potential for disrupting the College community and causing widespread damage and casualties.

2. Possible natural hazards include, but are not limited to, tornadoes, floods, fires, winter storms, and hurricanes.
3. Because of proximity to the state capital and a major military installation, the threat of terrorism-related activities associated with chemical, biological, radiological, nuclear, explosive, or incendiary weapons exists.
4. Other emergencies could result from a hazardous materials release, major fire, major transportation accident, civil disorder, epidemic, or other unknown or unpredictable occurrence.
5. Individuals with Disabilities or Access and Functional Needs.
 - a. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc. The district's policy for providing equal safety in an emergency for those with disabilities and individuals with access and functional needs are in accordance with Education Code 37.108(f)(4).

B. Assumptions

1. Temple College will continue to be exposed to the hazards noted above, as well as to others that may develop in the future.
2. It is possible for an emergency to occur at any time and any place on or near College property. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many emergencies will occur with little or no warning.
3. Outside assistance will be available in most situations affecting the College. Although this plan defines procedures for coordinating such assistance, it is essential for the College to be prepared to carry out short-term incident management actions independently.
4. College personnel at all levels must constantly emphasize safety of students, employees, visitors, and the public and assume their responsibilities in the implementation of this plan.
5. Any College employee may be called upon at any time to assist with emergency management activities.
6. Implementation of these guidelines will reduce or prevent incident-related losses.

C. Limitations

1. It is the policy of the College that no guarantee is implied by this plan. Because College and local government assets and systems may be damaged, destroyed, or overwhelmed, the College can only endeavor to make responsible efforts to respond based on the situation, information, and resources available at the time.
2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support the plan. Lack of funding may degrade the services envisioned under this plan.

D. Plan Organization

There are three components to TEMPLE COLLEGE EOP:

- Basic Plan
- Annex (Hazard Specific Annex and Functional Annex)
- Appendix
-

Plan Organization Table	
Component	Description
Basic Plan	Describes TEMPLE COLLEGE emergency management organization and a system of coordination.
Annex	<p>Functional Annex: Describes TEMPLE COLLEGE actions that are consistently taken during any emergency incident impacting the college.</p> <p>Hazard Specific Annex: Addresses how TEMPLE COLLEGE responds to specific types of emergency incidents and may be referenced by other annexes. Hazard annexes may be augmented by other supporting plans.</p>
Appendix	Attached to an annex, TEMPLE COLLEGE provides a list of specific tasks that need to be accomplished before, during, and after an emergency incident.

E. JC Individuals with Access and Functional Needs

TEMPLE COLLEGE provides equal access to safety during emergency incidents, required drills, and the college approved exercises for students and college personnel with access and functional needs in accordance with Texas Education Code 37.108(f)(4) and 37.1086(a). Individuals with access and functional needs are persons who may have temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

F. Facilities and Campuses

TEMPLE COLLEGE has a total of 1 campus (Main) with 4 satellite facilities (Hutto, Taylor, Texas Bio Institute-TBI and Rockdale). A master list of facility is available at the Administration Building A map of each facility annotated with evacuation routes, shelter locations, fire alarm pull stations, fire alarm control panel stations, fire standpipe connections, fire hydrants, fire extinguishers, first aid kits, bleeding control stations, automated external defibrillators (AEDs), hazardous materials storage, server rooms, mechanical rooms, electrical rooms, and utility shutoffs is included in the Facilities Access Management Annex.

The college’s current enrollment is approximately 5400+ students. The college staff comprises approximately 540+ employees including college office staff, faculty, administrators, support staff, cafeteria staff, custodial staff, maintenance staff, and transportation staff.

TEMPLE COLLEGE Instructional Facilities (real property that is used predominantly for teaching curriculum) as of 09/01/2025				
Name of Facility	Street Address	City	State	Zip Code
TEMPLE COLLEGE - Main	2600 S. 1 st Street	Temple	TX	76504
TEMPLE COLLEGE - Hutto	1600 Innovation Blvd.	Hutto	TX	78634
TEMPLE COLLEGE - Taylor	516 N. Main St.	Taylor	TX	76574
TEMPLE COLLEGE - TBI	5701 Airport Rd.	Temple	TX	76502

TEMPLE COLLEGE - Rockdale		Rockdale	TX	76567
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G. (JC) Portable Building Safety

TEMPLE COLLEGE currently has NO portable buildings as defined in Texas Administrative Code 61.1036.

H. Resources

TEMPLE COLLEGE will use college owned resources to respond to emergency incidents. If these resources prove to be inadequate or exhausted, TEMPLE COLLEGE has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the college has access to necessary resources during an emergency incident impacting the college.

TEMPLE COLLEGE has formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure they have access to needed college resources during an emergency incident impacting the whole community.

A list of current agreements is found in Attachment 2: Formal Agreements. All current agreements can be obtained through TEMPLE COLLEGE legal office.

A. Assumptions

Planning requires a commonly accepted set of assumptions to provide a foundation for establishing emergency management protocols and procedures. The following assumptions identify what TEMPLE COLLEGE considers to be true in this EOP. Should an assumption prove to be false, this EOP will be modified accordingly.

- This EOP is intended to provide guidance but does not imply performance guarantees. TEMPLE COLLEGE may deviate from this plan, as necessary.
- Those college members, as well as responding and coordinating agencies listed in the Record of Distribution, acknowledge receipt, review, and intend to use this plan during an emergency incident.
- All facilities and campuses have created site-specific plans addressing their identified hazards.
- Students, faculty, staff, and substitutes are empowered to assess the seriousness of a situation and respond accordingly, which may prevent an emergency incident from occurring.
- An emergency incident such as a fire, gas leak, or hazardous material spill could occur without warning. Faculty, staff, and substitutes should not wait for directions from local response agencies before activating this EOP, thus protecting lives and property.
- Probable or developing conditions may result in leadership making the decision to delay or cancel events to avoid potential injury or loss of life if conditions should evolve into an emergency incident.

- Emergency incident management will be conducted in a manner consistent with the principles contained in the U.S. Department of Homeland Security National Incident Management System (NIMS) doctrine.
- TEMPLE COLLEGE is prepared to take initial response actions until help from responding agencies is available.
- Upon arrival, a member of a responding agency (law enforcement, fire, etc.) may assume the Incident Commander (IC) position or establish a Unified Command (UC) depending on the emergency incident.
- An intentional threat against the college will result in security and law enforcement response actions.
- A quick and appropriate response will reduce the number and severity of injuries.
- A large-scale emergency incident requires an effective and coordinated response between the college, whole community, and response agencies resulting in minimizing public concern; assisting in recovery efforts; and reducing the impact on students, faculty, staff, and substitutes.
- During an emergency incident, faculty, staff, and substitutes are expected to perform tasks beyond their daily duties.
- Utilities (water, electrical power, natural gas, telephones, radio systems, cell towers, information systems) may be interrupted due to an emergency incident.
- Buildings, major roads, overpasses, bridges, and local streets may be damaged. Individuals may become stranded on campus due to unsafe traveling conditions.
- TEMPLE COLLEGE will continue to be exposed to and subject to the impact of those hazards described in the hazard analysis as well as lesser hazards and others that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Emergency incidents may result in one or more of the following:
 - Damage or destruction to public and private property.
 - Damage or destruction to public and private records.
 - Displacement of people and families.
 - Disruption of local services (sanitation, emergency medical services, fire, and police).
 - Disruption of utilities (electric, gas, internet, telephone, and water) and daily life activities.
 - Impacts on the environment.
 - Injury or loss of life.
 - Shortages of temporary or permanent housing.
 - Social and economic disruption.
- Achieving and maintaining effective college, whole community, and individual preparedness is the primary mitigating factor against disasters and can reduce the immediate stress on the public and response organizations.

- Proper mitigation actions can prevent or reduce disaster related loss. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
- The college formally adopted and implemented the National Incident Management System (NIMS).

Section 5.0 – Concept of Operations

A. Approach to Emergency Management

The Multi-Hazard Emergency Operations Plan (EOP) is based on an all-hazards approach and may be activated in its entirety or in part, based on the emergency incident and decisions of leadership.

Each facility and campus will develop and test emergency plans. Faculty, staff, and resources may be limited; however, some routine services and activities may be redirected or suspended to accomplish response and recovery efforts.

The President is responsible for emergency management planning for the college and may designate an individual to serve as the Emergency Management Coordinator who oversees emergency management efforts. The President may also identify individuals whose responsibilities are to support the college's emergency management.

B. Emergency Operations Organization

To direct all planned events and emergency incidents the college will implement the Incident Command System (ICS). ICS is the standardized approach used to support events and emergency operations by defining roles and responsibilities while establishing a system for formal decision making.

C. JC Emergency Training

To improve the college's readiness, TEMPLE COLLEGE conducts regular training with students, faculty, staff, and substitutes on the hazards identified in this EOP. Emergency training includes, but is not limited to, required emergency drills as well as college approved exercises to improve emergency incident coordination, operation, and response to mitigate emergency incident loss of life and damage to property.

- 1. Drills:** A preparedness activity designed to train individuals to respond effectively during an incident when loss of life or property is at risk. Per Texas Education Code 37.114, Texas Administrative Code 103.1209, and state and federal best practices, every school year campuses shall schedule and complete required drills and evaluate the drill effectiveness. The Emergency Drill Table contains each legislatively mandated emergency drill with the definition and frequency in accordance with Texas Administrative Code 103.1209.

Emergency Drill Table

Definitions are found at [Texas Administration Code 103.1209](#).

Drill	Definition	Frequency
Secure	A response action schools take to secure (close, latch, and lock) the perimeter of school buildings and grounds during incidents that pose a threat or hazard outside of the school building. This type of drill uses the security of the physical facility to act as protection to deny entry.	One per school year.
Lockdown	A response action schools take to secure (close, latch, and lock) interior portions of school buildings and grounds during incidents that pose an immediate threat of violence inside the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.	Two per school year (once per semester).
Evacuation	A response action schools take to quickly move students, faculty, substitutes, and staff from one place to another. The primary objective of an evacuation is to ensure that all individuals can quickly move away from the threat.	One per school year.
Shelter-in-place (for either severe weather or hazmat)	<p>A response action schools take to quickly move students, staff, and visitors indoors, for an extended period of time, because it is safer inside the building than outside.</p> <p>For severe weather, depending on the type and/or threat level (watch versus warning), affected individuals may be required to move to rooms without windows on the lowest floor possible or to a weather shelter.</p> <p>Examples of a shelter-in-place for hazmat drill include train derailment with chemical release or smoke from a nearby fire.</p>	<p>One per school year for severe weather.</p> <p>One per school year for hazmat.</p>
Fire evacuation	A method of practicing how a building would be vacated in a fire. The purpose of fire drills in buildings is to ensure that everyone knows how to exit safely as quickly as possible.	School colleges and open-enrollment charter schools should consult with the local authority having jurisdiction (e.g., fire marshal) and comply with its requirements and recommendations. If a college does not have a local authority, it shall conduct four per school year (two per semester).

2. Exercises: A preparedness training activity designed to practice and assess, in a more realistic setting, the actions of individuals responding to an incident when loss

of life or property are at risk. Per Texas Administration Code 103.1211(b), local education agencies (including school colleges and open-enrollment charter schools), are not required to conduct active threat exercises; however, should a college choose to conduct an active threat exercise, the college shall ensure the exercise meets requirements specified within Texas Education Code 37.1141.

D. JC Five Phases of Emergency Management

In compliance with Texas Education Code 37.108(a), this EOP addresses each of the five phases of emergency management, as defined by the Texas School Safety Center (TxSSC), in conjunction with the Governor’s Office of Homeland Security, the Commissioner of Education, and the Commissioner of Higher Education.

In compliance with Texas Education Code 37.108(a), the college has identified the following actions for all phases of emergency management.

- 1. Prevention:** Actions that include activities to avoid an emergency incident or to intervene to stop an emergency incident from occurring. Prevention involves activities to protect lives and property.

Prevention Actions Table
TEMPLE COLLEGE identified the following actions for the prevention phase of emergency management.
Follow procedures for Bullying Prevention according to Texas Education Code 37.0832(c).
Cyberbullying prevention includes faculty, staff, and substitute training with updated legislation and procedures.
Anonymous Incident and Bullying Reporting Online.
Pandemic virus and influenza sanitation measures include routine E-misting of buildings.
Building access control procedures including cameras and call in stations.
Student and staff ID system.
Visitor badging.
Conduct unauthorized Intruder Training.
Install vape and decibel detection devices on secondary campuses.
Update camera system.
Unannounced Intruder Detection Audits.
Complete a Safety and Security Audit for state accountability every three years and present the findings to the board of trustees as required.

- 2. Mitigation:** Actions that include activities to reduce the loss of life and property from natural, technological, and human-caused hazards by avoiding or lessening the impact of an emergency incident and providing value to the public by creating safer communities.

Mitigation Actions Table
TEMPLE COLLEGE identified the following actions for the mitigation phase of emergency management.
Implement structural changes to buildings, including shatterproof film at campus entrances.
Install barrier fencing around campuses.
Lock exterior doors with call in cameras.
Enclose vestibules.
Install weather and intruder resistant doors and keyless entries.
Ensure bracing and locking of chemical cabinets.
Check technological updates, including protected storage of college information.

- 3. Preparedness:** Actions that include a continuous cycle of planning, organization, training, equipping, exercising, evaluation, and taking corrective action to ensure effective coordination during emergency incident response.

Preparedness Actions Table
TEMPLE COLLEGE identified the following actions for the preparedness phase of emergency management.
Conduct drills scheduled in a professional development calendar and conducted by campus principals.
Participate in exercises with local law enforcement, public health authority, and other partner agencies.
Prepare classroom continuity of learning for campus and college level safety committees.
Monthly principal training for ongoing review of emergency response.
Conduct bi-annual training for all faculty, staff, and substitutes regarding emergency operations procedures.
Conduct bi-annual employee surveys.

- 4. Response:** Actions that include activities to address the short-term, direct effects of an emergency incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. The response actions include the execution of Multi-hazard Emergency Operations Plans.

Response Actions Table
TEMPLE COLLEGE identified the following actions for the response phase of emergency management.
Evacuate buildings.
Provide suicide prevention, grief-informed and trauma-informed care, CRASE actions, Stop the Bleed, CPR, and AED training.
Provide transportation resources when needed.
Nurse directs trauma stations with pre-identified roles, responsibilities, and mapped color-coded stations.
College police serve as the first responders employing partner agencies as appropriate.

- 5. Recovery:** Actions that include activities to address both short-term and long-term efforts for rebuilding and revitalization of affected communities.

Recovery Actions Table
TEMPLE COLLEGE identified the following actions for the recovery phase of emergency management.
Coordinate with the county government and partner agencies to assess readiness and time frame for recovery efforts.
Account for students and employees after a county evacuation and communicate college updates and plans.
Activate the Comprehensive Counseling Plan, along with outside agency support, for students and staff.
Provide crisis intervention and support with a trained crisis and grief counseling team.
Restore utilities.
Conduct facilities assessment and readiness evaluation.
Reopen the college with communication to local agencies and stakeholders.
Maintain required documentation of restoration and recovery activities, including Federal Emergency Management Agency (FEMA) documentation.

Debrief the emergency response measures and update any needed documentation, procedures, policies, etc..

E. JC Physical and Psychological Safety

The physical safety of students, faculty, staff, substitutes, and the whole community during an emergency incident is addressed throughout each annex. In addition to physical safety, TEMPLE COLLEGE EOP ensures provisions for supporting the psychological safety of students, faculty, staff, substitutes, and the whole community during the response and recovery phase following a disaster or emergency. These provisions are aligned with programs and research-based practices in accordance with Texas Education Code 37.108 and in alignment with Texas Education Code 38.351.

This EOP, in compliance with Texas Education Code 37.108(f)(6)(B), includes strategies for ensuring any required professional development training for suicide prevention and grief-informed and trauma-informed care is provided to appropriate school personnel. For additional information regarding physical and psychological safety, refer to the Psychological Resilience Annex.

Off-Campus Facilities

1. The directors of off-campus facilities are responsible for providing executive advice to the IC and executive management of the emergency response process at their facilities until relieved by the Chief of Police/Director of Emergency Management, the Chief Executive Officer, or their designee.
2. The directors of off-campus facilities will designate a College employee as Center Duty Officer to represent them on-site when they are absent from the facility or when their facilities are in use at times other than normal business hours.
3. If an incident requiring activation of the response phase of this plan occurs at an off-campus facility when the director is absent or when the facility is in use outside of normal business hours, the Center Duty Officer will be responsible for:
 - a. Notifying appropriate local emergency services organizations if they have not already been called;
 - b. Ensuring the Campus Police are notified of the incident;
 - c. Ensuring orderly evacuation if required by the incident;
 - d. Ensuring personnel accountability before employees and students are permitted to leave the area;
 - e. Coordinating with local officials until relieved.
4. During an incident at an off-campus facility, Center Duty Officers will have authority to direct and control the actions of all Temple College employees and students.

SECTION 6.0 – Assignment of Responsibilities

This section provides an overview of the responsibilities of college personnel during each phase of emergency management. Personnel should act to respond to and manage an emergency incident until response agencies arrive. TEMPLE COLLEGE acknowledges the primary responsibility for response efforts and will assign an individual with the most relevant subject matter expertise to manage specific emergency incidents.

Roles and responsibilities are identified in the Roles and Responsibilities for Emergency Management Phases Table.

Roles and Responsibilities for Emergency Management Phases Table	
Prevention Phase	
Responsible Role	Actions and Responsibilities
President	Assume responsibility for emergency management planning.
	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the college's EOP.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
Chief of Police/Director of Emergency Management	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurses	Organize first aid and medical supplies.

Mitigation Phase	
Responsible Role	Actions and Responsibilities
President	Assume responsibility for emergency management planning.

	Identify individuals whose responsibilities are to support emergency management.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the college's emergency management.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency preparedness.
Chief of Police/Director of Emergency Management	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurses	Organize first aid and medical supplies.

Preparedness Phase	
Responsible Role	Actions and Responsibilities
President	Assume responsibility for emergency management planning.
	May designate an individual to serve as the emergency management coordinator who oversees emergency management.
	Identify individuals whose responsibilities are to support emergency management.
	Approve and ensure formal adoption of the Multi-hazard Emergency Operations Plan (EOP).
	Approve all significant changes to this EOP.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the college's emergency management.
	Establish a line of succession for decision making during an emergency incident.
	Ensure this EOP is reviewed annually.
	Communicate with the School Safety and Security Committee regarding the objectives and priorities for emergency management.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.

	Participate in drills, exercises, and trainings.
Chief of Police/Director of Emergency Management	Develop campus site-specific emergency operation plans.
	Assume responsibility for emergency management on their campus.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Nurse(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Participate in drills, exercises, and trainings.
Teachers	Participate in drills, exercises, and trainings.
Public Information Officer (PIO)	Create and maintain an updated media roster with contact information for local media outlets listed in the Emergency Communications Annex.
	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in drills, exercises, and trainings.
School Safety and Security Committee	Participate in development and implementation of emergency plans addressing the specific needs for each facility and campus.
	Provide the board of trustees and administration with recommendations to update the EOP according to the best practices identified by the Texas Education Agency (TEA), the Texas School Safety Center (TxSSC), or an individual in the Registry maintained by the TxSSC.
	Provide information required to complete the safety and security audit, audit report, or others reports submitted to the TxSSC.
	Ensure a Safety and Security Audit has been conducted for all facilities at least once every three years, in compliance with Texas Education Code 37.108(b).
	Ensure a Safety and Security Audit Report is submitted to the board of trustees.

Preparedness Phase	
Responsible Role	Actions and Responsibilities
School Safety and Security Committee (continued)	Review reports submitted to the TxSSC to ensure accuracy, completion, and criteria established regarding all college facilities.
	Consult with local law enforcement agencies for increased presence near campuses.
	Ensure bleeding control stations are present and easily accessible.

	Meet as required by Texas Education Code 37.109(c).
	Attend Psychological First Aid Training.
Policy Committee	Provide policy and strategic guidance.
	Ensure adequate resources are available.
Transportation Department	Participate in drills, exercises, and trainings
Maintenance Department	Develop plans for surveys and report on the condition of buildings.
	Participate in drills, exercises, and trainings.
Food Service Department	Develop plans for inventorying existing food and supplies.
	Participate in drills, exercises, and trainings.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Participate in drills, exercises, and trainings.

Response Phase	
Responsible Role	Actions and Responsibilities
President	Activate this EOP, in part or in whole, to provide for an effective response to an emergency incident.
	Provide policy and strategic guidance.
	Ensure adequate resources are available.
	Establish a line of succession for making college decisions during an emergency incident.
	Assign a college representative, with decision-making authority, to the Emergency Operations Center (EOC) to support and coordinate college activities during the whole community response to an emergency incident.
	Provide guidance for the direction and control of an emergency incident according to NIMS and the college's emergency management.
	Advise the board of trustees on emergency incidents and provide reports as needed.
Chief of Police/Director of Emergency Management	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
	Assist with the reunification of students with parents or guardians.

Nurse(s)	Administer first aid or emergency treatment, as needed.
	Supervise those trained to provide first aid to others.
Teachers	Remain with students until directed otherwise.
	Take attendance of their class when relocating to a safe location.
Public Information Officer (PIO)	Assume responsibility as the official spokesperson for the college during an emergency incident.
Policy Committee	Keep elected officials and other executives informed of situations and decisions.
Transportation Department	Develop plans to recall bus drivers.
	Develop plans to adjust bus routes.
Maintenance Department	Develop plans for surveys, and report on the condition of buildings.
Food Service Department	Develop plans for inventorying existing food and supplies.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.

Recovery Phase	
Responsible Role	Actions and Responsibilities
President	Advise the board of trustees on emergency incidents and provide reports as needed.
	Participate in after-action reviews.
Chief of Police/Director of Emergency Management	Take steps to ensure overall safety of students, faculty, staff, and substitutes.
	Assume responsibility for the emergency management response on their campus.
	Participate in after-action reviews.
Counselor(s)	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Nurse(s)	Organize first aid and medical supplies.
	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Teachers	Take steps to ensure the safety of students, faculty, staff, and substitutes.
Public Information Officer (PIO)	Prepare and deliver accurate messages in a timely and professional manner.
	Participate in after-action reviews.
Policy Committee	Inform elected officials and other executives of situations and decisions.

Transportation Department	Ensure condition of transportation buildings, buses, and drivers.
	Adjust bus routes.
Maintenance Department	Develop plans for surveys, and report on the condition of buildings.
	Participate in after-action reviews.
Food Service Department	Develop plans for inventorying existing food and supplies.
	Participate in after-action reviews.
Legal Department	Create formal agreements with agencies and whole community organizations to ensure the college has access to required resources.
	Protect, maintain, and store essential records in accordance with legal requirements.
	Participate in after-action reviews.

SECTION 7.0 – Direction and Control

A. General Information

Direction refers to the guidance, leadership, and decision-making that are provided to the incident management team. Direction sets priorities, establishes objectives, and ensures resources are allocated appropriately. It involves making strategic decisions based on situational awareness, ensuring that the response remains focused on achieving the incident's objectives.

Control refers to the process of monitoring and managing the execution of the incident response. It ensures that the response is being carried out as planned and within established parameters. This includes overseeing the performance of all involved parties, assessing progress, and adjusting tactics or resources as necessary to meet objectives.

The President will provide guidance for the direction and control of an emergency incident. The college should implement the **Incident Command System (ICS)** to manage the emergency incident:

1. The first ICS trained individual to arrive at the emergency incident scene will serve as the Incident Commander (IC) until relieved by the appropriate responding agency.
2. The IC will have the ability to expand or contract the ICS structure as necessary during the emergency incident.
3. The ICS structure is the college organization that will be used involving all emergency incidents on college property.
4. The IC will establish an Incident Command Post (ICP), assign individuals to fill positions to effectively respond to the emergency incident, direct the on-scene response from the ICP, and provide an assessment of the situation (situation report, etc.) to college officials and responding agencies.
5. When an emergency incident expands beyond the college's response capabilities, multiple agencies may respond bringing with them their own IC. As a result, the college IC, and all other agency ICs, come together under a Unified Command (UC) to make collaborative decisions and coordinate an effective response.
6. If the first IC is a college employee, that individual will be prepared to become a member of the UC and represent the college.

If an emergency incident impacts the whole community, the local office of emergency management may activate their **Emergency Operations Centers (EOCs)** to manage the response efforts. Upon request, a college representative with decision-making authority may support the EOC to support and coordinate college activities.

Lines of Succession

1. In this plan the phrase "Chief Executive Officer" refers to the President or to an employee who is acting as Chief Executive Officer pursuant to the following line of succession.
2. The line of succession for Chief Executive Officer is:
 - a. President;
 - b. Provost;
 - c. Vice President of Administrative Services;

- d. Vice President of Workforce Development;
- e. Vice President of Resource Development and External Relations
- f. Associate Vice President, Finance and Human Resources.
- g. Associate Vice President, Student Services and Enrollment Management
- h. Associate Vice President, Chief of Operations, East Williamson County Centers
- 3. In this plan the phrase “Emergency Management Director” refers to the Chief of Police/Director of Emergency Management or to an employee who is acting as Emergency Management Director pursuant to the following line of succession.
- 4. The line of succession for Emergency Management Director is:
 - a. Chief of Police/Director of Emergency Management
 - b. Lieutenant of Police
 - c. Vice President Administrative Services;
 - d. Provost;
 - e. The Associate Vice Presidents in the order designated in writing by the President.
- 5. Succession to the role of Chief Executive Officer takes precedence over succession to the role of Emergency Management Director.
- 6. Each division, department, and program will designate, in writing, a line of succession.

B. JC Agency Coordination

In accordance with Texas Education Code 37.108(a)(5), TEMPLE COLLEGE has measures in place to ensure coordination with the Department of State Health Services (DSHS), local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency. When possible, these agencies will also be included in college drills, exercises, trainings, and after-action reviews.

Response Agencies		
Agency	Agency Point of Contact	Phone Number
Texas Department of State Health Services (DSHS)		254-778-6744
Local Health Department	Dr. John Midturi	254-532-9800
Law Enforcement Agency(s):		
Sheriff’s Office	Sheriff Bill Cooke	254-933-5412
Constable (Prec. 3)	Devin Rosenthal	254-770-6808
Temple Police Department	Deputy Chief Allen Teston	254-298-5000
Department of Public Safety	Sgt. Galyean	254-759-7169
Campus Police	Chief Stella B. Green	254-298-8911
Local Fire Department (City or County)	Mitch Randles	254-298-5682
Local Office of Emergency Management (OEM)	Bob Reinhard	254-933-5518

SECTION 8.0 – Public Information Officer

The college Public Information Officer (PIO) is the official spokesperson for the college. The PIO maintains an updated media roster that contains the contact information for each local media outlet listed in the Communications Annex. The PIO is responsible for delivering accurate messages in a timely and professional manner.

The PIOs additional responsibilities include, but are not limited to:

- Develop accurate, accessible, and timely information for use in press and media briefings or dissemination via social media.
- Monitor information from traditional and social media that is useful for incident planning and forwards it as appropriate.
- Understand any limits on information release.
- Obtain the Incident Commander’s approval of news releases.
- Conduct media briefings.
- Arrange for tours and other interviews or briefings.
- Create information about the incident available to incident personnel.
- Participate in planning meetings.
- Identify and implement rumor control methods.

SECTION 9.0 – Administration and Support

A. Purchasing

TEMPLE COLLEGE follows established purchasing policies to include, but not limited to:

- Overseeing all financial activities during an emergency incident, including purchasing resources.
- Arranging contracts for services.
- Tracking all hazard related expenses.
- Timekeeping for personnel.
- Verifying compliance with applicable laws and policies for financial coding.
- Submitting forms for reimbursement.
- Preserving all emergency incident-related documentation.

TEMPLE COLLEGE is a political subdivision of the State of Texas and operates under specific legal requirements for the procurement of goods and services. The college is a tax-exempt entity and will supply tax-exempt verification upon request. The purchasing process is outlined in a separate college document titled, “Purchase Order.”

B. Reporting

Situational reports will be completed daily and distributed by members of the Incident Command Post (ICP) and, as requested, by the Incident Commander (IC) during the emergency incident <https://training.fema.gov/emiweb/is/icsresource/icsforms/>.

Federal Emergency Management Agency Incident Command System (ICS) Form Table		
Form Number	Type	Description
ICS Form 213	General Message	The ICS structure ensures that communication is streamlined and that important messages are easily tracked and recorded during emergency incident response effort.
ICS Form 214	Activity Log	Incident personnel ensure that every action is documented, helping maintain a clear, accurate record of the response and supporting overall emergency incident management.

C. Recordkeeping

The President should ensure all applicable records for emergency management operations are obtainable, and that duplicate records are held at alternate locations.

1. The following records may be kept during an emergency incident and retained in the manner described in the college’s record management policy such as:
 - a. Records related to purchases.
 - b. Activation, deactivation, or significant changes of emergency incident policies, procedures, resources, services, and personnel.
 - c. Long-term resources or requests for additional resources through formal agreements or contracts.
2. Records can be easily damaged during an emergency incident. Efforts may be made to protect records to resume daily operations. These records include, but are not limited to, legal documents, student files, and faculty and staff files.
3. Essential records are for responding to an emergency or disaster; necessary to resume or continue operations; protect the health, safety, property, and rights of residents and citizens; require a significant number of resources to reconstruct; and document the history of communities and families. The essential functions of your organization determine what records are essential.

SECTION 10.0 – Development and Maintenance Process

The following process has been established to ensure this Multi-hazard Emergency Operations Plan (EOP) is continuously developed and maintained to provide guidance during all phases of emergency management.

- After-action reviews (AARs) may be conducted by the college following every drill, exercise, planned event, and emergency incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or emergency incident; and becomes a catalyst for updating the current EOP. An improvement plan (IP) should follow an AAR and is used to ensure corrective actions are continually monitored and implemented as part of improving preparedness.

- The current EOP will be reviewed annually by the Safety and Security Committee, response agencies, and internal and external stakeholders having roles and responsibilities mentioned in this EOP. This annual review has been completed by the President. This review process also includes AAR feedback captured from the previous annual review.
- Once the annual review has been completed, minor edits (grammar or spelling changes) require no notification to stakeholders. Significant changes (changes in guidelines, roles, or responsibilities) will be tracked in an updated version of this EOP and distributed to all relevant stakeholders for a period of review and comment.
- At the end of the review and comment period all significant changes will be recorded in the **Record of Changes and Annual Review Table**. The Record of Changes and Annual Review Table verifies the EOP has been reviewed annually. The terms “Review,” “Revise,” or “Update” may be used when annotating the summary of significant changes. The word “annual” may be used if no significant changes were made to the current EOP annual reviews.
- The annually updated EOP will be forwarded to the President for the Superintendent’s or President’s pen and ink or digital certificate-based signature with the day, month, and year on the Formal Adoption Statement.
- The Record of Distribution indicates who receives each version of this EOP. Specifically, the Record of Distribution is updated to identify the receipt, review, and intent to use this EOP during an emergency incident by internal and external stakeholders responsible for assisting the college during all phases of emergency management.

SECTION 11.0 – Explanation of Terms

A. Acronyms

AAR	After-Action Review
AED	Automated External Defibrillator
DSHS	Texas Department of State Health Services
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Multi-hazard Emergency Operations Plan
ESC	Education Service Center
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
NIMS	National Incident Management System
PIO	Public Information Officer
TDEM	Texas Division of Emergency Management
TEA	Texas Education Agency
TxDPS	Texas Department of Public Safety
TxSSC	Texas School Safety Center
UC	Unified Command

B. Definitions

Access and Functional Needs: Temporary or permanent additional needs in functional areas including, but not limited to, maintaining independence, communication, transportation, supervision, and medical care, as well as students with an individualized education program or a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794).

Actions: Critical activities that need to be accomplished during all phases of emergency management.

Agreements: Consist of contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements between the college, responding agencies, and whole community organizations to ensure resources are available during an emergency incident.

Chain of Command: The line of authority and responsibility.

Contracts: Legally binding agreements between parties obligating one to provide goods or services for consideration or payment.

Coordinating Agencies: The collaboration between different agencies to address emergency incident concerns or challenges.

Donations Management: The coordination processes used to support the state in ensuring the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support emergency incidents.

Safety and Security Committee: A collaborative team of individuals that is responsible for developing, reviewing, and updating the college's Multi-hazard Emergency Operations Plan (EOP).

Hazard: A situation that has the potential to adversely impact the safety of individuals or cause damage to property.

Human-Caused Hazard: An adversarial hazard (active shooter, vehicle ramming, etc.).

Incident: A situation that adversely impacts the safety of individuals or causes damage to property.

Incident Action Plan: A document that is prepared after the first 24 hours of an emergency incident that identifies the goals and objectives that need to be accomplished during a stated time period.

Incident Command Post: The location where emergency incident leadership coordinates and communicates decisions to ensure a strategic and effective response to the emergency incident is accomplished.

Incident Command System: The standardized approach globally used during an emergency incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Improvement Plan: Dynamic documents, with corrective actions continually monitored and implemented as part of improving preparedness.

Junior College: A higher education institution that is also referred to as a "public junior college" in Texas Education Code.

Interlocal Agreement: Written formal agreements between two governmental entities made in accordance with Texas Government Code Title 7, Chapter 791, that are often binding and include performance expectations. These agreements essentially act like contracts between government entities.

Incident Commander: The individual who has overall responsibility for managing the response to the emergency incident.

Memoranda of Understanding: An MOU is recognized as binding; however, a legal claim cannot be based on the document. It should be customized to the capability or resources for which the agreement is developed. It formalizes the commitment of one college, agency, or organization to another and defines the responsibilities of the parties, the scope and authority of the agreement, as well as the terms and timelines. The assistance is approved by leadership.

Mutual Aid Agreement: A formal written agreement between the college and another government entity that commits the participating parties to a mutually beneficial, cooperative agreement based on principles of contract law that support protecting lives and property. In most circumstances, participating parties provide resources, materials, or services during emergency incidents with the idea that there will be a future reciprocal exchange of comparable value, if required.

National Incident Management System: A set of principles used by agencies across the Nation to coordinate and work effectively during all phases of emergency management to reduce the loss of life or property.

Natural Hazard: A hazard caused by an act of nature (tornado, earthquake, etc.).

President: The highest-ranking executive officer of a junior college.

Resources: Includes personnel, equipment, supplies, and facilities available to be used during an emergency incident.

Superintendent: The educational leader and the chief executive officer of the school college

Technological Hazard: A hazard caused by an accident or the failures of systems or structures (major utility loss, train derailment, etc.).

Texas Division of Emergency Management: Coordinates the state emergency management program, which is intended to ensure the state, and its local governments respond to and recover from emergencies and disasters. They implement plans and programs to help prevent or lessen the impact of emergencies and disasters.

Unified Command: Similar to the Incident Command; however, now two or more individuals, with authority in different agencies, join to create one leadership role that has overall responsibility for managing the response to the emergency incident.

Whole Community: Also known as whole community approach, a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.

SECTION 12.0 – Attachments

JC Attachment 1: College Hazard Analysis

TEMPLE COLLEGE has used historical records and subjective estimates to determine criticality, which is a measure of event probability and the college’s ability to mitigate the harmful effects of an emergency incident upon its stakeholders and property for natural hazards, technological hazards, and human-caused hazards.

The College Hazard Analysis Tool provides a numerical score for college identified hazards utilizing:

- Readiness Time
- Probability
- Health and Life Safety
- Impact to Property
- Impact or Duration to College Continuity of Operations

The total score allows the college to evaluate, emphasize, and address gaps specific to the college.

Exhibit A.				
Temple College District Hazard Analysis				
	Likelihood of Occurrence	Estimated Impact on Public Health	Estimated Impact on Property	Overall Threat Value
	Likely, Occasional, Unlikely	Major, Moderate, Limited	Major, Moderate, Limited	1 Low, 2 Moderate, 3 High
Hazard:				
Active Shooter (Attacker)	Unlikely	Major	Moderate	2
Animal Threat (Wild or Domestic)	Unlikely	Limited	Limited	1
Aircraft Crash	Unlikely	Major	Major	2
Bomb Threat or Actual Bomb	Unlikely	Major	Major	2
Chemical Release	Unlikely	Major	Limited	2
Civil Disorder/Demonstration	Unlikely	Moderate	Moderate	2
Communicable Disease (Pandemic Disease Outbreak)	Occasional	Major	Limited	2
Cyber Attack/Ransomware	Occasional	Limited	Limited	1

Drought	Likely	Limited	Moderate	2
Earthquake	Unlikely	Limited	Limited	1
Explosion on Or Near Campus	Unlikely	Major	Major	2
Fire on or Near Campus	Unlikely	Moderate	Major	2
Flooding	Likely	Limited	Moderate	2
Highway Accident/HAZMAT	Occasional	Moderate	Moderate	2
Hostage Situation	Unlikely	Limited	Limited	1
Hurricane/Tropical Storm	Occasional	Limited	Moderate	2
Missing Person	Unlikely	Limited	Limited	1
Thunderstorm	Likely	Limited	Moderate	2
Terrorism Threat	Unlikely	Major	Moderate	2
Tornado	Occasional	Major	Major	3
Train Derailment	Unlikely	Moderate	Moderate	2
Utility Interruption/Loss: Electricity, Gas, Water, Sewage, Garbage Removal, Phone, Internet	Likely	Moderate	Moderate	2
Violent/Criminal Behavior	Occasional	Limited	Limited	1
Winter Weather	Occasional	Limited	Moderate	2

Exhibit B. Increased Readiness Conditions

If a developing situation appears to require advance preparations to protect life or property or to facilitate implementation of the response phase of this plan, any of the following Increased Readiness Conditions may be directed by:

- i. Senior campus police officer on duty;
- ii. Chief of Police/Director of Emergency Management;
- iii. Director of Physical Plant;
- iv. Administrator on Call;
- v. Chief Executive Officer.

A. Condition Green

- i. A situation that requires a higher degree of readiness that normally is present.
- ii. Situations requiring Condition Green could include, but are not limited to:
 - a) Onset of particular hazard vulnerability seasons such as tornado season or hurricane season;
 - b) The potential for local civil unrest;
 - c) An increase in international tensions.
- iii. Personnel should review plans and check supplies and equipment.

B. Condition Yellow

- i. A situation that presents a greater potential threat than Condition Green, but poses no immediate threat to life and property.
- ii. Conditions requiring Condition Yellow could include, but are not limited to:
 - a) Tornado watches;
 - b) Hurricane watches;

- c) Winter storm watches;
 - d) Small-scale civil unrest;
 - e) Notification from the Centers for Disease Control and Prevention, the Department of State Health Services, or the County Health District that an epidemic or pandemic outbreak of a communicable disease has occurred but is not yet affecting the College's service area;
 - f) Deterioration of the international situation to the point that enemy attack is possible.
- iii. Declaration of Condition Yellow will place the Campus Police, designated Maintenance Department personnel, and other personnel designated by the Chief of Police/Director of Emergency Management on 24-hour alert status.

C. Condition Orange

- i. A situation involving hazardous conditions that pose immediate potential for loss of life or extensive property damage.
- ii. Situations requiring Condition Orange could include, but are not limited to:
 - a) Tornado warnings;
 - b) Hurricane warnings;
 - c) Winter storm warnings;
 - d) Large-scale civil unrest;
 - e) Notification from the Centers for Disease Control and Prevention, the Department of State Health Services, or the County Health District that an epidemic or pandemic outbreak of a communicable disease has occurred and is affecting the College's service area;
 - f) Deterioration of the international situation to the point where enemy attack is probable.
- iii. Declaration of Condition Orange will require general warning of employees, students, and visitors using the campus alerting system.
- iv. The Campus Police, the Maintenance Department, and all supervisory personnel will be placed on 24-hour alert status.
- v. The College EOC may be activated.

D. Condition Red

- i. A situation in which hazardous conditions are imminent.
- ii. Situations requiring Condition Red could include, but are not limited to:
 - a) Sighting of a tornado near College facilities;
 - b) Wide-spread flooding;
 - c) Civil disorder precipitating large-scale violence;
 - d) An epidemic or pandemic outbreak of a communicable disease that affects a large portion of the College community or the general population within the College's service area;
 - e) An imminent enemy attack.
- iii. Declaration of Condition Red will require general warning of employees and students using the campus alerting system.
- iv. Declaration of Condition Red will require immediate action be taken to protect employees, students, and visitors.
- v. The College EOC will be activated.
- vi. Non-essential services may be suspended.

Attachment 2: Formal Agreements

A. Resources and Services Needed by the College

The college has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies and whole community organizations to ensure the college has access to needed resources, goods, services, and personnel during an emergency incident impacting the college.

College Resource and Service Table		
Agency	Type of Agreement	Resource(s)

B. Resources and Services Needed by Agencies

The college has the following formal agreements (contracts, interlocal agreements, memoranda of understanding, or mutual aid agreements) with agencies (volunteer organizations, non-government organizations (NGOs), private sectors, etc.) to ensure they have access to needed college resources, goods, services, and personnel during an emergency incident impacting the whole community.

Agencies and Whole Community Table		
Agency	Type of Agreement	Resource(s)

JC Attachment 3: School Safety and Security Committee

Although additional agencies may be added, in accordance with the Texas Education Code 37.109(a-1) and to the greatest extent practicable, the School Safety and Security Committee Members will include the following (see the compliant agency information in the School Safety and Security Committee Members Table):

School Safety and Security Committee Members Table		
Agency	Name	Position or Title
City or County's Office of Emergency Management	Bob Reinhard	Director of EM
Local Police Department or Sheriff's Office	Allen Teston Bill Cook	Deputy Chief Sheriff
Campus Police Department	Stella B. Green Kevin Dallas	Chief of Police Lieutenant
President of the Board of Trustees	Lydia Santibanez-Farrell	Chairwoman
Board of Trustees	John Bailey Harry Adams Larry Wilkerson	Place 1 Secretary Vice-Chairman
President	Christy Ponce	President
Designees of President	Susan Guzman-Trevino	Provost
A member of the Open-Enrollment Charter School's Governing Body	Dr. Chris Krejci	Professor

In accordance with Texas Education Code 37.109(c), except as otherwise provided in this Code, the School Safety and Security Committee shall meet at least three times during each calendar year, with an interval of at least two months between each meeting. The School Safety and Security Committee Meetings Schedule includes data concerning the previous year's meetings.

TEMPLE COLLEGE academic calendar:

Fall Semester: 08/28/2025 – 12/17/2025

Spring Semester: 01/05/2026 – 05/15/2026

Summer Semester: 06/08/2026 – 07/30/2026

Record of Safety and Security Committee Meetings	
Meeting Date (mm/dd/yyyy)	Meeting Time
08/28/2025	1700 hours
10/23/2025	1700 hours
12/11/2025	1700 hours
03/26/2026	1700 hours
05/28/2026	1700 hours

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JC Attachment 4: Safety and Security Audits

A Safety and Security Audit has been conducted for all facilities at least once every three years in compliance with Texas Education Code 37.108(b) and (c). TEMPLE COLLEGE, or a person included in the registry established by the Texas School Safety Center under Texas Education Code 37.2091, who was engaged by the college to conduct a Safety and Security Audit, followed the Safety and Security Audit procedures developed by the Texas School Safety Center in coordination with the commissioner of higher education. A Safety and Security Audit Report has been submitted to the board of trustees and signed by the President of the Junior College in compliance with Texas Education Code 37.108(c)(2).

Safety and Security Audits Table				
Date Audit Conducted (mm/dd/yyyy)	Agency or Consultant Conducting the Audit	Name of Person Conducting the Audit	Date Audit Report Submitted to the Board of Trustees (mm/dd/yyyy)	Place an "X" if the same Agency or Consultant Conducted the Audit and developed the college's EOP
09/03/2024	Temple College	Carrie Ellis	09/16/2024	X
09/15/2021	Temple College	Michael Markum	09/15/2021	X

(JC) Attachment 5: Distribution of Emergency Maps and First Responders Walkthroughs

Accurate emergency response maps of each college campus and school building that were developed and documented in accordance with the standards related to developing site and floor plans, access control, and exterior door numbering have been provided to the Texas Department of Public Safety (TxDPS) and all appropriate local law enforcement agencies and emergency first responders (Police, Fire, EMS) in compliance with Texas Education Code 37.108(f)(9) and 37.117(1).

Emergency response maps may be submitted to the Texas Department of Public Safety through [Texas DPS Emergency Response Map Submission Page](#).

Emergency Response Map Certification		
Date Provided Map (mm/dd/yyyy)	Agency Receiving Map	Agency Staff Name Receiving Map
09/25/2025	Texas DPS	Unknown-Submitted online

TEMPLE COLLEGE has provided an opportunity to conduct a walkthrough of each college campus and school building to the Texas Department of Public Safety and all appropriate local

law enforcement agencies and emergency first responders (Police, Fire, EMS) using the college provided map, in compliance with Texas Education Code 37.108(f)(9) and 37.117(2).

Walkthrough Certification Statement		
Date Walkthrough Offered (mm/dd/yyyy)	Agency Contacted	Agency Staff Name Contacted

SECTION 13.0 – Annexes

The college has established the following table as annexes for the college EOP.

Annex Table			
Name	Description	Date of Change (mm/dd/yyyy)	Page
Active Threat for Schools	This annex establishes the policies and procedures under which the college will operate in the event of an active threat incident by addressing planning and operational actions for the five phases of emergency management.		
Communicable Disease	This annex establishes the policies and procedures under which the college will operate in the event of a communicable disease incident by addressing planning and operational actions for all five phases of emergency management.		
Continuity of Operations Plan (COOP)	This annex describes how a college will ensure the continuation of essential functions during an emergency and its aftermath.		
Cybersecurity	This annex establishes the policies and procedures under which the college will operate in the event of a cybersecurity incident by addressing planning and operational actions for the five phases of emergency management regarding actual or potential cyber-related threats and attacks to the college.		
Communications	This annex establishes the college’s policies and procedures to manage communications during an emergency affecting operations. This will include Preparedness, Response, and Recovery regarding emergency communications within the school college.		
Evacuation and Shelter-in-Place	This annex establishes the policies and procedures under which the college will operate if an incident requires evacuation or shelter-in-place operations by addressing planning and operational actions for multiple phases of emergency management. This will include preparedness, response, and recovery regarding evacuation and shelter-in-place operations within the school college.		
Facilities Access Management	This annex establishes the policies and procedures under which the college will operate to provide facilities access management support for a hazard or special		

	event by addressing planning and operational actions for the five phases of emergency.		
Hazardous Materials	This annex establishes the policies and procedures under which the college will operate in the event of an incident involving hazardous materials (Hazmat) by addressing planning and operational actions for all five phases of emergency management.		
Psychological Resilience	This annex establishes the policies and procedures under which the college will conduct psychological safety operations by addressing planning and operational actions for the preparedness, response and recovery phases of emergency management.		
Reunification	This annex establishes the policies and procedures under which the college will conduct reunification operations for the rejoining of students with their respective parents or guardians after an incident.		
Severe Weather	This annex establishes the policies and procedures under which the college will operate in the event of a severe weather incident by addressing the planning and operational actions for four of the five phases of emergency management: mitigation, preparedness, response, and recovery. Prevention will not be covered in this annex because severe weather hazards are acts of nature and cannot be prevented; however, they can be planned for.		
Training and Exercise	This annex establishes the policies and procedures under which the college will operate to provide training and exercise support for the college. This annex is strictly a policy and guidance document for the college, and therefore, does not address the five phases of emergency management.		
Utilities	This annex establishes the policies and procedures under which the college will respond to potential or actual disruptions in utility services at college facilities by addressing planning and operational actions for the five phases of emergency management.		

Incident Management System Annex

To the extent possible, the organizational structure and position titles for responses to incidents affecting College facilities will comply to the greatest extent possible with the National Incident Management System (NIMS).

1. Incident Commander (IC)
 - a. The IC will have authority and responsibility to manage the on-site response to an incident under general policy guidance from the Emergency Management Director and the President.
 - b. While incident command usually will be exercised by the Chief of Police/Director of Emergency Management or by the senior campus police officer on duty, the circumstances of the incident may make it necessary for another College employee to assume initial command.
 - c. Because of the importance establishing incident command as quickly as possible, the first College employee arriving at the scene of an incident automatically will be designated as IC and will exercise positive control over the incident until relieved by College supervisory personnel, a campus police officer, or a local emergency responder.
 - d. Responsibility for incident command may transfer depending on the nature, complexity, length, and severity of the incident.
 - e. Determination of who assumes the role of IC at any point during an incident will be based on:
 - i. Response time;
 - ii. Availability of qualified personnel;
 - iii. Nature of the incident;
 - iv. Level of training;
 - v. Demands of the position.
 - f. The IC will assume responsibility for all on-site activities necessary to manage the incident until they are formally assigned to others.
 - g. The IC, in consultation with representatives of other responding agencies and the affected facility or facilities will:
 - i. Determine the level of the incident;
 - ii. Establish the on-scene organizational structure;
 - iii. Coordinate development and implementation an incident management strategy and action plan;
 - iv. Approve the ordering and releasing of resources.
 - h. Incident command will follow a unified command philosophy with all units, agencies, and organizations having jurisdictional or functional responsibilities having input into the incident management strategy and action plan. The role of the IC will be to coordinate this input and ensure effective implementation of the agreed upon strategy and action plan.
2. Agency Representative
 - a. In a joint operation between Temple College and emergency responders from the Cities of Temple, Taylor, or Hutto, the most appropriate person to assume the role of IC may be a responder from the local fire, law enforcement, or emergency medical services agency or another representative of local government.
 - b. If command of an incident occurring at a Temple College facility is transferred to a local emergency responder, the Temple College employee transferring command will remain at the Field CP and serve as Temple College's Agency Representative until relieved.
 - c. The Agency Representative will become the senior Temple College field representative and the primary link between the IC, other Temple College employees, and the Temple College EOC.
 - d. Directions to Temple College employees from an IC who is an employee of an external agency will be communicated through the Agency Representative.

3. Command Staff

The IC may designate an immediate command staff consisting of any or all of the following positions and responsibilities.

a. Safety Officer:

The Safety Officer will:

- i. Identify and direct management of on-scene hazards;
- ii. Ensure all on-scene operations are conducted safely;
- iii. Intervene on behalf of the IC to stop unsafe activities.

b. Information Officer:

The Information Officer will:

- i. Serve as sole point of contact for the news media on site;
- ii. Release information about the incident to the news media as directed by the IC.

c. Liaison Officer

The Liaison Officer will act as point of contact for cooperating external agencies that are not functioning as part of a Unified Command.

4. General Staff

The IC may designate a general staff consisting of any or all of the following positions and responsibilities:

a. Operations Chief

- i. The Operations Chief will be responsible for all on-scene tactical activities necessary to manage the incident.
- ii. If an incident is small or likely to be of short duration, the IC may choose to perform the functions of Operations Chief.
- iii. If an incident is large, complex, or likely to last for an extended time period, the IC may choose to designate a separate Operations Chief who focuses on tactical operations, leaving the IC to concentrate on strategic issues.
- iv. The Operations Chief may establish organizational branches, divisions, or groups consistent with Incident Management System terminology and structure as dictated by the nature of the incident.

b. Logistics Chief

- i. The Logistics Chief will be responsible for providing facilities, services, and material in support of incident management.
- ii. Responsibilities of the Logistics Chief may include:
 - a) Procuring specialized equipment and supplies;
 - b) Meeting transportation requirements;
 - c) Providing expanded or alternative communications resources;
 - d) Arranging for food and water to be available to response personnel;
 - e) The Logistics Chief may establish organizational branches, divisions, or groups consistent with Incident Management System terminology and structure as dictated by the nature of the incident.

c. Plans Chief

- i. The Plans Chief will be responsible for collection, evaluation, dissemination, and use of information about the developing incident.
- ii. Responsibilities of the Plans Chief may include using incident information to assist the IC and Operations Chief in:
 - a) Understanding the current situation;
 - b) Predicting the probable course of incident events;
 - c) Preparing strategies for incident management;
 - d) The Plans Chief may establish organizational branches, divisions, or groups consistent with Incident Management System structure and terminology as dictated by the nature of the incident.

- d. Finance/Administration Chief
- i. The Finance/Administration Chief will be responsible for all financial and cost analysis aspects of the incident.
- ii. Responsibilities of the Finance/Administration Chief may include:
 - a) Ensuring that all personnel time used in incident management is properly recorded;
 - b) Administering financial matters pertaining to vendor contracts and procurement of equipment and supplies;
 - c) Collecting cost data, performing cost effectiveness analyses, providing cost estimates, and making cost saving recommendations for the incident.
- iii. During most incidents, finance/administration functions will be performed off-scene by College Business Office personnel.
- iv. The Finance/Administration Chief may establish organizational branches, divisions, or groups consistent with Incident Management System structure and terminology as dictated by the nature of the incident.

5. Incident Management Functions

a. **Campus Warning and Alerting**

Primary responsibility for these functions is assigned to the Campus Police. Tasks to be performed include:

- i. Preparing and maintaining Annex A to this plan;
- ii. Receiving information on emergency situations;
- iii. Alerting key officials;
- iv. Disseminating warning information and instructions to the College through available warning systems;
- v. Providing updates to the College community as directed.

b. **Communications and Emergency Management Data Systems.**

Primary responsibility for this function is assigned to the Division Director Information & Technology Services. Tasks to be performed include:

- i. Preparing and maintaining Annex B to this plan;
- ii. Identifying external communications systems available within the local area and determining connectivity of these systems;
- iii. Developing plans and procedures for coordinated use of the various communications systems available outside and within the College;
- iv. Determining and implementing means of augmenting communications during emergencies, including support by volunteer organizations such as the Radio Amateur Civil Emergency Service;
- v. Protecting the College's information systems infrastructure where possible;
- vi. Developing data systems necessary to support the College's emergency management activities, including development of an enterprise geographic information system.

c. **Building Evacuation**

Primary responsibility for this function is assigned to the Campus Police with support from the Emergency Management Liaisons.

- i. The Campus Police will prepare and maintain Annex C to this plan, which will contain guidance Emergency Management Liaisons on developing evacuation plans for facilities.
- ii. Faculty members will be responsible for:
 - a) Explaining facility evacuation routes and procedures to their students at the beginning of each semester.
 - b) Safe evacuation of their students.
 - c) Reporting concerns or issues with students to the appropriate Emergency Management Liaison and the Campus Police.
 - d) Notifying the appropriate Emergency Management Liaison of students who require evacuation assistance.

d. Campus Evacuation

Primary responsibility for this function is assigned to the Campus Police in coordination with local law enforcement. Tasks to be performed include:

- i. Preparing and maintaining Annex D to this plan;
- ii. Identifying areas where evacuation already has taken place or where it is necessary and determining at-risk populations;
- iii. Evacuating known risk areas, including route selection and determination of traffic control requirements;
- iv. Determining emergency public information requirements coordinated with the Executive Director Strategic Communications and Outreach and the incident public information officer.

e. Firefighting and Hazardous Materials

Primary responsibility for this function is assigned to the local fire departments. The relevant standard operating procedures of the local fire departments will constitute Annex E to this plan. Tasks to be performed include:

- i. Fire detection and control;
- ii. Hazardous materials response, including determination of public protective actions, if any;
- iii. Evacuation support;
- iv. Post-incident reconnaissance and damage assessment;
- v. Fire safety inspection of temporary shelters.

f. Law Enforcement

Primary responsibility for this function is assigned to the Campus Police in coordination with local law enforcement. Tasks to be performed include:

- i. Preparing and maintaining Annex F to this plan in coordination with the standard operating procedures of local law enforcement;
- ii. Maintaining law and order;
- iii. Controlling traffic and crowds;
- iv. Providing security to vital facilities, evacuated areas, and shelters;
- v. Controlling access to damaged or contaminated areas;
- vi. Performing post-incident reconnaissance and damage assessment.

g. Emergency Medical Services

Primary responsibility for this function is assigned to the local emergency medical services providers with support from the local fire departments. The standard operating procedures of the local emergency medical services agencies will constitute Annex G to this plan. Tasks to be performed include:

- i. Initial triage of persons who are injured or ill;
- ii. On-scene emergency care;
- iii. Transport to appropriate health care facilities.

h. Search and Rescue

Primary responsibility for this function is assigned to the local fire departments in cooperation with the Campus Police and local law enforcement. The relevant standard operating procedures of the local fire departments will constitute Annex H to this plan. Tasks to be performed include:

- i. Coordinating and conducting search and rescue activities;
- ii. Identifying requirements for specialized resources to support rescue operations;
- iii. Coordinating external technical assistance and equipment support for search and rescue operations.

i. Physical Plant

Primary responsibility for this function is assigned to the Director of Physical Plant. Tasks to be performed include:

- i. Preparing and maintaining Annex I to this plan;
- ii. Protecting College facilities and vital equipment where possible;

- iii. Providing support to post-incident reconnaissance and damage assessment;
- iv. Arranging for temporary signage to identify campus facilities and streets;
- v. Providing building inspection support;
- vi. Directing temporary repair of vital facilities;
- vii. Arranging for debris removal;
- viii. Providing specialized equipment to support emergency operations;
- ix. Supporting traffic control and rescue operations.

j. Utilities

Primary responsibility for these functions is assigned to the Director of Physical Plant in cooperation with local providers of utility services. Tasks to be performed include:

- i. Preparing and maintaining Annex J to this plan in coordination with local providers of utility services;
- ii. Arranging for emergency power sources where required;
- iii. Assessing damage and estimating needs in order to repair and restore College utilities;
- iv. Prioritizing restoration of utility service to vital facilities and other facilities.

k. Transportation

Primary responsibility for this function is assigned to the Athletic Director in cooperation with the Director of Physical Plant and the Campus Police. Tasks to be performed include:

- i. Preparing and maintaining Annex K to this plan;
- ii. Identifying College transportation resources and coordinating their use in emergencies;
- iii. Coordinating deployment of College transportation resources to support emergency operations;
- iv. Establishing and maintaining a reserve pool of drivers, maintenance personnel, parts, and tools;
- v. Maintaining records on use of transportation equipment and personnel for purposes of possible reimbursement.

l. Human Services (shelter, food, water, clothing, evacuee medical support).

Primary responsibility for this function is assigned to the Associate Vice President Finance and Human Resources in cooperation with the Director of Physical Plant, Division Directors of Health Professions, the American Red Cross, and the Salvation Army. Tasks to be performed include:

- i. Preparing and maintaining Annex L to this plan;
- ii. Coordinating the operation of shelter facilities using College facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross;
- iii. Coordinating special care requirements for victims such as the elderly and special needs individuals;
- iv. Coordinating use of College facilities and personnel to support operations of local health care facilities during local, state, or national disasters.

m. Resource Support and Management

Primary responsibility for this function is assigned to the Director of Purchasing. Tasks to be performed include:

- i. Preparing and maintaining Annex M to this plan;
- ii. Maintaining an inventory of emergency resources;
- iii. Locating supplies, equipment, and personnel to meet specific needs during emergency operations;
- iv. Maintaining a list of vendors for supplies and equipment needed immediately following an emergency;
- v. Establishing emergency purchasing procedures and coordinating emergency procurements;
- vi. Coordinating transportation, sorting, temporary storage, and distribution of resources during emergencies;

- vii. Maintaining records of emergency-related expenditures for possible reimbursement.
- viii. Maintaining vital records in coordination with the Director of Physical Plant and Division Director Information and Technology Services.

n. Public Information

Responsibility for public information and media relations is assigned to the Executive Director Strategic Communications and Outreach in cooperation with the incident public information officer designated by the local government. Tasks to be performed include:

- i. Preparing and maintaining Annex N to this plan;
- ii. Coordinating release of information regarding incidents that affect the College with the local public information officer.

o. Counseling and Mental Health.

Responsibility for these functions is assigned to the Associate Vice President Finance and Human Resources for employees and to the Associate Vice President Student Services & Enrollment Management for students. Tasks to be performed include:

- i. Preparing and maintaining Annex O to this plan;
- ii. Identifying resources to provide critical incident stress management services to employees and students;
- iii. Coordinating deliver of critical incident stress management services to employees and students.

p. Donations Management

Responsibility for this function is assigned to the Vice President Resource Development and External Relations. Tasks to be performed include:

- i. Preparing and maintaining Annex P to this plan;
- ii. Soliciting donations to meet known needs;
- iii. Establishing and implementing procedures to accept or reject offers of donated goods and services;
- iv. Establishing a facility to receive, sort, and distribute donated goods.

q. All supervisors not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Incident Commander, the EOC Coordinator, the Emergency Management Director, or the Chief Executive Officer.

A. Field Command Post (CP)

1. Function

The Field CP will be a location from which the IC orders, directs, and controls resources necessary to managing an incident.

2. Location

- a. The Field CP usually will be established by the College employee initially assuming command of an incident at a safe location near the incident site.
- b. If representatives of a local emergency services agency establish a command post prior to the arrival of College personnel, that site will serve as the Field CP.
- c. The initial location and any movement of the Field CP should be reported to the communications centers of all agencies participating in the management of an incident and to the College EOC, if it has been activated.

3. Staffing

- a. Generally, the IC should remain at the Field CP at all times.
- b. If the IC must leave the Field CP, a deputy should be designated who will remain at the Field CP and maintain continuous radio or telephone contact with the IC.
- c. The organization of the Field CP will use the structure and position titles established by the National Incident Management System.
- d. Until an individual is assigned a specific incident management function, the IC is personally responsible for that function.

e. The IC may direct any College employee to perform incident management functions.

B. Emergency Operations Center

1. Function

The EOC will be the focal point for centralized management of information, decision-making, resource support, and resource application. The primary roles of the EOC will be bringing together all relevant information about an incident in one location, organizing and presenting that information in a useful format to the organization's decision-makers, and facilitating the coordination of resources needed to manage the emergency. Functions of the EOC include:

- a. Coordinating all operating unit activities through the Field CP;
- b. Providing policy direction as needed;
- c. Providing for campus-wide administrative, organizational, informational, technical, and resource needs;
- d. Providing support, assistance, and supply for operating units;
- e. Providing public information services and coordinating activities with the on-scene Public Information Officer;
- f. Obtaining local, state, and federal assistance as needed;
- g. Dealing with issues that are too large, too complex, or of too long a duration for resolution in the field.

2. Location

- a. The Vice President Administrative Services, in coordination with the Chief of Police/Director of Emergency Management, will designate primary and secondary locations for the EOC.
- b. The Associate Vice President Finance and Human Resources, in coordination with the Chief of Police/Director of Emergency Management, will maintain a cache of basic supplies needed to open and operate the EOC for a period of 48 hours.
- c. Depending on the nature and scope of an incident, the Emergency Management Director or Chief Executive Officer may choose to locate the EOC at an off-campus site.

3. Activation

- a. The EOC may be activated at the discretion of the:
 - i. IC;
 - ii. Chief of Police/Director of Emergency Management;
 - iii. Director of Physical Plant;
 - iv. Emergency Management Director;
 - v. President.
- b. Circumstances in which consideration should be given to activating the EOC include, but are not limited to:
 - i. Resource requirements beyond institutional capabilities;
 - ii. Requirements for extensive interaction with external organizations;
 - iii. Incidents of long duration;
 - iv. Requirements for major policy decisions;
 - v. Activation of the Temple, Taylor, or Hutto EOC in response to an incident occurring on College property.
 - vi. Declaration of a local, state, or national state of emergency or disaster.
 - vii. Any other circumstances in which activation of the EOC would be useful to the successful management of an incident.
- c. When the EOC is activated, assigned supervisory personnel will direct the efforts of their divisions, departments, or programs from the EOC.
- d. Laptop computers and essential daily operating supplies will be brought to the EOC by each division, department, and/or program at the time of activation or as soon thereafter as possible.

4. Staffing

- a. The Emergency Management Director will provide executive oversight to the operations of the EOC.
 - b. EOC functions will be performed by a Policy Group and a Management Group.
 - i. Policy Group:
 - a) The policy group will consist of the individuals comprising the President's Council and any other College employees who the Chief Executive Officer or Emergency Management Director determines possess knowledge relevant to providing policy guidance for management of an incident.
 - b) The responsibility of the policy group will be to provide advice to the Emergency Management Director and the Chief Executive Officer in establishing general guidance, policies, and priorities based on the nature and extent of an incident.
 - c) The Emergency Management Director will chair the Policy Group.
 - ii. Management Group
 - a) The Management Group will be responsible for allocating campus resources in response to an incident and for coordinating field command activities if more than one Field CP is established.
 - b) The Administrator on Call will serve as EOC Coordinator and will direct the Management Group until the Emergency Management Director or the President assigns another individual to perform this function.
 - c) The Management Group will be staffed as the EOC Coordinator deems necessary.
 - d) The Management Group will use the organizational structure and position titles established by the National Incident Management System.
 - e) Until an individual is assigned a specific function at the EOC, the EOC Coordinator is personally responsible for that function.
 - f) The EOC Coordinator may direct any College employee to perform duties in support of the Management Group.
5. College Liaison to Local Emergency Operation Center
- a. The President will assign a College employee as a liaison to the local EOC if:
 - i. The local Emergency Management Director or the EOC Coordinator requests such an assignment; or
 - ii. The President determines that the presence of a College liaison to the local EOC will facilitate the local response to an incident occurring on College property or requiring use of College resources.
 - b. The role of the College Liaison to the local EOC will be to serve as the primary point of contact between the College and the local EOC.
- C. Command, Control, and Communications
1. Command and Control
- a. Final authority for direction of the College's response to an incident occurring on its property, affecting its operations, or requiring commitment of College resources will rest with the President.
 - b. Responsibility for direction of all aspects of the on-scene response will rest with the IC.
 - c. Responsibility for executive oversight of the EOC will rest with the Emergency Management Director.
 - d. Responsibility for direction of EOC Management Group and coordination of EOC activities with on-scene activities will rest with the EOC Coordinator.
 - e. Arrival of a more senior official at the Field CP or at the EOC will not automatically result in transfer of responsibility for direction of activities to that individual. Responsibility will be transferred only when:
 - i. The individual previously exercising command has thoroughly briefed the arriving senior official of the circumstances and any command decisions that have been implemented;

- ii. The individual assuming command has had sufficient time to feel reasonably certain he/she understands the tactical and strategic situation;
 - iii. Transfer command is formally announced over the available channels of communication.
 - f. Command personnel, command staff, and general staff will be issued visible identification that clearly states their role.
 - g. During emergency operations, supervisory personnel will retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments as directed by the IC, the EOC Coordinator, or their representatives.
 - h. Each division, department, and program will establish procedures for assigning personnel as necessary to support the Field CP or the EOC.
 - i. Divisions, departments, and programs will maintain the integrity of normal work crews whenever possible.
 - j. The initial response to an incident may require extended operations with work crews operating in shifts. Supervisors should plan accordingly to provide adequate time for personnel rest while maintaining incident management efforts.
2. EOC/Field CP Interaction
- a. The relationship between the EOC and the Field CP will depend on the nature of scope of an incident.
 - b. Generally, the EOC will **NOT** direct resources operating in the field and will focus on broad goals such as:
 - i. Providing policy direction as needed;
 - ii. Providing for administrative, organizational, informational, or technical needs that affect the entire institution;
 - iii. Providing support to field activities;
 - iv. Dealing with issues that are too large, too complex, or of too long a duration for resolution in the field.
3. Communications
- a. All communications during an incident will be in PLAIN ENGLISH. No codes should be used, and all communications using radio or telephone should be confined to essential messages.
 - b. When a Field CP is established, the IC will assign a location designation to that incident, e.g.— “TC East Campus Command,” “TC Berry Hall Command,” etc. The location designator will precede all further communications from that incident.
 - c. Communications will be directed to positions in the command structure, **NOT** to the person occupying the position, e.g. – “TC East Campus Command from TC EOC Coordinator”).
4. Media Relations
- a. The Executive Director Strategic Communications and Outreach or his/her designee will function as the College Public Information Officer during an emergency.
 - b. During joint operations between the College and local emergency responders, the College Public Information Officer will coordinate his/her activities with those of the local public information officer.
 - c. Only the Chief Executive Officer or the College Public Information Officer will speak with media on behalf of the College. College employees will refer all media inquiries to the College Public Information Officer.
 - d. The Chief Executive Officer will approve all information releases pertaining to the impact of an incident on the College.
- D. Logistics and Administration
1. Resources
- a. Following activation of the response phase of this plan, all resources of the College will be available to the IC and/or the EOC Coordinator for use in managing the incident.

- b. Employees will **NOT** respond to the incident site following activation of the response phase of this plan except when directed to do so by their supervisor, the IC, or the IC's representative.
- c. Day-to-day functions that do not contribute directly to the management of the incident may be suspended until the incident is resolved. The efforts that normally would be required for these functions will be redirected to accomplishing incident management functions.
- d. Unless agreed to in writing by an authorized official, the College will not be responsible for financial obligations or losses incurred by volunteer, governmental, or quasi-governmental organizations during a response to any type of incident on College property.
- e. The College assumes no liability for injury to or death of volunteers or of employees, agents, or officers of local, state, or federal governments in the performance of duties during a response to an incident occurring on College property except that imposed by law.
- f. College employees assigned emergency management duties or responsibilities pursuant to this Plan retain all of the right, privileges, and immunities of College employees.

2. Support

- a. Requests for support from entities with which the College maintains routine working relationships will be handled by way of routine channels.
- b. Requests for support from the state or federal governments will be coordinated with the local EOC.

3. Agreements and Contracts

- a. Should College resources not be adequate during an emergency, requests will be made for assistance from local jurisdictions and other agencies in accordance with existing mutual aid agreements and contracts and those agreements and contracts concluded during the emergency.
- b. All agreements will be entered into by authorized officials and should be in writing whenever possible.
- c. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

4. Reports

A daily situation report should be prepared and distributed to the College Community by the EOC following a Level III (or higher) incident or the declaration of a State of Disaster.

5. Activity Logs

The Field CP(s) and the EOC will maintain logs recording key response activities, including:

- a. Activation or deactivation of emergency facilities;
- b. Emergency notifications to local governments, and to state and federal agencies;
- c. Significant changes in the emergency situation;
- d. Major commitments of resources or requests for additional resources from external sources;
- e. Issuance of protective action recommendations to the College community;
- f. Evacuations;
- g. Casualties;
- h. Containment and termination of the incident.

6. Incident Costs

- a. A project number will be designated by the Vice President Administrative Services for activities related to the management of an incident requiring activation of the response phase of this Plan.
- b. This project number will be disseminated to, and used by, all divisions, departments, and/or programs participating in the response to or management of the incident.
- c. The project number will be used in conjunction with the applicable accounting code to document all response and recovery costs, including:
 - i. Personnel costs, especially overtime costs;

- ii. Equipment operations costs;
- iii. Costs for leased or rented equipment;
- iv. Costs for contract services to support emergency operations;
- v. Costs of specialized supplies expended for emergency operations.

VIII. Recovery

A. Return to Normal Operations

1. When the IC has determined that the response phase of an incident has been terminated, the scene secured, he/she will transmit this fact to the local emergency communications center and to the EOC, if that facility has been activated.
2. Although incident command has been terminated, supervisors may elect temporarily to continue assigning personnel to shifts to allow personnel an opportunity to rest before returning to normal duty.
3. Although the response phase of an incident has been terminated:
 - a. A CP may be kept open to coordinate incident site recovery activities;
 - b. The EOC may continue operations to coordinate recovery efforts and provide a point of contact for local, state, and federal officials.

B. Relocation to Temporary Facilities

1. If College functions, property, or records must be temporarily relocated, the Chief Executive Officer will designate the order of relocation.
2. Divisions, departments, or programs relocating functions, personnel, property, or records to temporary facilities will coordinate these efforts with the EOC.

C. Employee and Student Assistance and Critical Stress Management

1. Studies of major incidents have brought attention to the fact that responders can become psychological casualties. The purpose of this section is to establish procedures and guidelines for helping College employees and students cope with what they have experienced and continue productive lives with minimal long-term effects.
2. During an incident
 - a. Breaks from direct incident involvement will be scheduled and enforced whenever possible.
 - b. A duty rotation will be established, and personnel will **NOT** be allowed to operate on an incident continuously for more than 12 hours.
 - c. Supervisory personnel and the incident Safety Officer will monitor personnel for signs and symptoms of acute critical incident stress syndrome. Personnel displaying indications of critical incident stress syndrome will be removed from the scene as soon as possible.
 - d. To the greatest extent possible, personnel who operate on a Level II or Level III incident will not be required to remain on duty when the incident is resolved.
3. Following an incident
 - a. The Associate Vice President Finance and Human Resources will be responsible for providing support for College employees requesting assistance in dealing with the psychological effects of the incident.
 - b. The Associate Vice President Student Services & Enrollment Management will be responsible for providing support to students requesting assistance in dealing with the psychological effects of the incident.
4. Procedures for critical incident stress management may be activated at any time independently from the rest of this plan if students or employees feel they would benefit from the process.

D. Modification of Course Requirements and Academic Standards

1. With the advice of the Educational Services Council, the Provost may uniformly modify course requirements and academic standards to assist students in dealing with the effects of an incident.
2. Modifications may include, but are not limited to:
 - a. Allowing students to discontinue participating in instructional activities for the remainder of the semester and receive as their final grade for a course the grade they had earned at the time the incident occurred;
 - b. Allowing students to continue participating in instructional activities for the remainder of the semester with the understanding they will receive the higher of the grade they had earned at the time the incident occurred or their grade upon completion of all course work.

E. Post Incident Review

1. When this plan is activated as a result of an actual incident, the response to the incident will be critiqued at the earliest possible date.
2. The Chief of Police/Director of Emergency Management will be responsible for convening and presiding over the post incident review.
3. The IC will provide a written After-Action Report of the incident for use during the review.
4. A written report of the post incident review, including any areas of strength, opportunities for improvement, and resulting changes in this plan will be prepared within 30 days of the critique.

IX. Severability

This plan is an exercise of the legal responsibilities of the Temple College District. If any provision of this plan or the application thereof is held invalid, such invalidity will not affect other provisions or applications of this plan, and to this end the provisions of this plan are held to be severable. This plan supersedes all prior Master Emergency Management Plans to the extent that they are in conflict. All plans, regulations, policies, and procedures not in conflict herewith are continued in full force and effect.

X. Implementation

This plan is in effect immediately upon adoption by the Board of Trustees of the Temple College District. Provisions of this plan dealing with mitigation of and preparedness for emergencies will be continually in effect. Provisions concerning response to and recovery from emergencies will be implemented upon activation of a response under this plan. The Emergency Operations Director will work directly with all of the departments of Temple College to continually update emergency operations and is responsible for ensuring the regular review and update of the Emergency Management Plan.

Sources for Required Training

Required Training	
Training	Location
Bleeding Control Station Training	https://tea.texas.gov/texas-schools/health-safety-discipline/coordinated-school-health/healthy-and-safe-school-environment-of-the-coordinated-school-health-model
Cybersecurity Coordinator Annual Training for the College	https://dir.texas.gov/information-security/statewide-cybersecurity-awareness-training
School Based Law Enforcement Training	https://txssc.txstate.edu/events/sble-trainings/tcole-4064
Threat Assessment Team and Safe and Supportive School Team Training	https://txssc.txstate.edu/events/sbta-trainings/
Grief-Informed and Trauma-Informed Care	https://schoolmentalhealthtx.org/best-practices/
Suicide Prevention	https://schoolmentalhealthtx.org/best-practices/

Sources for Recommended Training

Recommended Training	
Training	Location
Active Threat Annex	https://sslp.txssc.txstate.edu/
Annex and Appendix	
Basic Plan (EOP Development Series)	
Continuity of Operations Plan (COOP) Annex	
Cybersecurity Annex	
Emergency Communications Annex	

Evacuation and Shelter-in-Place Annex	
Facilities Access Management Annex	
Hazard Analysis (EOP Development Series)	
Hazardous Materials Annex	
Multi-hazard Emergency Operations Plan (EOP) Development Series: Introductory	

Multitiered Systems of Support for Safer School Communities	
Psychological Resilience Annex	
Reunification Annex	
Safety and Security Agreements	
Severe Weather Annex	
Training and Exercise Annex	
Utilities Annex	
Creating a Communicable Disease Annex (CDA)	

Temple College Department of Public Safety

Active Threat Annex



October 2025

Section 1 – Purpose and Scope

This annex is designated as “Active Threat Response” of the Temple College Department of Public Safety (TCDPS) Emergency Response Plan. It outlines additional operational concepts and procedures specific to active threats impacting, or having potential impact to TCDPS and its various campuses. This annex establishes the policies and procedures under which the Temple College Department of Public Safety (TCDPS) will operate in the event of an Active Threat incident by addressing planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery).

This annex is designed to be flexible in its application based upon the severity of the Active Threat, impact potential, and initial emergency response. Additionally, specific law enforcement responses shall always be dictated by agency policy, a bias towards swift action, and adaption to changes in the incident’s “threat picture” or threat analysis.

Section 2 – General Information

2.1 Hazard Overview

The US Department of Homeland Security defines an active shooter as “...an individual actively engaged in killing or attempting to kill people in a confined and populated area...” (n.d.). This definition is applicable to all forms of active killers, regardless of the weapon used.

2.2 Campus Specific Hazard Risk

TCDPS identifies the following active threats as high priority.

Shooting

A shooting incident involves an attack with firearms being discharged at others. An Active Shooter Appendix to this Active Threat Annex includes specific tasks taken before, during, and after an active shooter incident.

Stabbing and Blunt Force Trauma

A stabbing attack involves use of a pointed object intended to harm others. A blunt force attack involves use of a dull, firm surface or object. Trauma from these attacks could result in stab wounds, contusions, lacerations, or fractures.

Bomb Threat

A bomb threat incident occurs when an individual threatens to harm others with a bomb or improvised explosive device. A bomb may look as harmless as a coffee cup or as obvious as a pipe bomb with a timer. Bomb threats may be received by telephone, written message, in person, or by electronic means.

Vehicular Assault

Temple College Campus Active Threat

A vehicular assault incident involves an individual operating a vehicle with the intent to cause harm.

2.3 Hazard Preparedness and Warning

TCDPS acknowledges that campuses across the country are equally at risk for an active threat incident; therefore, the risk for a campus is unpredictable. Consequently, it is difficult to determine an individual's risk for harming themselves or others without the assistance of a comprehensive Multi-tiered System of Support (MTSS), which includes threat assessment and case management. MTSS is one of six student support components within Texas Education Agency's Safe and Supportive School Program (SSSP). More information on SSSP is also available in the Psychological Safety Annex to our Basic Plan.

Threat Assessment Team

TCDPS has a threat assessment team, consistent with Texas Education Code 37.115. The Threat assessment teams' operations are rooted in best practices established by the United States Secret Service National Threat Assessment Center and are guided by state legislation. The threat assessment team is a multidisciplinary group that meets regularly to assess two distinct categories of behavior: concerning and prohibited. The threat assessment team maintains a low threshold for intervention and may offer resources from the MTSS to assist in the prevention and de-escalation of threats.

TCDPS's threat assessment team acts as a buffer to violence and provides support to campus community members in crisis before persons pose a threat to themselves or others. The threat assessment team reviews observed and reported concerning and prohibited behaviors objectively to assess the risk to the school community. The team maintains a record of these reviews within its case management system. TCDPS acknowledges that a key goal of threat assessment is to distinguish between *making* a threat and *posing* a threat.

TCDPS' campus safety policy 310 for Behavioral Threat Assessment (BTA) contains more specific information regarding threat assessment, including parent notification and records retention.

Detecting Suspicious Activity

TCDPS uses the following methods to detect suspicious activity on campuses:

- Employee or student misconduct referral
- Student & Employee Assistance Program / Substance Abuse Rehabilitation Center referrals
- Temple College Police Department referrals
- Instructor referrals

2.4 Access and Functional Needs

In compliance with Texas Education Code 37.108, TCDPS utilizes the following measures to ensure the safety and security of individuals with access and functional needs during an active threat incident:

Temple College Campus Active Threat

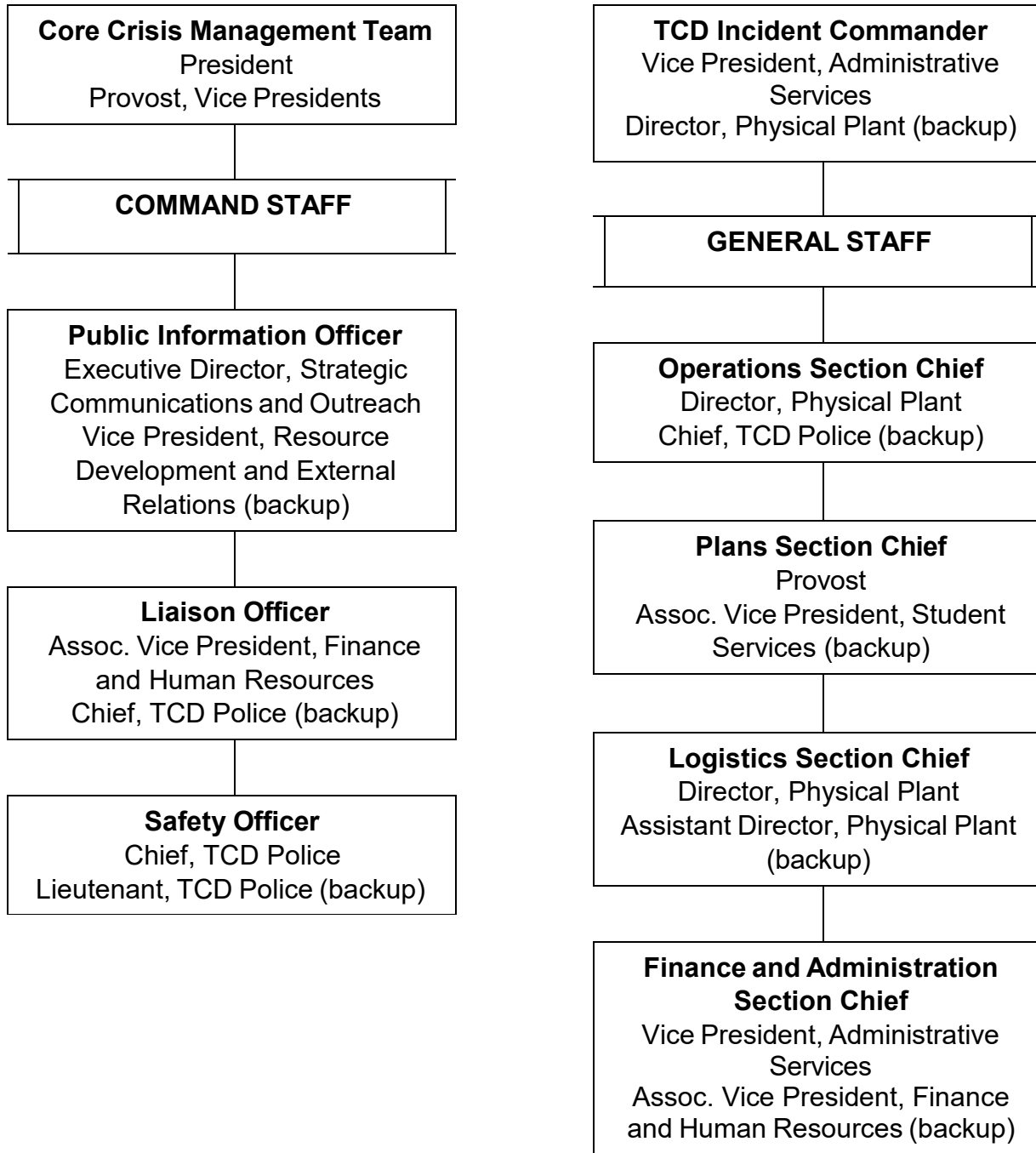
- Implementation of the Standard Response Protocol and Standard Reunification Method (SRP/SRM)
- Install evacuation chairs, Stop-the-Bleed kits, and Automated External Defibrillator devices in each building
- Establishing a Unified Command Structure for all Active Events
- During an active threat event, staff will be assigned to directly assist persons with access and functional needs in order to direct them to the best available shelter area, until more assistance can be acquired.

Section 3 – Annex-Specific Incident Command System (ICS)

3.1 Annex-Specific ICS Organizational Chart

TCDPS will designate an Incident Commander for an active threat incident. The Incident Commander will have the ability to expand or contract the ICS structure as necessary during the incident.

Emergency Command Center (ECC) Emergency Operations Center (EOC)



Section 4 – Actions and Responsibilities

Actions and Responsibilities Table

Prevention Phase	
Safeguard against consequences unique to an active threat incident.	
Campus Actions	Responsible Role
TCDPS Multi-disciplinary threat evaluation	Safety and Security Committee
Anonymous Reporting Systems	Campus Police
Banning potential violators from campus	Campus Police / Safety and Security Committee
Proper background checks of employees	Human Resources
iWatch Texas School Safety	Campus Police
Mitigation Phase	
Reduce the impact of an active threat incident.	
Campus Actions	Responsible Role
Encourage the locking of classroom and office doors	Campus Police / Safety and Security Committee / Academic Departments
Publish campus emergency procedures and numbers	Campus Police / Safety and Security Committee
Safety Training	Safety and Security Committee
Posting of Evacuation Routes and Shelter Locations	Facilities / Safety and Security Committee
Consider the use of and future procurement of surveillance systems.	Campus Police / Safety and Security Committee/ IT
Annually review options for armed defense (local, county, state) and adjust as necessary.	Campus Police / Safety and Security Committee

Temple College Campus Active Threat

Preparedness Phase	
Regularly review campus readiness for an active threat incident.	
Campus Actions	Responsible Role
Train using the Federal Bureau of Investigations strategy, "Avoid, Deny, Defend (ADD)"	Campus Police
Frequent Drills and Exercises	Safety and Security Committee
Emergency Communications Drills	Safety and Security Committee / Marketing
Continuity of Continued Operations (COOP) Training and Drills	Administration
Mutual aid agreements with Temple Police Department, Hutto Police Department, Bell County Sheriff's Department and Williamson County Sheriff's Department for back-up law enforcement.	Campus Police / Safety and Security Committee
Regularly tests the working order and assess the effectiveness of surveillance cameras.	Campus Police / IT
Regularly tests physical security features, including hardware working condition and staff locking practices.	Campus Police / IT / Physical Plant
First responders are invited to participate in drills, given campus maps, and are allowed to walk the buildings with Campus Police.	Campus Police
First responders have access to KNOX boxes that are mounted on the door entries to every building. The KNOX boxes include the following information: building schematics, keys, and electronic key fobs.	Campus Police
Implement a trauma informed care program, which is compliant with TEC 38.036, and includes increasing awareness of trauma informed care; and implementation of trauma informed practices and care by staff.	Campus Police / Safety and Security Committee / Marketing

Temple College Campus Active Threat

Response Phase	
Campus actions during an active threat incident.	
Campus Actions	Responsible Role
Elimination of perceived threat	Campus Police
Establishment of the Ground Incident Command Post	Safety and Security Committee
If necessary, the establishment of the Incident Command Center	President, Provost and Vice Presidents
Accountability of all faculty, staff, and students	Human Resources / Academic Departments / Safety and Security Committee
All staff have the ability and are empowered to notify law enforcement and armed defenders of an active threat incident, via land-line, cell phone, and/or radio communications.	Administration
Pre-established active threat response protocols will be initiated and communicated to students and staff of the affected area and/or building via the Leopard Alert System.	Campus Police / Safety and Security Committee / Marketing
During an active threat event, staff will be assigned to directly assist persons with access and functional needs in order to direct them to the best available shelter area, until more assistance can be acquired.	Campus Police / Safety and Security Committee
In the event of an active threat, we will communicate with staff, students, parents, and the community in a timely manner utilizing pre-scripted messaging.	Marketing
Administration and finance staff are trained, and understand, they are responsible for tracking hazard related expenses including (but not limited to): staff overtime, activation of emergency contracts and expenditures, property damage/loss, injury and workman's comp claims.	Human Resources / Finance / Administration

Temple College Campus Active Threat

Recovery Phase	
Return to normal campus operations following an active threat incident.	
Campus Actions	Responsible Role
Accountability of all faculty, staff, and students	Human Resources / Academic Departments / Safety and Security Committee
Facilitate Medical Assistance	Campus Police / Safety and Security Committee
Enact Continuity of Continued Operations (COOP) Plan	Administration
Process worker's compensation claims	Safety and Security Committee
Coordinate retrieval of personal belongings	Campus Police / Safety and Security Committee
Initiate psychological support	SEAP/SARC
Conduct After Action Review of incident	Safety and Security Committee
As part of the resumption of campus operations following an Active Threat incident, the campus will plan for challenges that address (but are not limited to) community social and emotional distress from trauma, the use of alternate facilities, increased presence of law enforcement in the campus, relaxed or alternate schedules, increased media presence on and around the campus.	Administration / Safety and Security Committee
The campus will initiate an improvement plan based on after-action reviews. The campus will detail an improvement plan to address how the campus will ensure their actions during a hazard will be effective. Once an improvement plan is introduced, the campus will ensure the plan is addressed for all improvements recommended.	Safety and Security Committee

Section 5 – Resources

5.1 Acronyms

ADD	Avoid, Deny, Defend
COOP	Continuity of Continued Operations
TCDP	Temple College Dept. of Public Safety
TCPD	Temple College Police Department (Campus Police)
ICS	Incident Command System
MTSS	Multi-tiered System of Support
SEAP/SARC	Student & Employee Assistance Program/ Substance Abuse Rehabilitation Center
SRP/SRM	Standard Response Protocol/ Standard Reunification Method
SSSP	Safe and Supportive School Program

5.2 Definitions

After Action Review: Collaborative engagement objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks guidance. Summarizes key information related to the event or evaluation.

Incident Command System: The standardized approach globally used during an incident to provide a coordinated, efficient, and effective response among multiple individuals and agencies.

Mitigation: Capabilities necessary to reduce loss of life and property by lessening the impact of disasters. Mitigation capabilities include, but are not limited to, community-wide risk reduction projects; efforts to improve the resilience of critical infrastructure and key resource lifelines; risk reduction for specific vulnerabilities from natural hazards or acts of terrorism; and initiatives to reduce future risks after a disaster has occurred.

Preparedness: Actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from threats and hazards.

Prevention: The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework, the term “prevention” refers to preventing imminent threats.

Recovery: Those capabilities necessary to assist communities affected by an incident to recover effectively, including, but not limited to, rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources.

Response: Those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Temple College Department of Public Safety

Active Shooter Appendix to the Active Threat Annex



October 2025

Purpose and Scope

Purpose

This Active Shooter Appendix is being written to direct the specific campus tasks necessary before, during, and after an active shooter incident. For the purposes of this appendix, the term active shooter is defined as any attempt to kill or seriously injure people in a populated area. **This appendix may serve as the campus' active shooter policy, in accordance with Texas Education Code 37.108.**

Scope

This document applies to the whole campus community, including first responder agencies. All campus staff, including student workers, who are assigned emergency management roles and responsibilities should receive training in and have access to all TCDPS emergency plans. External stakeholders likely to respond to an active shooter incident should also review this appendix for compatibility with their operations and resources.

Specific Tasks Taken Before, During, and After an Incident

Before an Active Shooter Incident	
Tasks	Responsible Role
Obtain lifesaving resources such as bleeding control kits. Install these resources in common spaces and regularly inform the community of their presence. Floorplans should clearly identify the locations of lifesaving resources.	Safety and Security Committee / Physical Plant
Train staff in lifesaving techniques, including the use of bleeding control kits.	Safety and Security Committee
Train staff on how to administer all actions for the Standard Response Protocol (SRP). <ul style="list-style-type: none"> • During SRP training, encourage staff members supervising any student activities outside the building to make the best decision for students under their supervision. • Train staff and students to use programs such as Civilian Response to Active Shooter Events (CRASE) to help them make individual decisions during an attacker incident. Consider adaptations for non-instructional facilities, such as stadiums, administration buildings, etc. 	Safety and Security Committee
Train TCDPS administration on the Incident Command System (ICS), including the concept of Unified Command.	Safety and Security Committee
Train staff on how to find and use critical campus response resources such as bleeding control kits and AEDs.	Safety and Security Committee / Campus Police
Train staff to notify first responders of an attacker by using multiple communication options.	Safety and Security Committee
Request that local emergency response agencies help develop training programs designed to educate staff members to safely observe and report information that would be useful to responders during an attack.	Safety and Security Committee / Campus Police
Design and conduct drills and exercises that impart necessary skills without unduly creating trauma for staff and students. <ul style="list-style-type: none"> • Use a progressive schedule, beginning with applicable SRP drills and culminating in full-scale exercises (without live fire). Refer to Texas Education Code 37.1141 for specific mandates to follow during these exercises. • Consider designing drills and exercises for after-hour and extracurricular activities. 	Safety and Security Committee
Conduct After-Action Reviews (AARs) and develop improvement plans after each drill and exercise.	Safety and Security Committee
Empower all staff members to initiate SRP actions. Include this concept in drills and exercises.	Safety and Security Committee / Campus Police
Ensure that attendance records, staff rosters, and visitor lists can be accessed offsite by campus staff and first responders.	Administration

Before an Active Shooter Incident	
Tasks	Responsible Role
Establish primary and secondary evacuation sites. Incorporate these into drills and exercises.	Physical Plant / Safety and Security Committee / Campus Police
Ensure that persons with access and functional needs have equal access to safety.	Safety and Security Committee / Student Services
Provide opportunities for police, fire, and EMS to become familiar with campus facilities. <ul style="list-style-type: none"> • Host first responder tours on a regular basis. • Encourage law enforcement training on campus. 	Campus Police
Provide first responders with access and navigation aids such as the following: <ul style="list-style-type: none"> • Offsite access to your video surveillance camera system. • Digital floor plans. • Secure access boxes (Knox Boxes) with multiple sets of master keys and access cards. 	Physical Plant / IT
Prepare mass notification scripts for attacker incidents to include within your Communications Annex. Consider different audiences and situations, such as a common school day versus after-hours activities.	Marketing / Safety and Security Committee
Develop and implement a written schedule for regular safety and security inspections. Perform a monthly inspection and test of safety and security components such as the following: <ul style="list-style-type: none"> • Locking hardware: Ensure that hardware allows for legitimate access and denies entry to unauthorized persons. Consider testing automation technology. • Surveillance cameras: Ensure that video surveillance systems are installed in appropriate locations and provide video resolution that aids in identification. Continually evaluate the need to upgrade or expand the surveillance system. When possible, install systems that enable offsite monitoring by campus administrators and emergency response agencies. • Lighting: Conduct facility inspections after dark to evaluate the effectiveness of existing lighting and identify areas where facilities may benefit from additional lighting. Repair or upgrade lighting as needed. • Emergency communications systems: Ensure that emergency communications systems effectively notify the intended audience and appropriate response agencies. 	Safety and Security Committee / Campus Police / Physical Plant / IT
Enforce and celebrate campus safety and security policies. Ensure that administrators support practices that create a security-minded culture.	President / Safety and Security Committee

Before an Active Shooter Incident	
Tasks	Responsible Role
<ul style="list-style-type: none"> Conduct a staff and student orientation session on campus safety and security measures and stress the importance of maintaining security. Support an environment that celebrates the reporting of suspicious activity by policy and practice. 	Safety and Security Committee
Identify and mark safe rooms for visitors, staff, and students who may be away from their normal space.	Physical Plant / Safety and Security Committee
<p>Secure and review written agreements for the use of non-TCDPS resources that may be needed for an attacker incident, such as, but not limited to, the following:</p> <ul style="list-style-type: none"> Assistance with offsite evacuation and transportation needs Support for food services Classroom space needed after an incident Additional law enforcement support following resumption of campus activities Additional psychological support services 	Campus Police / Safety and Security Committee
<p>Ensure that the School Behavioral Threat Assessment Team convenes in a timely manner to discuss concerning and prohibited behavior.</p> <ul style="list-style-type: none"> Ensure that the School Behavioral Threat Assessment Team errs on the side of early intervention and timely support to individuals exhibiting concerning behaviors. 	Safety and Security Committee
At a minimum, provide suicide prevention and trauma-informed care training to required staff members.	SEAP
During an Active Shooter Incident	
Tasks	Responsible Role
Call for help using redundant communications systems.	ALL
<p>Decide on SRP action.</p> <ul style="list-style-type: none"> Lockdown is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep occupants quiet and in place. Evacuate may be followed by a location and is used to move people from one location to a different location in or out of the building. Secure (Lockout) is followed by the Directive: “Get Inside, Lock Outside Doors” and is the protocol used to safeguard people within the building. Encourage staff members who are supervising student activities outside the building to make the best decisions for their students. 	ALL

During an Active Shooter Incident	
Tasks	Responsible Role
Initiate SRP action using brief, clear language offered by SRP over the campus announcement system. <ul style="list-style-type: none"> • Lockdown: “Locks, Lights, Out of Sight” • Evacuate: “Evacuate to _____.” • Secure (Lockout): “Get inside. Lock Outside Doors.” 	IC Commander
Follow directions from law enforcement. Wait for law enforcement direction before leaving secured areas.	ALL
Use a simple response protocol, such as CRASE, when necessary. Avoid, Deny, Defend against Attackers.	ALL
Begin to account for all staff, students, and visitors.	ALL
Inform your community of the current threat and status of the incident. <ul style="list-style-type: none"> • Coordinate public information activities with local response agencies. Conduct joint briefings when possible. • Send a timely message to the community using prepared scripts from your Communications Annex. • Develop and publish a schedule for when and where authorized officials will provide incident updates. 	Marketing
If necessary, implement your Continuity of Operations Plan (COOP) to ensure that the campus continues to perform essential functions.	Administration
After an Active Shooter Incident	
Tasks	Responsible Role
Perform an incident debriefing (hotwash) while staff and responders are still on scene.	Safety and Security Committee
Account for all personnel.	Human Resources / Academic Departments / Safety and Security Committee
Reunite children with parents.	Campus Police / Administration
Conduct an AAR session for staff and responders to discuss what went well and what needs to improve.	Safety and Security Committee
Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR. <ul style="list-style-type: none"> • Assign specific tasks to ensure accountability. • Incorporate changes into future drills and exercises. 	Safety and Security Committee
Activate your damage assessment team to identify replacement and repair needs. <ul style="list-style-type: none"> • Consult and involve your city or county Emergency Management Coordinator. 	Physical Plant / Safety and Security Committee

After an Active Shooter Incident	
Tasks	Responsible Role
<p>(Cont. pg.5)</p> <ul style="list-style-type: none"> • Ensure that proper documentation of damages and expenses is maintained for potential insurance or reimbursement claims. 	Physical Plant / Safety and Security Committee
Initiate repairs and cleanup of affected areas after they are cleared and released by investigators.	Safety and Security Committee / Physical Plant / Campus Police
<p>Assess the trauma-informed and grief-informed care needs of the campus community after an attacker incident and provide appropriate mental health resources.</p> <ul style="list-style-type: none"> • Call on providers to assist with resources needed for the initial return to school. • Anticipate returning to instruction while providing for the ongoing and prolonged mental health needs of the campus community. • Reintroduce staff and students to school carefully after repairs have been made. 	Student Services / Safety and Security Committee / Campus Police / Administration
Provide a visible security presence as staff and students transition back to school.	Campus Police
Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.	ALL

Resources – Acronyms

AAR	After-Action Review
CRASE	Civilian Response to Active Shooter
TCDPS	Temple College Department of Public Safety
SRP	Standard Response Protocol
TCOLE	Texas Commission on Law Enforcement

Definitions

1. **After-Action Review:** An AAR will be conducted by the campus following every drill, exercise, planned event, and incident. An AAR captures feedback on what went right, and what went wrong; gathers information and perspectives to create lessons learned; generates recommendations for the next drill, exercise, planned event, or incident; and becomes a catalyst for updating the current EOP.
2. **Civilian Response to Active Shooter Events:** CRASE was developed in 2004 to provide civilians with knowledge and training on the Avoid, Deny, Defend strategy for responding to active shooter events.
3. **Improvement Plan:** A document that includes a consolidated list of corrective actions and responsible parties and a timeline for completion.
4. **Incident Debriefing or Hotwash:** A guided discussion usually held immediately after an exercise or event while elements of the exercise are fresh on participants' minds.
5. **School Behavioral Threat Assessment Team:** A multidisciplinary behavioral threat assessment team of school personnel, including faculty, staff, administrators, coaches, and available school resource officers, who will direct, manage, and document the threat assessment process.
6. **School Guardian:** A school board may adopt a local policy that authorizes the designation of specified employees who are authorized to carry firearms on school premises.
7. **School Marshal:** State law (TEC 37.0811) allows a school campus or charter school to appoint one or more specially trained and licensed employees as school marshals. The appointment must be made by the board of trustees, and the Marshal must have the appropriate licensing and certification by the Texas Commission on Law Enforcement. Information on the School Marshal Program can be found on the TCOLE website.
8. **Standard Response Protocol:** Provides clear, consistent language and actions to be used by all students, staff, and first responders in an emergency. These include SRP actions [Secure (Lockout), Lockdown, Evacuate, Shelter, and Hold] in a school setting.
9. **Trauma-Informed Care:** An approach to providing caring and supportive physical and psychological assistance, with training concentrations on recognizing various signs and symptoms indicating that trauma has occurred and understanding the paths for recovery without further traumatization.

Temple College Cybersecurity Annex



September 1, 2025

Cyber Incident Response Plan

NOTE: The Cybersecurity Annex works in conjunction with the Cyber Incident Response Plan. The Response Phase and Recovery Phase (also known as During a Cybersecurity Incident and After a Cybersecurity Incident) are outlined in depth in the Cyber Incident Response Plan.

SPECIAL ACKNOWLEDGEMENTS

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A special thank you goes to:

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Section 1 – Purpose and Scope

1.1 Purpose

This annex establishes the policies and procedures under which Temple College will operate in the event of a cybersecurity incident. It addresses planning and operational actions for the five phases of emergency management (prevention, mitigation, preparedness, response, and recovery) regarding actual or potential cyber-related threats and attacks to the College.

1.2 Scope

This annex addresses Temple College’s planning for cybersecurity incidents and applies to the whole college community and all college property.

Section 2 – General Information

2.1 Hazard Overview

Cybersecurity establishes the measures taken to protect a computer, computer network, or computer system against unauthorized use or access, otherwise known as a cyber incident. According to the Presidential Policy Directive (PPD) 41, a cyber incident is

“An event occurring on or conducted through a computer network that actually or imminently jeopardizes the integrity, confidentiality, or availability of computers, information or communications systems or networks, physical or virtual infrastructure controlled by computers or information systems, or information resident thereon.”

A cyber incident could affect building access, phone systems, security systems, learning management systems, human resources, payroll, student records, school nutrition services, visitor management systems, printing services, library services, staff information, and other computer network systems.

2.2 College-Specific Hazard Risk

Temple College notes the level of risk concerning cybersecurity incidents using a *Cybersecurity Risk Evaluation Tool*.

Temple College prioritizes the following cyber incidents. If needed, these hazards are addressed in an appendix to this annex.

Data Breach

A data breach occurs when private, sensitive, or protected information is spilled or leaked from a safe setting into an unsecured one, where it is subsequently seen, copied, communicated, stolen, or used without authorization. Confidential information, like student records, is frequently the subject of data breaches because it might be improperly seen or used by someone who should not have access.

Denial of Service attacks (DOS and DDoS)

A Denial of Service (DOS) attack occurs when hackers use false requests and traffic to overwhelm a system and shut it down. A Distributed Denial of Service (DDoS) attack is the same type of attack, except the hacker uses multiple breached devices simultaneously.

Temple College utilizes DOS and DDoS protection through an external DNS hosting service and on both internal and external firewalls.

Fraudulent Instruction

Fraudulent Instruction usually occurs as a targeted phone call or email that convinces an employee to alter the direct deposit information for a worker or, more seriously, for a college-funded building project.

Temple College performs annual cybersecurity training sessions and quarterly simulations to help prevent Fraudulent Instruction.

Malware-based attacks (Ransomware, Trojans, etc.)

Malware refers to “malicious software” that is designed to disrupt or steal data from a computer, network, or server.

Temple College utilizes Endpoint Detection and Response (EDR) software on all college-owned machines to prevent malware-based attacks.

Man-in-the-Middle (MitM)

A Man-in-the-Middle attack (MitM) occurs when attackers intercept data or compromise your network to “eavesdrop” on you. These attacks are especially common when using public Wi-Fi networks, which can easily be hacked.

Temple College utilizes encrypted VPN software to prevent MitM attacks in public spaces.

Password attacks

Password attacks are any cyberattack that uses brute force, guesswork, or deception to get you to divulge your passwords.

Temple College enforces a password policy and multi-factor authentication to prevent password-based attacks.

Phishing (spear phishing, whaling, etc.)

A phishing attack occurs when a cybercriminal sends you a fraudulent email, text (called “smishing”), or phone call (called “vishing”). These messages look like they are from someone official or a person or business whom you trust, such as your bank, the FBI, or a company like Microsoft, Apple, or Netflix.

Temple College utilizes email filtering with link sanitization and annual cybersecurity training to help prevent phishing attacks.

Ransomware

Malevolent software that locks user access by encrypting data while extorting payment (a “ransom”) from the victim to de-encrypt and restore the files.

Temple College utilizes Endpoint Detection and Response (EDR) software on all college-owned machines to prevent malware-based attacks.

Spoofing

Email messages sent from a fraudulent account masquerading as a legitimate and trusted source to gain access to a user’s system or confidential information.

Temple College utilizes email filtering with anti-spoof detection to prevent spoofing attacks.

Spyware

Criminal malware on the hard drive is used to covertly monitor user activities.

Temple College utilizes Endpoint Detection and Response (EDR) software on all college-owned machines to prevent malware-based attacks.

Virus

A type of malware that when executed spreads from computer to computer by replicating its programming and infecting user programs and files to change the way they operate or to stop working altogether.

Temple College utilizes Endpoint Detection and Response (EDR) software on all college-owned machines to prevent malware-based attacks.

Zero-day exploits and attacks

Zero-day exploits are cybersecurity vulnerabilities that exist in software or network without the manufacturer's knowledge.

Temple College utilizes Endpoint Detection and Response (EDR) software on all college-owned machines to prevent malware-based attacks.

2.3 Hazard Preparedness and Warning

Temple College has committed to preparing for high-priority incidents identified in the *College-Specific Hazard Risk* (section 2.2). The college has taken the following steps to prepare for an incident.

Backup Data

Employ a backup solution that automatically and continuously backs up critical data and system configurations. Temple College uses a 3-2-1 Backup Strategy. Backup files are stored with copies at multiple geographical locations, and one offline copy is stored in a fireproof safe.

The college recognizes that if backup files are stored in the same place as the primary files, both sets will likely be destroyed in an incident.

Multi-Factor Authentication (MFA)

Require Multi-Factor Authentication (MFA) for accessing systems whenever possible. MFA is currently required for privileged, administrative, and remote access users and will eventually be required for all users.

Patch and Update Management

Replace unsupported operating systems, applications, and hardware. Test and deploy patches quickly.

Temple College utilizes an automated patch management solution to update operating systems and deploy patches quickly.

Suspicious Activity

Watch for suspicious activity that asks a user to do something right away, offers something that sounds too good to be true, or requests personal information.

Inadvertent Loss to Environmental Factors

Servers and other critical network infrastructure are not in rooms subject to water leaks (overhead plumbing) or accidental sprinkler damage. Additionally, adequate air conditioning is maintained in rooms where network equipment is used.

Temple College has server infrastructure in multiple geographical locations to help prevent loss due to environmental factors.

Section 3 – Cyber Incident Stakeholders

3.1 Cyber Incident Stakeholders Chart

Temple College has listed all stakeholders and decision-makers during a cyber incident.

**The list of individuals below is provided for informative reasons and does not indicate the order or necessity to be called for every situation.*

Contact Role	Contact Name	Phone Number	Email
Temple College President	Christy Ponce	254-298-8299	Christy.ponce@templejc.edu
Vice President of Administrative Services	Glenn Graham	254-298-8454	Glenn.graham@templejc.edu
Chief Information Officer	Caleb Hogue	254-298-8444	Caleb.hogue@templejc.edu
Chief Information Security Officer	John Greiner	254-298-8464	John.greiner@templejc.edu
Director of Network and Infrastructure Services	Cory Vahue	254-298-8458	Cory.vahue@templejc.edu
Director of IT Support	Ryan Brown	254-298-8430	Ryan.brown@templejc.edu
Director of ERP Services	James Ross	254-298-8445	James.ross@templejc.edu
Chief of Police	Stella Bergeron-Green	254-298-8910	Stella.bergeron-green@templejc.edu
Interim Director of Purchasing	Cienna McMurry	254-298-8608	Cienna.mcmurry@templejc.edu
Fortinet	Don Dodson	512-432-1355	ddodson@fortinet.com
FortiGuard Incident Response Services		1-866-868-3678	
Dell Account Manager	Scott Towel	512-840-8040	Scott.towel@dell.com
Cyber Insurance Broker or Provider AIG	Carrie Kurzon	(212) 458-2396	cyberlosscontrol@aig.com carrie.kurzon@aig.com
Texas Association of School Boards Cyber Insurance	Heide Gaden	(512) 505-2816	Heide.Gaden@tasb.org
Texas Department of Information Resources CISO		877-347-2476	cirt@dir.texas.gov
Department of Homeland Security - CISA https://www.cisa.gov/report			https://www.cisa.gov/report

State, County , or Local Government Liaison(s)	Adam Ward	254-933-5277	Adam.ward@bellcounty.texas.gov
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3.2 Build a Cyber Incident Response Team and Define the Roles

Temple College has defined the roles of execution and management during a cyber incident.

Role	Responsibilities	Contact Name	Phone Number	Email
Cyber Incident Response Team Lead	Manage incident operations Identify and apply resources	Caleb Hogue, Chief Information Officer	254-298-8444	Caleb.hogue@templejc.edu
Team Administrator	Document incident Compile data Contact list Distribution Point of Contact for outside agencies	John Greiner Chief Information Security Officer	254-298-8464	John.greiner@templejc.edu
Team Lead Investigator	Coordinate response activities Technical aspects	Cory Vahue, Director of Network and Infrastructure Services	254-298-8458	Cory.vahue@templejc.edu
First Responder	Investigation Reporting Arrest	Stella Bergeron-Green, Chief of Police	254-298-8910	Stella.bergeron-green@templejc.edu
Public Relations	Contact List All inbound and outbound communication	Eric Eckert, Executive Director of Communications	254-298-8561	Eric.eckert@templejc.edu
Federal Government Liaison	Contact list Request resources National reporting and tracking system of cybersecurity incidents	Texas Department of Information Resources CISO	877-347-2476	cirt@dir.texas.gov

Section 4 – Actions and Responsibilities

College Actions and Responsibilities Table

Responsible Role refers to a **single** responsible role associated with the college’s action. This individual will oversee the action’s completion and any necessary general training. However, this individual may not be the same as the individual or individuals who perform the action.

Prevention Phase	
Safeguard against consequences unique to a cybersecurity incident.	
College Actions	Responsible Role (Position responsible for this action)
Designate a cybersecurity coordinator to serve as a liaison between the college and the agency in cybersecurity matters.	Chief Information Security Officer
Conduct annual training for the College Cybersecurity Coordinator.	Chief Information Security Officer
Conduct a risk assessment of cybersecurity threats and vulnerabilities. <ul style="list-style-type: none"> • Identify the attractiveness of potential targets. • Identify critical college processes and assets. 	Chief Information Security Officer
Install host-based firewalls and endpoint security products.	Director of Network and Infrastructure Services
Configure network firewalls to block unauthorized IP addresses.	Director of Network and Infrastructure Services
Install antivirus software.	Director of Network and Infrastructure Services
Employ a backup solution that automatically and continuously backs up critical data and system configurations.	Network and Infrastructure Specialist
Regularly test the restoration of data.	Network and Infrastructure Specialist
Disable port forwarding (disable the ability to connect over the internet with other public or private computers).	Network and Infrastructure Specialist
Sign up for Dorkbot web application vulnerability notification service.	Director of Network and Infrastructure Services
Prepare a contact list of roles for the execution and management (<i>Section 3.2: Build a Cyber Incident Response Team and Define the Roles</i>) during a cyber incident and disseminate it to relevant parties.	Chief Information Officer

Mitigation Phase Reduce the impact of a cybersecurity incident.	
College Actions	Responsible Role (Position responsible for this action)
Conduct continuous scans on devices for additional vulnerabilities.	Network and Infrastructure Specialist
Provide updates on all systems, including all internet connected devices (i.e., smartphones and tablets), whenever possible. Replace unsupported operating systems, applications, and hardware. Consider testing a small percentage of systems before patching all systems.	Technology Support Specialist
Set antivirus and anti-malware solutions to automatically update and conduct regular scans.	Director of Network and Infrastructure Services
Separate student networks from other sensitive college networks where possible.	Director of Network and Infrastructure Services
Apply the Principle of Least Privilege (PoLP) to all systems and services so that users only have the access they need to perform their jobs.	Director of Network and Infrastructure Services
Require Multi-Factor Authentication (MFA) for accessing critical systems and consider using for all systems.	Director of Network and Infrastructure Services
Enable the most secure authentication tools available, such as biometrics, security keys, or a unique one-time code through an app on the mobile device.	Director of Network and Infrastructure Services
Close or block network ports that are not in use to reduce the threat landscape of potential attacks.	Director of Network and Infrastructure Services

Preparedness Phase	
Regularly review college readiness for a cybersecurity incident.	
College Actions	Responsible Role (Position responsible for this action)
Create an annual training plan for all employees and students.	Chief Information Officer
Train faculty, staff, and students on cybersecurity incidents annually.	Chief Information Officer
Conduct cybersecurity training for Board Members.	Chief Information Officer
Join an information sharing program.	Chief Information Officer
Document information flows by learning where data is located and how it is used for the college.	Chief Information Security Officer
Maintain hardware and software inventory.	Director of Technology Support Services
Ensure proper audit logs are created and reviewed routinely for suspicious activity.	Chief Information Security Officer
Monitor privacy settings and information available on social networking sites.	Chief Information Officer
Test and update response plans by conducting tabletop exercises.	Chief Information Officer
Perform annual penetration testing and routine vulnerability assessments.	Chief Information Officer
Ensure all students and employees understand and sign a network use agreement that explicitly outlines bad behaviors and consequences.	Chief Information Officer
Develop business continuity plans, as part of your Continuity of Operations Plan (COOP), for each department with essential functions.	Chief Information Officer
Establish an Interagency Contract with the Department of Information Resources (DIR).	Chief Information Officer
Consider purchasing cyber insurance for the college.	Chief Information Officer
Learn what actions to avoid that could disrupt the insurance process	Chief Information Officer

Response Phase

College actions during a cybersecurity incident.

Refer to **Section 5 - Document 4: Cyber Incident Response Plan** when a cyber incident occurs. This plan is specific to cyber incidents and clarifies roles and responsibilities as well as provides guidance on key activities that must be performed. This plan must be carried out quickly so make sure to practice it before an actual incident occurs. This plan helps prevent data and monetary loss and to resume normal operations.

This plan is attached to the back of this annex due to the need to access the steps quickly and easily.

Recovery Phase

Return to normal college operations following a cybersecurity incident.

Refer to **Section 5 - Document 4: Cyber Incident Response Plan** for the recovery phase. The plan specifies steps to help resume normal operations.

Section 5.0 - Documents

Document 1: Anomalies Report

Reporting System for Anomalies

It is essential to report computer anomalies, system performance issues, strange defects in operation, etc., to the Chief Information Security Officer. Early warning signs of Indication of Compromise (IoC), reported early, can prevent possible cascading outages. Staff should be encouraged and empowered to report such system behaviors.

When reporting, attempt to provide the following:

Anomalies Reporting Table

Point of Contact	Name	Email	Phone Number
Date of Indication of Compromise		Time of Indication of Compromise	
Manufacturer		Operating System (OS)	
Description of Behavior			

Document 2: Services Restoration Priority Worksheet

This restoration worksheet identifies the services and systems used by the college to conduct its internal and external operations. Prioritizing services and systems is critical to supporting restoration priorities during incident response and recovery activities. These may be listed and prioritized as part of the business continuity or disaster recovery planning process.

Consider the restoration priority for your college using the following classifications:

- *Tier 1:* Critical services or systems and life safety or public safety systems.
- *Tier 2:* Core business functions and services that enable college operations.
- *Tier 3:* Routine business functions and services that support college operations.
- *Tier 4:* Non-production services or functions that do not impact the end users.

Tier	Service or System	Function and Details	End User
<i>Ex.</i> 3	<i>Library</i>	<i>Loaning and receiving multimedia, iPad registration and insurance</i>	<i>Students</i>
1	Dell VxRAIL	Virtual Server Environment for all core services	All Users
	FortiVoice	Main Phone Communication with all employees	All Employees
	Astound or Charter Internet Services	Provides outside communication for college	All Users
	Power or Generator Services	Provides power to the datacenter	All Users
	FortiMail	Main email filter for college	All Users
	FortiSIEM/Analyzer	Provides security monitoring services to aid with incident response	Incident Response Team
2	Domain Controllers	Provides logon privileges inside the network	All Users
	Colleague servers	Core ERP system	All Users
	Colleague API servers	Provides external connections to ERP systems	All Users
3	Virtual Desktop Infrastructure	Provides remote computer resources	Some students
	Computer Labs	Computer resources across campus	Some students
	Print Servers	Print services	All users
4			

{Excerpt from "[Services Restoration Priority Worksheet](#)" by [DIR](#) is licensed under [CC BY 4.0](#)}

Document 3: Hardware and Software Inventory *(optional)*

It is highly encouraged to track the college's IT resources, including computers, servers, mobile devices, IP phones, other internet-connected devices, and approved and managed software. This inventory allows IT or your managed service provider to track and maintain devices and provides a starting point to prioritize disaster recovery efforts.

Temple College's Hardware and software inventory is managed by inventory software and will be attached as an appendix to this document.

Document 4: Cyber Incident Response Plan (IRP)

Before a Cybersecurity Incident

Refer to *Section 4 – Actions and Responsibilities* for the Prevention, Mitigation, and Preparation Phases to prepare before a cybersecurity incident occurs.

During a Cybersecurity Incident College’s actions during a cybersecurity incident.

College Actions	Responsible Role (Position responsible for this action)
Contact the IT director or team lead through established channels, as well as communication channels that do not use the College Network	Chief Information Officer, Chief Information Security Officer
When possible, capture live system data (i.e., current network connections and open processes) prior to disconnecting a compromised machine from the network.	Chief Information Security Officer, Director of Network and Infrastructure Services
Determine the appropriate power-down option. Consider disconnecting from the network rather than shutdown. Forensic data can be destroyed if the operating system (OS) executes a normal shutdown process.	Chief Information Security Officer, Director of Network and Infrastructure Services
Block compromised systems from communicating with other devices or with attackers.	Director of Network and Infrastructure Services
Seek legal guidance before initiating communications.	Chief Information Officer
Contact a cyber insurance provider or broker if the college has an existing policy.	Director of Purchasing
Contact all critical software vendor(s).	Chief Information Officer
Contact the FBI, Law Enforcement, and Homeland Security, if needed.	Chief Information Officer, Chief Information Security Officer
Contact DIR using the cybersecurity hotline which may be reached 24 hours, 7 days a week by using the SB 271 Security Incident Reporting portal . If the college needs urgent support, they should call (877) 347-2476 (877-DIR-CISO). Colleges must report anomalous cyber activity and cyber incidents to DIR within 48 hours after discovery, and again within 10 days of incident closure.	Chief Information Officer, Chief Information Security Officer

During a Cybersecurity Incident College's actions during a cybersecurity incident.	
College Actions	Responsible Role (Position responsible for this action)
Consult with trained forensic investigators for advice and assistance <i>prior</i> to implementing any recovery or forensic efforts.	Chief Information Officer, Chief Information Security Officer
Contact banks, credit card companies, and other financial accounts to report that someone may be using the college's identity. Holds may need to be placed on accounts that have been attacked. Unauthorized credit or charge accounts will need to be closed.	Director of Purchasing
Keep detailed notes of all observations, including dates and times, mitigation steps taken and not taken, device logging enabled or disabled, and machine names for suspected compromised equipment. More information is generally better than less information.	Chief Information Security Officer
Oversee and track containment and restoration activities, including actions taken, resource assignments, and notifications.	Chief Information Officer
Track incident expenses.	Chief Information Officer
Initiate Continuity of Operations Plan (COOP) and essential department continuity plans.	Chief Information Officer

After a Cybersecurity Incident Return to normal college operations following a cybersecurity incident.	
College Actions	Responsible Role (Position responsible for this action)
Ensure that personnel are made available to provide statements to law enforcement and other investigating authorities.	Chief Information Officer
Conduct a root cause analysis to pinpoint where a malicious incident took place, then report to DIR within 10 business days.	Chief Information Security Officer
Communicate with internal and external stakeholders and manage public relations and reputation, including parents of students, if necessary.	Executive Director of Communications

After a Cybersecurity Incident	
Return to normal college operations following a cybersecurity incident.	
College Actions	Responsible Role (Position responsible for this action)
Conduct continuous monitoring of networks after a breach for any abnormal activity and make sure intruders have been inhibited thoroughly.	Director of Networks and Infrastructure
Work with affected system and service owners and managers to determine resources and sequencing needed to restore operations to a normal state.	Director of Networks and Infrastructure
Based on priorities and estimated recovery timelines, repair, restore, rebuild, or replace systems that were taken offline or otherwise affected by the incident after they are cleared and released by investigators.	Director of Networks and Infrastructure
Track restoration efforts and provide information to the emergency management team (EMT) regarding estimated and actual time to full restoration.	Chief Information Officer
After ensuring evidence has been preserved for legal and insurance purposes, and given the all-clear, eliminate all traces of the incident.	Chief Information Security Officer
Activate the damage assessment team.	Chief Information Officer
Track damages and expenses for reimbursement claims.	Chief Information Officer
Conduct an After-Action Review (AAR) to identify areas of improvement for the incident response plan.	Chief Information Officer, Chief Information Security Officer
Develop and implement an Improvement Plan that includes recommended changes from the incident debriefing and AAR.	Chief Information Officer, Chief Information Security Officer
Share lessons learned through appropriate channels.	Chief Information Officer, Chief Information Security Officer
Contact DIR using the cybersecurity hotline which may be reached 24 hours, 7 days a week by using the SB 271 Security Incident Reporting portal . If the college needs urgent support, they should call (877) 347-2476 (877-DIR-CISO). Colleges must report anomalous cyber activity and cyber incidents to DIR within 10 days of incident closure.	Chief Information Officer, Chief Information Security Officer

After a Cybersecurity Incident	
Return to normal college operations following a cybersecurity incident.	
College Actions	Responsible Role (Position responsible for this action)
Colleges must notify any individual whose sensitive personal information was, or is reasonably believed to have been, acquired by an unauthorized person no later than the 60 th day after the date on which the breach was determined to occur.	Chief Information Officer, Chief Information Security Officer, Executive Director of Communications

Section 6 – Resources

6.1 Abbreviations and Acronyms

AAR	After-Action Review
CISA	Cybersecurity and Infrastructure Security Agency
COOP	Continuity of Operations Plan
DIR	Department of Information Resources
DDoS	Distributed Denial of Service
DOS	Denial of Service
EMT	Emergency Management Team
IAM	Identity and Access Management
Infosec	Information Security
IoC	Indication of Compromise
IT	Information Technology
K12 SIX	K12 Security Information eXchange
LEA	Local Education Agency
LOA	Letters of Agreement
MFA	Multifactor Authentication
MitM	Man-in-the-Middle
MOU	Memoranda of Understanding
MS-ISAC	Multi-State Information Sharing and Analysis Center
NIST	National Institute of Standards and Technology
Nmap	Network Mapper
OIG	Office of the Inspector General
OS	Operating System
PII	Personal Identifying Information
PoLP	Principle of Least Privilege
SSO	Single Sign-On
TASB	Texas Association of School Boards
TEC	Texas Education Code
TGC	Texas Government Code
TX-ISAO	Texas Information Sharing and Analysis Organization

URL Uniform Resource Locator

6.2 Definitions

Antivirus Software: Responsible for scanning your files and looking for viruses. While it is often marketed as an antivirus, most antivirus software is anti-malware even though it's frequently promoted as antivirus (Ot, 2021).

Authentication: A security measure employed to confirm the identity of the person making a request or the message's originator when trying to authorize access to data or computer resources.

Brute Force Attack: A hacking method that uses trial and error to crack passwords, login credentials, and encryption keys.

Bug: An error, flaw, or fault in the design, development, or operation of computer software.

Cyberattack: Attempt to damage, disrupt, or gain unauthorized access to a computer, computer network, or computer system.

Cybersecurity: Measures taken to protect a computer, computer network, or computer system against unauthorized use or access.

Cyber Resilience: The capacity to foresee, endure, recover from, and adapt to unfavorable circumstances, stressors, attacks, or compromises on systems that use or enable cyber resources.

Domain Spoofing: The act of registering web domains like legitimate websites to trick individuals who mistype URLs or click on similar-looking URLs.

Doxing: The act of compiling or publishing personal information about an individual on the internet, typically with malicious intent.

Endpoint: Physical devices that connect to a network system such as mobile devices, desktop computers, virtual machines, embedded devices, and servers.

Endpoint Security: is security to protect desktops, laptops, mobile phones, etc. from malicious, unwanted software.

End of Life Software: Out-of-date software and equipment that no longer receives patches, security updates, technical support, or bug fixes, making the user vulnerable to attacks.

Firewalls: Software program or hardware device that restricts communication between a private network or computer system and outside networks.

Information Security: Protection of information and information systems from unauthorized access and disruption.

Information Technology: Development, installation, and implementation of computer systems and applications.

Malicious Cyber Actor: A person, group, or entity that creates all or part of an incident with the aim to impact an individual's or organization's security.

Malware-based Attacks: Malware refers to "malicious software" that is designed to disrupt or steal data from a computer, network, or server.

Multifactor Authentication: Security technology that requires multiple methods of authentication from independent categories of credentials to verify a user's identity (such as a password and a code or fingerprint).

Patch: A software update that can be installed to correct an issue or fix security vulnerabilities.

Port Forwarding: Allows computers or services in private networks to connect over the internet with other public or private computers or services, sometimes called port mapping.

Root Cause Analysis: Investigates the core issue that kicks off a chain of events that eventually results in the problem. It also looks for a solution in such a way that the problem is treated at the "root" or fundamental cause of the issue.

Texas Education Code § 11.175(b): District Cybersecurity Each school district shall adopt a cybersecurity policy to: (1) secure district cyberinfrastructure against cyberattacks and other cybersecurity incidents; and (2) determine cybersecurity risk and implement mitigation planning.

6.3 Resources

Cyber Insurance Information

Ritchie, J.N.& A. and Jayanti, S.F.-T., and A. (2021) *What should your cyber insurance policy cover? Cyber Insurance, Federal Trade Commission*. Available at: <https://www.ftc.gov/business-guidance/small-businesses/cybersecurity/cyber-insurance> (Accessed: 06 October 2023).

Explains why a cyber insurance policy is useful and what the policy should cover.

Cybersecurity Risk Assessment Tools

CISA. (n.d.). Guide to Getting Started with a Cybersecurity Risk Assessment. SAFECOM. Available at: https://www.cisa.gov/sites/default/files/2024-01/22_1201_safecom_guide_to_cybersecurity_risk_assessment_508.pdf

This handbook was created by SAFECOM to help public safety communications system operators, owners, and managers comprehend the processes of a cyber risk assessment to increase operational and cyber resilience. This manual contains editable reference tables that can be used by districts to identify and record the people and resources used at each stage of the assessment. Customization is encouraged.

DIR. (n.d.). *Texas Cybersecurity Framework* | *Texas Department of Information Resources*. Information Security. <https://dir.texas.gov/information-security/security-policy-and-planning/texas-cybersecurity-framework>

The [Texas Cybersecurity Framework](https://dir.texas.gov/information-security/security-policy-and-planning/texas-cybersecurity-framework) is a self-assessment to determine cybersecurity risks. This sample is populated with examples of how to rate yourself based on the 6 levels identified at the bottom of the first tab (SAMPLE TCF). Once you have rated yourself in all 40 objectives the graph helps determine the highest risks and prioritization for mitigation. The roadmap will help identify processes and documentation needed to reach 3.0 in each objective.

Cybersecurity Plan Building Tools

Grants

DIR. (2023, October 6). *State and local cybersecurity grant program (SLCGP)*. Information Security. <https://dir.texas.gov/information-security/state-and-local-cybersecurity-grant-program-slcgp>

The State and Local Cybersecurity Grant Program (SLCGP) has been given \$1 billion over four years (2022-2025) to address cybersecurity risks and threats to information systems owned or run by, or on behalf of, state, local, or tribal governments.

Easterly, J. (2023, October 18). *CISA and FEMA partner to provide \$374.9 million in grants to bolster state and local cybersecurity: CISA*. Cybersecurity and Infrastructure Security Agency (CISA). <https://www.cisa.gov/news-events/news/cisa-and-fema-partner-provide-3749-million-grants-bolster-state-and-local-cybersecurity>

For access to FY23 funding, applicants are encouraged to submit their cybersecurity plans created with FY22 money. With this financing, the Department of Homeland Security strengthens our collaboration and commitment to assisting our state, local, and territorial (SLT) government partners in developing the necessary cyber capabilities.

FEMA. (2023). *Tribal cybersecurity grant program*. Preparedness Grants. <https://www.fema.gov/grants/preparedness/tribal-cybersecurity-grant-program>

The Tribal Cybersecurity Grant Program provides funding to eligible entities to address cybersecurity risks and threats to information systems owned or operated by, or on behalf of tribal governments.

FEMA. (2023). *State and local cybersecurity grant program*. Preparedness Grants. <https://www.fema.gov/grants/preparedness/state-local-cybersecurity-grant-program>

The State and Local Cybersecurity Grant Program provides funding to eligible entities to address cybersecurity risks and threats to information systems owned or operated by, or on behalf of, state, local, or tribal governments.

TASB. (n.d.). *About TASB Risk Fund*. Risk Management Fund. https://www.tasbrmf.org/about?rname=RMF_Benefits_And_Rewards

The TASB Risk Management Fund provides comprehensive and responsive risk solutions supporting educational excellence in Texas public school districts and other public educational entities.

Information Sharing Tools

Cybersecurity & Infrastructure Security Agency. (2023). *Incident reporting system*. CISA. <https://www.cisa.gov/forms/report>

Provides real-time analysis and incident reporting capabilities.

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

Board Officers

The Board shall elect a Chairperson, Vice Chairperson, and Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members of the Board.

Board officers shall serve until a successor is elected. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Vacancy

A vacancy among officers of the Board shall be filled by majority action of the Board.

Terms and Duties

Board Chairperson

The Board Chairperson shall not serve consecutive terms unless the first term is a partial term caused by a vacancy. The Board Chairperson may serve consecutive terms in extenuating circumstances, such as a search for a new College President that spans or exceeds the first term.

In addition to the duties required by law, policy, and Board action, the Board Chairperson shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.

References in law and policy to the Board President are referring to the Board Chairperson.

Board Vice
Chairperson

The Board Vice Chairperson may serve multiple consecutive terms.

The Board Vice Chairperson shall:

1. Act in the capacity and perform the duties of the Board Chairperson in the event of the absence or incapacity of the Chairperson.
2. Become Board Chairperson only upon being elected to the position.

Board Secretary

The Board Secretary may serve multiple consecutive terms.

The Board Secretary shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the Board Chairperson and Vice Chairperson, call the meeting to order and act as presiding officer.

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

4. Sign or countersign documents as directed by action of the Board.

Recording
Secretary

The College President shall designate a recording secretary to keep Board meeting records and perform other duties requested by the Board. The recording secretary shall be approved by, but not be a member of, the Board.

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting
Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

BOARD INTERNAL ORGANIZATION
ADVISORY COMMITTEES

BCE
(LOCAL)

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of College District staff, students, or community members. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Investment Policy

This policy, in conjunction with CAK(LEGAL), shall serve as the College District's written investment policy as required by the Public Funds Investment Act, Government Code Chapter 2256.

Investment Authority

The College President or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.
10. Cash management and fixed income funds as permitted by Government Code 2256.020.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

11. Negotiable certificates of deposit as permitted by Government Code 2256.020.
12. Corporate bonds, debentures, or similar debt obligations as permitted by Government Code 2256.020.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment Management

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Liquidity and Maturity

Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed two years from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Monitoring Rating Changes	In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.
Funds / Strategies	Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.
Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.</p> <p>Representatives of brokers/dealers and representatives with distributors of investment pools shall be registered with the Texas</p>

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA). Distributors of investment pools shall also be registered in good standing with the Municipal Securities Rulemaking Board (MSRB).

Soliciting Bids for CDs

In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

The College District shall monitor interest rate risk using weighted average maturity and specific identification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

All Board members, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members—BBF
 - for employees—DH
 - Financial conflicts of interest:
 - for public officials—BBFA
 - for all employees—DBD
 - for vendors—CFE
 - Compliance with state and federal grant and award requirements: CAA, CAAB
 - Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
 - Systems for monitoring the College District's investment program: CAK
 - Budget planning and evaluation: CC
 - Compliance with accounting regulations: CDC
 - Criminal history record information for employees: DC
 - Disciplinary action for fraud by employees: DCC and DM series
-

Fraud and Financial Impropriety

The College District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.

2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See CAA, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.
12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Financial Controls and Oversight

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The College President or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

Reports

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to a person with authority to investigate them, including any supervisor, the

College President or designee, the Board Chairperson, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

*Protection from
Retaliation*

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

Fraud Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the College President, Board Chairperson, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the College President or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the College President or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, College President, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards
Disclosure

The College District shall promptly disclose in writing whenever, in connection with the federal award, which includes any activities or subawards, the College District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. [See CAAB]

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the College President or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The College President or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

**Comprehensive
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting an annual comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies and disasters. [See CGC and CGE]
2. Fire safety and prevention programs.
3. Program activities intended to reduce the frequency of accident and injury, including:
 - a. Inspecting work areas and equipment.
 - b. Training frontline and supervisory staff.
 - c. Establishing safe work and instructional procedures and regulations.
 - d. Reporting, investigating, and reviewing accidents.
 - e. Promoting responsibility for College District property on the part of students, employees, and the community.
4. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
5. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
6. Driver education programs, when available.
7. Vehicle safety programs.
8. Traffic safety programs and studies related to employees, students, and the community.

Information
Management

The College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

Note: For provisions addressing the College District's information security program, see CS.

**College District
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

Jurisdiction

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

**Employment of
Peace Officers and
Telecommunicators**

For additional provisions regarding the employment of peace officers and telecommunicators, see DC.

**Limitations on
Outside Employment**

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee. College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws, within another law enforcement agency's jurisdiction while working off duty or temporarily assigned to the other agency.

**Relationship with
Outside Agencies**

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memoranda of understanding at least once every year. The memoranda of understanding shall be approved by the Board.

Interlocal
Agreement for
Mutual Aid

While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each College District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.

Use of Force

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

By Drone

The College District shall not use force by means of a drone.

High-Speed Pursuit

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

Body-Worn Cameras

A College District police officer shall use a body-worn camera only when performing official law enforcement duties for the College District and in accordance with the provisions of the College District police department's body-worn camera program. Each College District police officer shall receive training on the program, including proper use and operation of cameras. Any College District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.

Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.
Medical and Psychological Examinations	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.
Leave	For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.
Complaints	<p>Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CGFA(LEGAL)]</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.</p>
Misconduct Investigations	For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.
Personnel Files	For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The manual shall be available for review in campus police offices. The chief of police and the College President or designee shall review the manual annually and make any appropriate revisions.
Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

**College District
Police Department**

~~To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.~~

Jurisdiction

~~The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.~~

Police Authority

~~While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:~~

- ~~1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.~~
- ~~2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.~~
- ~~3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.~~
- ~~4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.~~
- ~~5. Enforce College District policies, rules, and regulations on College District property or at College District functions.~~
- ~~6. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.~~
- ~~7. Carry weapons as directed by the chief of police and approved by the College President.~~
- ~~8. Carry out all other duties as directed by the chief of police or College President.~~

**SITE MANAGEMENT
SECURITY**

**CHA
(LOCAL)**

Temporary Assignment	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
Employment of Peace Officers and Telecommunicators	For additional provisions regarding the employment of peace officers and telecommunicators, see DC.
Limitations on Outside Employment	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee.
Relationship with Outside Agencies	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
Use of Force	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
By Drone	The College District shall not use force by means of a drone.
High-Speed Pursuit	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Video Monitoring	Body-worn cameras shall be worn by College District law enforcement officers and activated in accordance with administrative procedures.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.
Medical and Psychological Examinations	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.
Leave	For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.

Complaints

~~Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]~~

~~Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.~~

Misconduct Investigations

~~For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.~~

Personnel Files

~~For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.~~

Department Regulations Manual

~~To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The manual shall be available for review in campus police offices. The chief of police and the College President or designee shall review the manual annually and make any appropriate revisions.~~

Racial Profiling

~~The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.~~

Modes of Transportation

Modes of transportation used for student travel shall include, but are not limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

Driver Requirements

A driver who is transporting students in College District-owned or -leased vehicles must:

1. Be an employee of the College District.
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
3. Be responsible to adhere to his/her own driving restrictions, including but not limited to night driving.
4. Attend a driver safety awareness training program administered by campus police.

Safety Standards

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

Driver Fatigue

A driver shall not drive for more than three consecutive hours without taking a 20-minute break or relief from driving.

**Intellectual Property
Rights**

Temple College encourages research and the publication and dissemination of knowledge gained through research.

Temple College faculty, staff, and students are regularly involved in scholarly activities that include teaching, research, patent development, and other creative endeavors. While the primary focus of such efforts is the advancement of the central purposes of Temple College, the products may have implications for wider and differing applications. The resulting intellectual properties thus may be of benefit to the individuals involved, Temple College, and society at large. This policy is intended to support faculty, staff, and students in identifying, protecting, and administering intellectual property matters.

All copyrights, trademarks, and other intellectual property rights belonging to the College District shall remain with the College District at all times. Except as provided by law, College District policy, or written authorization from the College President or designee, use of College District intellectual property shall be limited to College District-related purposes.

Students

A student shall retain all rights to the student's work created as part of instruction or using College District technology resources.

Employees

*College District
Ownership*

Temple College resources, including facilities, are to be used for college purposes and not for personal gain or personal commercial advantage.

Unless specifically addressed elsewhere within this policy, Temple College owns all intellectual property that falls under the following classifications:

- i. The intellectual property results from research, in whole or in substantial part, supported by a grant or contract with any government or government agency, federal, state or local, non-profit foundation or commercial, corporate or for-profit organization of any kind whatsoever, subject to applicable grant terms and conditions.
- ii. The intellectual property results from the efforts of faculty, and/or staff receiving direct research or development support from Temple College. Direct support involves use of Temple College facilities and personnel for research leading to or development of the intellectual property. For example, it includes situations where equipment, materials, and/or staff services of Temple College are used in the development of the intellectual property, or when the author or inventor has received support for the development of the intellectual property

in excess of normal teaching salary, including reduced teaching loads or reassigned time.

If the employee obtains a patent for intellectual property, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to the College District for use of the patented work.

*Employee
Ownership*

Temple College does not claim any ownership in intellectual property that falls under the following classifications:

- i. The intellectual property is not related to the individual's employment responsibility and has resulted entirely from the individual's efforts without Temple College's involvement or the use of Temple College resources.
- ii. The intellectual property has resulted from research or other activities performed by the individual utilizing less than the level of support as defined previously. Included in this category are materials resulting from teaching, research, scholarly and artistic activities utilizing only normal customary secretarial assistance and library, studio, and office usage.

The College President or designee shall have the authority to permit use of direct support in developing the employee's own projects, provided the employee agrees in writing to grant to the College District a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to use the work, or permits the College District to be listed as co-author or co-inventor if the College District contribution to the work is substantial. College District materials do not include student work, all rights to which are retained by the student.

*Independent
Contractors*

The College District may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the College District shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

*Return of
Intellectual Property*

Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property shall also immediately terminate. All such persons shall return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

Use of Copyrighted Works

Unless the proposed use of a copyrighted work is an exception under the “fair use” guidelines maintained by the College President or designee, the College District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder’s work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain. “Fair use” guidelines may be found in the CT (LEGAL) Intellectual Property policy.

Technology Use

Use of College District technology in violation of any law, including copyright law, shall be prohibited. Only appropriately licensed images, applications, programs, or other software may be used with College District technology resources. The College District’s technology resources shall not be used to post, publicize, or duplicate information in violation of copyright law. The College President or designee shall employ all reasonable measures to prevent the use of College District technology resources in violation of the law. Any person using College District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CR]

Performances and Displays

The performance and display of copyrighted material, including motion pictures, dramatic works, musical performances, or other audio and visual works, may only occur for education purposes and in accordance with the following:

1. As a regular part of instruction and directly related to the curriculum;
2. During face-to-face teaching activities;
3. When viewed in a classroom or designated place of instruction; and
4. With a lawfully made copy or via an authorized account.

Designated Agent

The College District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent’s identity. The College District shall include on its website information on how to contact the College District’s designated agent and a copy of the College District’s copyright policy. Upon notification, the College District’s designated agent shall take all actions necessary to remedy any violation. The College District shall provide the designated agent appropriate training and resources necessary to protect the College District.

If a content owner reasonably believes that the College District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

**Use of College
District Trademarks**

The College District protects all College District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

College District-
Related Use

The College District grants permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity. The College President or designee shall determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

Public Use

Members of the public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use College District trademarks without written authorization from the College President or designee. Any production of merchandise with College District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses College District or campus trademarks without appropriate authorization shall be subject to legal action.

COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

Cell Phone Stipend

The appropriate vice president shall approve a cell phone stipend for an employee whose duties require that he or she be immediately available outside of his or her assigned work schedule in accordance with administrative procedures.

The stipend shall not exceed \$25 per month for a voice-only device or \$50 per month for a voice/data device. The type of stipend shall be determined based on the individual employee's job requirements. The employee shall be responsible for the purchase of the device.

The cell phone stipend shall be paid through the College District's payroll procedures and shall be subject to all applicable taxes.

If an employee cancels his or her cell phone contract, the College District shall cease payment of the cell phone stipend.

The employee's supervisor shall be responsible for an annual review of the business need for a cell phone stipend to determine if stipends should be changed or discontinued.

Tuition Benefit

A full-time employee, the employee's spouse, and the employee's dependent children under the age of 24 shall each be eligible for free College District tuition and any associated activity, technology, distance education, and record fees in accordance with the eligibility schedules below and administrative procedures. Laboratory, program specific, and any other miscellaneous fees shall be the responsibility of the enrolled employee, spouse, or dependent children.

Employee Only		
	Semester Credit Hours	Semester Credit Hours Per Fiscal Year
Employee	6	18
Employee's Spouse	6	18
Employee's Dependent Children (under age 24)	6	18

COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

Married Employees		
	Semester Credit Hours	Semester Credit Hours Per Fiscal Year
Each Employee	12	36
Employees' Dependent Children (under age 24)	12	36

Parent/Child Employees		
	Semester Credit Hours	Semester Credit Hours Per Fiscal Year
Employee (parent)	6	18
Employee's (parent) Spouse	6	18
Employee's Dependent Children (under age 24 and not employed by College District)	6	18
Employee's Dependent Children (under age 24 and employed by College District)	12	36
Employee's Children (age 24 and older and also employed by College District)	6	18

COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

Spouses and Child Employed		
	Semester Credit Hours	Semester Credit Hours Per Fiscal Year
Employee (each parent)	12	36
Employee's Dependent Children (under age 24 and not employed by College District)	12	18
Employee's Dependent Children (under age 24 and employed by College District)	12	36
Employee's Children (age 24 and older and also employed by College District)	6	18

COMPENSATION AND BENEFITS
HOLIDAYS

DED
(LOCAL)

The College District shall observe the following holidays subject to contact hour requirements. The official holidays will be published in the Academic Calendar.

1. Labor Day;
2. Thanksgiving Break;
3. Winter Break;
4. Martin Luther King Jr. Day;
5. Spring Break;
6. Good Friday;
7. Memorial Day;
8. Juneteenth; and
9. Independence Day.

Note: This policy addresses complaints of sex and gender discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation targeting employees. For additional legally referenced material relating to discrimination, harassment, and retaliation, see DAA(LEGAL) Employment Objectives – Equal Employment Opportunity. For sex discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation targeting students, see FFDA Freedom From Discrimination, Harassment, and Retaliation – Sex and Sexual Violence.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any employee on the basis of sex. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Employee

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of sex that adversely affects the employee’s employment.

In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability.

<i>Dating Violence</i>	<p>“Dating violence” means 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.</p>
<i>Domestic Violence</i>	<p>“Domestic violence” means violence committed by:</p> <ul style="list-style-type: none">• A current or former spouse or intimate partner of the victim;• A person with whom the victim shares a child in common;• A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;• Any other member of the victim’s family as defined by state law;• Any other current or former member of the victim’s household as defined by state law;• A person in a dating relationship with the victim as defined by state law; or• Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.
<i>Stalking</i>	<p>“Stalking” means 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 suffer substantial emotional distress.</p> <p>For the purposes of this definition:</p> <ol style="list-style-type: none">1. “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.2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
<i>Examples</i>	<p>Examples of sexual harassment of an employee may include (but are not limited to) sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; sexual assault as defined by law; offensive or</p>

derogatory language directed at another person's gender identity; and other sexually motivated conduct, communication, or contact.

Examples may also include (but are not limited to) forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the employee, the employee's family members, or members of the employee's household; destroying the employee's property; threatening to commit suicide or homicide if the employee ends the relationship; tracking the employee; attempting to isolate the employee from friends and family; threatening an employee's spouse or partner; or encouraging others to engage in these behaviors.

Prohibited Conduct In this policy, the term "prohibited conduct" includes discrimination, sexual harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

Complainant In this policy, the term "complainant" refers to an employee who is alleged to have experienced prohibited conduct.

Respondent In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.

Confidential Employee A "confidential employee" is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

Reporting Procedures A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Reporting by
Alleged Victim

An employee who believes that the employee has experienced prohibited conduct may report the alleged acts to the employee's immediate supervisor, to the Title IX coordinator, or to the College President or designee.

Reports against the Title IX coordinator may be directed to the College President. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

Alternatively, the employee may report electronically through the College District's website.

	<p>A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.</p> <p>It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.</p>
Reporting by Other Employees	<p>Any employee who believes that another employee has experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately report the alleged acts to the Title IX coordinator. Additionally, the employee may report to the College President or designee.</p> <p>A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<i>Exceptions</i>	
Disclosure at Event	<p>A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct unless the person has authority to institute corrective measures on behalf of the College District.</p>
Employee Subject to Confidentiality Rules	<p>Absent the employee's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the employee's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.</p>
Peace Officer	<p>A College District peace officer who received information regarding the incident from an employee who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the employee's name, phone number, address, or other information that may directly or indirectly reveal the employee's identity.</p>
Prior Report	<p>A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.</p>
Title IX Coordinator	<p>Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to</p>

comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Coordinator: Dr. Eva Munguia, Executive Director, Student Success and HSI Project Director, Title IX Coordinator Services

Address: Hubert M. Dawson Library
2600 South First Street, Temple, TX 76504

Telephone: (254) 298-8591

Email: [Title IX Coordinator email](#)¹

Webpage: [Title IX/Sexual Misconduct webpage](#)²

Responsible Employees All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

Timely Reporting A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.

Consolidate Reports When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may consolidate the complaints.

Advisor Each party to a complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

Conflict of Interest Prohibited No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

Training A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

Days "Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Extension of Timelines Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension. A limited delay determined

to be necessary so as not to impede a criminal or regulatory investigation shall constitute good cause for an extension of timelines established by this policy and associated procedures.

Investigation of the Report

The College District may request, but shall not insist upon, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint.

If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.

Request Not to Investigate

The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

Notice to Parties

The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

Informal Resolution	<p>The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of a formal complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within ten days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.</p>
Formal Resolution	<p>If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation.</p>
Supportive Measures	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to prevent prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include work accommodations, such as leaves of absence or administrative leave; mutual restrictions on contact between the parties; counseling and health services; and increased security and monitoring of certain areas of the campus.</p>
College District Investigation	<p>The investigation may be conducted by the Title IX coordinator or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p> <p>The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.</p> <p>At least ten days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.</p>

Concluding the Investigation

The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

Notification of the Report

The Title IX coordinator shall provide the investigation report, within the extent permitted by law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.

College District Action

The Title IX coordinator shall submit the investigation report to the vice president for administrative services and chief financial officer promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.

The vice president for administrative services and chief financial officer or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the vice president for administrative services and chief financial officer or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the vice president for administrative services and chief financial officer or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The vice president for administrative services and chief financial officer or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

Disciplinary or Corrective Action

If the vice president for administrative services and chief financial officer or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in DH Employee Standards of Conduct and the DM Termination of Employment series for employees or FM Discipline and Penalties for students;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the student who engaged in prohibited conduct;
- Permitting the victim or student engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving employees in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.

Improper Conduct

If the vice president for administrative services and chief financial officer or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal	<p>Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.</p> <p>A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.</p>
Notice of Dismissal	<p>Upon dismissal of a complaint, the Title IX coordinator or the vice president for administrative services and chief financial officer or designee shall provide the parties written notice of the dismissal.</p>
Confidentiality	<p>To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.</p>
Retaliation	<p>The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.</p> <p>A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDA Freedom From Discrimination, Harassment, and Retaliation – Sex and Sexual Violence, as appropriate.</p>
Examples	<p>Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.</p>
Failure to Report and False Claims	<p>An employee who fails to make a required report or an employee or student who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.</p>

Appeal

Discipline or
Corrective Action

Employees

Suspension
Without Pay or
Termination of
Contract
Employees

If the vice president for administrative services and chief financial officer or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the vice president for administrative services and chief financial officer or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA Term Contracts – Termination Mid-Contract.

Other Action

If the vice president for administrative services and chief financial officer or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the vice president for administrative services and chief financial officer or designee shall inform the employee that the employee may appeal the determination within ten days in accordance with DGBA Personnel-Management Relations – Employee Grievances beginning at Level Three.

Students

Suspension

If the vice president for administrative services and chief financial officer or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within ten days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.

Expulsion

If the vice president for administrative services and chief financial officer or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.

Other Action

If the vice president for administrative services and chief financial officer or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the vice president for administrative services and chief financial officer or designee shall inform the student that the student may appeal the determination within ten days in accordance with FMA, beginning at Appeal to College District Administration.

Other Appeals

All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) Personnel-Management Relations – Employee Grievances for employees, FLD(LOCAL) Student Rights and Responsibilities – Student Complaints for students, and

GB(LOCAL) Public Complaints and Hearings for community members]

Complaints Filed
with State or
Federal Agencies

A party shall be informed of any right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA Equipment and Supplies Management – Records Management]

**Access to Policy,
Procedures, and
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

¹ Title IX Coordinator email: <mailto:eva.munquia@templejc.edu>

² Title IX/Sexual Misconduct webpage:
<https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/>

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For discrimination, harassment, and retaliation of students based on race, color, national origin, religion, age, or disability, see FFDB.

Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, gender, gender identity and expression, national origin, religion, age, disability, genetic information, veteran status, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, gender, gender identity and expression, national origin, religion, age, disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, gender, gender identity and expression, religion, national origin, age, disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Prohibited Conduct In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one of the College District officials below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

Definition of College District Officials The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

ADA / Section 504
Coordinator

Name: Misty Reid

Position: Director of Accommodations and Deputy
Coordinator for Pregnancy Title IX Services,
Student Parent Liasion

Address: Tempe College, 2600 South First Street, Tempe,
TX 76504

Telephone: (254) 298-8335

Other Anti-discrimination Laws The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President or designee.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District’s ability to investigate and address the prohibited conduct.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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Notice of Report

Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.

Investigation of the Report

The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within 10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

College District Action

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

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The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Retaliation

The College District prohibits retaliation against an employee alleged to have experienced prohibited conduct or another employee or a student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDB, as appropriate.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

False Claims

An employee or student who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

Course Load

The normal student course load for the fall or spring semester shall be 15 semester hours. The fall and spring semesters are offered in the following format: 16-week classes, first eight-week classes, and second eight-week classes. The combination of these offerings will not exceed 15 semester hours. The maximum course load shall be no more than 21 semester hours. Course loads in excess of 21 semester hours shall require approval by the vice president for academic affairs and student services.

The normal course load for the summer session shall be six semester hours for each five-week term or 12 semester hours for a full summer semester. Course loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the vice president for academic affairs and student services. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester.

**Limitations on
Number of Dropped
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled as an undergraduate at the College District or another public institution of higher education. A “dropped course” is a course in which a student enrolled for credit, but did not complete, under the following conditions:

1. The student was permitted to drop the course without receiving a grade or being penalized academically;
2. The student’s transcript indicates or will indicate the student was enrolled in the course past the census date; and
3. The student did not drop or is not dropping the course to withdraw from the institution.

Exceptions
Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses if good cause exists for the student to drop the course. The following reasons constitute good cause:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. Responsibility for the care of a sick, injured, or needy person, the provision of which affects the student’s ability to satisfactorily complete a course;
3. The death of a member of the student’s family as defined by law;
4. The death of a person who has such a sufficiently close relationship to the student, as defined by law, that the person’s

death is considered to be a showing of good cause, as determined on a case-by-case basis;

5. The student's active-duty military service;
6. The active-duty military service of a member of the student's family or a person who has such a sufficiently close relationship to the student that the person's active-duty military service is considered to be a showing of good cause;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period that significantly affects the student's ability to participate in coursework.

Reenrolled Students

A qualifying reenrolled student may drop a seventh course in accordance with law.

Course Dropped During a Bachelor's Program

A course dropped by a student while pursuing a bachelor's degree that the student ultimately earned may not be counted toward the limit on the number of dropped courses.

Dual Credit or Dual Enrollment Course

A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.

COVID-19 Pandemic

A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

Appeals

A student may appeal decisions under this policy through FLD(LOCAL) beginning at the appropriate level.

Exception

If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision in accordance with the College District's procedures addressing disability accommodations for students.

Prior Learning Assessment

Current and incoming students may earn credit for relevant education, work, or other life experience.

Temple College allows up to 36 semester credit hours for Prior Learning Credit with additional considerations given to credit earned by licensure. Academic departments have the freedom to grant credit based on their individual departmental Prior Learning Credit policy.

The types of Prior Learning Credit that Temple College accepts are as follows:

- Conversion of Continuing Education (CE) Credit
- Credit by Departmental Exam
- Credit by Exam (ACT, AP, CLEP, SAT)
- Credit by Experience (**External verification required**)
- Credit by Licensure
- DANTES test scores for military students
- High School Articulated Credit
- International Baccalaureate (IB) Credit
- Professional Certifications
- Portfolio

Additionally, and per SACSCOC Standard 9.4, "At least 25% of the credit hours required for an undergraduate degree are earned through instruction offered by the institution awarding the degree. Credits 'earned through instruction offered by the institution' would not include coursework transferred from other institutions, prior learning assessments, AP or CLEP credits (or credit by examination), or credits earned through a consortium that did not originate from the institution."

The College President shall develop procedures to implement this policy. The requirements shall be published in the College District catalog and other relevant publications as determined by the administration.

Note: For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

Procedures

The College President or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant or parenting, including procedures addressing early registration or pre-registration and leaves of absence.

Liaison

The College President shall designate a pregnant and parenting student's liaison for current and incoming students who are pregnant or who are the parents or guardians of children under 18 years old. The liaison shall provide the students information on and access to resources designed to help them successfully and timely complete a degree or certificate. The liaison shall also serve as the point of contact for a student requesting a protection or accommodation under Education Code 51.982. The liaison's contact information shall be included in the procedures described above.

Publication

The procedures and the liaison's contact information shall be published in the student and employee handbooks and posted on the College District's website in a location that is readily available to current and incoming students who are pregnant or who are the parents or guardians of children under 18 years old.

WELLNESS AND HEALTH SERVICES
COMMUNICABLE DISEASES

FFAC
(LOCAL)

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis.

Basis for Action

The College District's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illnesses to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

Nondiscrimination

The College District shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. A member of the student body of the College District shall not be denied access to a College District facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. The College District reserves the right to exclude a person with a communicable disease from College District facilities, programs, functions, and campus activities if the College District makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College District community.

Privacy

The College District shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College District community who have a communicable disease. The College District shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

**Education Program
About HIV Infection**

~~The College District shall develop and maintain a comprehensive education program about HIV infection for members of the College District community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior that increase the risk of transmission of the disease, and preventive measures for avoiding infection.~~

Publication

The College District's policies pertaining to HIV infection shall be made available to students by including it in ~~the student handbook or other~~ appropriate publications.

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of race, gender, gender identity and expression, disability, age, religion, national origin, genetic information, veteran status, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, gender, gender identity and expression, disability, age, religion, national origin, genetic information, veteran status, or on any other basis prohibited by law, that adversely affects the student.

**Prohibited
Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, gender, gender identity and expression, disability, age, religion, national origin, genetic information, veteran status, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting
Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act. [See GCC]

Responsible
Employee

For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

**Definition of College
District Officials**

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

ADA / Section 504
Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Name: Misty Reid
Position: Director of Accommodations and Deputy
Coordinator for Pregnancy Title IX Services,
Student Parent Liason
Address: Temple College, 2600 South First Street, Temple,
TX 76504
Telephone: (254) 298-8335

Other Anti-discrimination Laws The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.

College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.</p>
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within 10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
<i>Notification of the Outcome</i>	<p>The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.</p>
College District Action	<p>If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].</p>
Prohibited Conduct	
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up in-</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

quiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Retaliation

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced prohibited conduct or another student or an employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAB, as appropriate.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Failure to Report and False Claims

An employee who fails to make a required report or a student or employee who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy,
Procedures, and
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
(LOCAL)

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Provost/Vice President, Academic Affairs and Student Services .

Registered student organizations shall abide by College District policies and procedures and applicable law. Registered status shall not imply that the College District endorses a student organization's opinions and activities.

**Registration
Required**

An eligible group of students shall be entitled to register as a student organization. Approval for registration of an organization on any one campus or center shall be effective College District-wide.

Eligibility

A group shall be eligible for registration if:

1. Its membership consists of three or more students.
2. It does not deny membership to anyone on the basis of race, gender, gender identity and expression, disability, age, religion, national origin, genetic information, or veteran status.
3. It has an advisor who is a member of the faculty or the staff.
4. It is not under a disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College District policies, procedures, rules, and regulations; as well as with local, state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the College District.

Regardless of the above criteria, the College District shall not deny an application for registration based on a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or any expressive activities of the organization.

**Rejection of
Application**

If the Provost/Vice President, Academic Affairs and Student Services does not approve the application for registration, he or she shall provide the applicant with a copy of a written statement of the reasons for refusal, and the applicant may appeal to the College President.

The College President may take one of the following actions:

1. Affirm the Provost/Vice President, Academic Affairs and Student Services decision.
2. Reverse the Provost/Vice President, Academic Affairs and Student Services decision.

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
(LOCAL)

3. Appoint a committee to conduct a hearing and report its findings to the applicant and the College President, who shall then take final action.

Rights and Duties

Each registered student organization shall adopt a written charter, constitution, or other governing document. A copy shall be filed with the College District.

A registered student organization may conduct meetings, events, performances, and similar activities in accordance with College District facilities use policies and procedures. [See FLA] The organization shall not advertise, promote, or represent that an event or activity is associated with the College District unless prior approval is obtained in accordance with applicable procedures. [See FK]

A registered student organization may distribute written or printed materials or other visual or auditory materials in accordance with College District literature distribution policies and procedures. [See FLA] The organization may not represent that visual or auditory materials are sponsored by the College District unless prior approval is obtained in accordance with applicable procedures. [See FKA]

In accordance with state law, sponsors and officers of a registered student organization shall attend a risk management program provided by the College District.

Required Submissions

Each registered student organization shall submit the following:

1. At the beginning of each academic year, a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College District on behalf of the organization. The list shall be kept current and accurate by the organization.
2. At the beginning of each academic year an affidavit stating that the organization or group does not, and will not, accept any member who is not a student or a member of the faculty or staff of the College District.
3. A financial statement form supplied by the business office to be filed on the first workday of July and January.

Loss of Registration

Upon written notice, a student organization's registered status may be revoked by the Provost/Vice President, Academic Affairs and Student Services if it:

1. No longer meets the eligibility requirements; or
2. Violates College District policies and procedures or local, state, or federal law.

STUDENT ACTIVITIES
REGISTERED STUDENT ORGANIZATIONS

FKC
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A student organization whose registered status has been revoked may appeal to the College President, who may take appropriate action regarding the issue. If the organization is not satisfied with the decision, it may appeal that decision to the Board.

A student organization whose registered status has been revoked shall be prohibited from reapplying for registered status for a period described in the revocation notice. The prohibition shall be for a period of not less than four months following the date of the notice and may be permanent. The revocation shall be effective College District-wide.

**Disciplinary
Violations**

In addition to the revocation of registered status, violations of College District policies and procedures or local, state, or federal law shall subject the student organization and its individual members to disciplinary action in accordance with policies FM and FMA.

STUDENT CONDUCT
PROHIBITED ORGANIZATIONS AND HAZING

FLBC
(LOCAL)

Hazing Prohibited	Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing.
Reporting Procedures	Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the Provost/Vice President, Academic Affairs and Enrollment Management, the College President, or another employee.
Student Report	
Employee Report	Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall notify the Provost/Vice President, Academic Affairs and Enrollment Management in accordance with FMA.
<i>Exceptions</i>	<p>A report that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.</p> <p>A report that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.</p>
Investigation of the Report	Allegations of hazing shall be investigated under FMA.
Exception	Hazing allegations that may constitute discrimination or harassment on the basis of sex, race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be investigated under FFDA or FFDB, as appropriate.
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to College District employees and students after hire or admission and then annually in a manner calculated to provide easy access and wide distribution, such as through electronic distribution, publication on the College District's website, and inclusion in the employee and student handbooks and other major College District publications.



Item 8-A

Temple College
Faculty Council Vision for 2025–2026:
Embracing Opportunities & Facing Challenges Together

Faculty Council is the official organization providing representation for faculty members at Temple College. We exist as a group effort to promote the best interests of Temple College, its faculty individually and collectively, and the community.

Faculty Council Report to the Temple College Board of Trustees
August 20, 2025

I. News

- A. Midterms and Final Exams:** Faculty teaching 16-week classes have just administered and may be in the process of grading midterms. Faculty teaching 8-week classes in the first session have just administered finals and submitted grades. Faculty teaching 8-week classes in the second session are engaging students in first-week activities.
- B. Sample 2 Members-at-Large:** Please join me in congratulating the faculty listed below, as Dr. Ponce has appointed them to serve as a member-at-large to represent their division on Faculty Council. Another six members-at-large will be elected by faculty.
- Patrick Finnegan, Business and Career Professions
 - Alexander Corbett, Fine Arts
 - Angela Gutierrez, Health Professions
 - Heather Chandler, Liberal Arts
 - Shelly Buuck, Natural Sciences
 - Melissa Parker, Workforce Development
- C. Publication of Faculty Council Meetings:** Our next Faculty Council meeting is scheduled for Oct. 24, 9:00-10:30 AM. We are working with Dr. Guzmán-Treviño and Laura Ellis to ensure we are able to publish the meeting agenda and link on the college website. According to the new constitution and legislative requirements, faculty council will need to publish the agenda for meetings on the college website 7 days in advance. The agenda will include a Zoom link for folks to join the meeting, as the meeting is open to the public and must be broadcast if more than 50% of members attend the meeting.



D. CTL Spring Collaboration: Faculty Council will work with the CTL to organize and host a G.I.F.T.S (Great Ideas for Teaching Students) session during Welcome Week in the spring. Melissa Parker has graciously agreed to lead the initiative. We are hoping to feature one GIFT from each Division during Welcome Week and our BOT Spring reports.

II. Committee Updates

A. Barnhart Award Selection Committee (Erica Perrine, Chair): We had four nominees for the Barnhart award this year: Chad Cryer (Biology), Lisa Keil (Business Management), Sandra Melendez (Engineering Technology), and Aurora Wold-Krugman (Foreign Languages). Voting has closed, and the winner will be announced in the coming weeks.

E. Elections Committee (Ray Stockstad, Chair): Nominations are being solicited for members-at-large from each division.

B. Faculty Advancement Committee (Kerry Bekkedahl, Chair): The Faculty Advancement Committee is actively reviewing applications. There have been a few requests for Faculty Council to raise the maximum amount of the grant from \$750 to \$1,000 to make national conference attendance more affordable for faculty. To date, we have awarded \$5029.34, leaving us with \$2970.66 for the rest of the year. The following faculty have received awards:

- Lily Penfold, \$750
- Derek Mudd, \$750
- Melissa Green, \$750
- Aurora Wold-Krogman, \$750
- Brice Olivier, \$529.34
- Nathan Siegel, \$750
- Prudence York-Hammons, \$750

C. Social Committee (Sandra Melendez, FC Vice-President): Holiday party planning is well underway, thanks to Dr. Sandra Mendez and the Social Committee.



MEMORANDUM

Provost, Academic Affairs and Student Services

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Subject: October 2025 Academic Affairs and Student Services Report

STUDENT SPOTLIGHT: We will recognize musical theatre students: Rebekah Kropp, Pierce Parker, Harrison Stallings, and Sarah Underwood.

OUTSTANDING EMPLOYEE SPOTLIGHTS: We will spotlight Julie Weaver, Director, Special Projects.

eLEARNING, EDUCATION TECHNOLOGIES and ONLINE SERVICES

eLearning Operations

Texas Statewide Course Sharing Exchange

- Staff will continue to follow-up with two students enrolled with Lone Star College Online for University Physics I to make sure they are doing well in the courses. We pointed them to Cynthia Martinez in the Student Success Center for help with tutoring support if needed.
- We will have two students needing online CHEM-2423 Organic Chemistry for Spring 2026 and are working to secure enrollment in the offerings through the Exchange.

Software Solutions/Vendor Management

Honorlock Proctoring Solution

- Honorlock usage data as of September 30:

Usage	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug*	Sept
Courses	50	44	41	11	38	11	36	48	41	42	13	39
Unique Exams	81	71	63	17	56	13	56	65	95	106	17	71
Students	547	376	225	63	415	96	378	421	518	496	132	520
Exams Taken	733	571	609	93	503	90	484	511	1060	1076	142	808

Item 8-B

* Semester started on 8/20

Tutor.com

- Usage data for September:

Current Number of Semester Sessions	62
Active Students	33
Average Session Length (minutes)	33.33
Student Rating	4.63/5.00
Recommended Rate	100

YuJa Panorama Accessibility Tool

- We are moving forward with the implementation steps of the YuJa Panorama Accessibility solution for December and full deployment in January. This will allow time to communicate to faculty.

CopyLeaks

- We are continuing to work with select faculty on review of plagiarism and AI detection tools to identify training documentation needs and answer questions in preparation for faculty wide training and usage.

Committees

AI Task Force

- AI Policy
 - AI Policy feedback from participants in the Academic Leadership Retreat and faculty Leopards Learn sessions added to policy.
 - Submitted to the Policy Manual Review Committee (PMRC) for review and discussion on 9/11
 - The policy will be part of the Information Security Policy section and a student friendly version will be incorporated into the Academic Integrity Policy of the Student Handbook.

Center for Teaching & Learning

- Accessibility
 - We are continuing training and awareness efforts to assist faculty in course development and review.
 - Identifying introduction and training needs for the use of the YuJa Panorama LMS Accessibility Platform so faculty and staff are prepared for full deployment in January.
- Regular and Substantive Interaction (RSI)
 - We are continuing training and awareness efforts to assist faculty in course development and review.

Course Quality Champions/Course Redesign Committee

- A meeting was held on September 9 which discussed next steps:
 - We discussed a proposal for a roll-out process and discussion on the merits of taking a more strategic approach while also trying to make sure we stay focused.
 - Three categories of training seemed to be a solid way to organize our ideas moving forward.

Item 8-B

- A required foundational training for faculty
- A required program of training for teaching hybrid or online
- A program of continuous improvement for faculty implementing best practices
- We are going to try to take the various ideas presented in the large "Course Quality Rubric" we worked on in the spring and reorganize those ideas to what we would want to see out of training associated with these three categories.

eLearning Advisory Committee

- A meeting is scheduled for October 13. Agenda is based on August, September, and October board reports.

Community

Police Academy

- Brian St. Amour donated a new microwave to the program for cadets to be able to heat breakfast and lunch meals.

Readspeaker

- Brian St. Amour attended Advisory Board Meeting on October 8; topics included updates to webReader and Ambassador program.

United Way 2025 Day of Caring

- Brian St. Amour participated with the TC baseball team as part of the volunteer group during the October 3 event.

LIBERAL ARTS

- Liberal Arts is busily working in conjunction with the Corequisite Department, Heather Chandler, Chairperson, and the Math Department, Paul Foutz and Prudence York-Hammons, to assemble the data for Temple College's DEPS (Developmental Education Program Survey).
- The Texas Higher Education Coordinating Board collects data from us annually about how our programs are performing and how well our students are performing within those programs.
- We will submit our survey by the end of October.

FINE ARTS

- Michael Donahue and Deric Ence provided the first "Artist Talk" faculty series in the new visual arts space on September 23rd.
- Derek Mudd, Melissa Green, and Priscilla Santana and eight Temple College students traveled to Arlington, October 1-4 to participate in the Texas Educational Theatre Association's TheatreFest Convention. Students will audition for university bachelor's degree programs, and faculty will recruit for the Theatre and Musical Theatre degree programs.
- Melissa Green, Associate Professor of Communication and Theatre presented a workshop titled "Reimagining Theatre History in the Classroom" at the TheatreFest. Ms. Green is also serving as a judge for the Dramatic Design

Item 8-B

Challenge for the Texas State Thespians Festival. The Dramatic Design Challenge will showcase the work from the home campuses of high school-aged designers from across the state of Texas.

- Derek Mudd, Chair, Dept. of Communication, Theatre, and Humanities, served as a judge for Killeen ISD's Lip Sync Battle on September 25. The Lip Sync Battle is a project of the Texas Thespians Association.
- Lily Penfold, Assistant Professor of Communication, will represent TC at the Texas Speech Communication Association Convention in Allen, Texas, October 2-4.
- Prof. Jessica Just will be representing our art faculty at the Regional Society of Photographic Education Conference, Fort Worth, TX.
- Dylan Nance (TC music alumnus and current TAMUCT senior) will be leading TEMPO, a new community music program in Temple that is designed to bring private lessons directly to Jefferson Elementary School students who have been nominated by teachers.
- The Temple College jazz faculty performed a free lunchtime concert on TC campus, October 2nd.
- October 3: Dr. Alex Corbett and Dr. Glen Brumbach attended the Texas Music Educator Association College Division Conference in Austin, TX on October 3rd.
- Temple College Vocal Point performed a TC Musical Theatre Showcase Concert on October 14th on TC campus.
- Visual Arts hosted the Rotary Club of South Temple, where DeDe Griffith and Professor Ence shared exciting updates about the visual arts and workforce programs followed by a tour.

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS

- Temple College was highlighted in the CBS - We Are Austin broadcast "Out and About: Hutto!" program. Filming occurred September 17th and the segment aired on October 2nd. The program is posted online at <https://cbsaustin.com/features/we-are-austin/out-and-about-hutto-we-are-austin-broadcasts-live-from-the-growing-community-of-hutto#> with the Temple College portion starring Drs. Ponce and Guzman-Trevino starting at 29:37.
- Temple College is sponsoring a couple of home football games in Williamson County. Staff will be on hand to hand out swag and visit with prospective students and the community prior to and at the start of the games. The first game was held in Taylor on September 26th against Manor. The next game will be held October 24th in Hutto versus Vandegriff HS from Leander ISD. Both of these games are the annual Pink-out games supporting breast cancer awareness.
- Fall classes are going well, and EWCHEC-Taylor and Hutto Centers are both focused on 2nd 8-week registration and student advising. Enrollment staff have begun assisting local high schools with the Apply Texas applications and FAFSA events for seniors and parents. Central Texas TACRAO college fairs will take place October 20-24, 2025.

Item 8-B

- EWCHEC Area Student & Community Events this month:
 - October 1 – FAFSA Night, Taylor Center/Legacy Early College HS
 - October 5 – PinkStrong Bike Ride, Hutto Center
 - October 8 – Hutto Chamber Luncheon, Hutto Center
 - October 8 – Telenovelas, Film and Culture Event, Taylor Center
 - October 9 – Hutto Power Breakfast, Hutto Center
 - October 9 – GSA Pizza Party
 - October 11 – 40th Annual Hutto Olde Tyme Days Festival, Hutto
 - October 15 – Samsung Friend”chip” Event, Taylor
 - October 15 – TBI Hutto Open House, Hutto Center
 - October 18 – Keep Hutto Beautiful – Great Hutto Cleanup, Hutto Center
 - October 20 – Taylor Chamber Luncheon, Taylor
 - October 22 – Telenovelas, Film and Culture Event, Taylor Center
 - October 23 – Central TX Rural Housing Forum, Taylor ISD
 - October 24 – Hutto Pink-Out Football Game, Hutto HS
 - October 25 – 12th Annual Main Street Car Show, Taylor

STUDENT SERVICES AND ENROLLMENT MANAGEMENT

Division Highlights

- All Student Services and Enrollment Management departments previously located in the Barron Student Success Center, One College Centre, and the Library have now been relocated to the new Main Building. With support from the College IT staff, teams transitioned smoothly, and both students and staff are settling in and enjoying the new spaces.
- Ms. Bralley supported Campus Police during September in hosting Campus Safety Week. This highly interactive event provided the campus community with opportunities to connect with our officers and build confidence in their knowledge of campus safety protocols.
- Ms. Bralley is co-leading a Temple College team participating in the Minding College Minds Mental Health Institute, creating opportunities to learn from peer institutions and strengthen Temple College’s partnerships and services in support of student mental health.
- She is also an active member of a cross-departmental work group evaluating and expanding reported Occupational Skills Awards, collaborating with colleagues from Institutional Research, Admissions and Records, Workforce and Continuing Education, and other areas.
- Planning is underway for this year’s Ruth Bridges Fall Festival. Campus-wide participation is being encouraged, with the goal of welcoming thousands of community members for a day of fun and showcasing Temple College’s exciting campus improvements.
- Ms. Bralley facilitated a workshop on year-long schedule planning for Enrollment Advisors, marking their first year in this new role. The session provided advisors with space to reflect and develop a structured agenda for the year. Rural

Item 8-B

Pathways Coach Octavia Lawrence also contributed, offering valuable insights on balancing multiple priorities.

- Student Services and Enrollment Management departments have completed their prior year's institutional goals through WEAVE.
- Additionally, the departments have developed a weekly professional development training schedule, making use of the new Main Building spaces to foster a culture of continuous improvement and excellent student service.

Admissions and Records

Ms. Carol Zapata, Director of Admissions and Records reports:

- September 4: Ms. Carol Zapata participated in a "Minding College Minds" meeting.
- September 5: Ms. Zapata and Ms. Natalie Bland attended a Parchment AI meeting to assess Temple College's position on adopting the transcript software.
- September 11: Ms. Zapata and Ms. Bland participated in a Policy Manual Review Committee meeting.
- September 11: Ms. Zapata submitted the National Student Clearinghouse first-term report, resolving all identified errors.
- September 16: Ms. Bland and Ms. Zapata attended an Occupational Skills Awards CBM reporting Zoom call.
- September 17: Mr. Will Drake joined Ms. Zapata and Ms. Bland for a leadership lunch to foster team building.
- September 22: Ms. Zapata attended a Teams meeting with Ms. Mary Daniel regarding Gainful Employment reporting.
- September 23: Ms. Bland, Ms. Zapata, and Ms. Kaci Robinson attended an OSA CBM reporting Zoom meeting in preparation for reporting.
- September 23: Ms. Zapata and Ms. Bland participated in a "Fake Degree" webcast presented by the National Student Clearinghouse.
- September 25: Ms. Bland, Ms. Zapata, and Ms. Kaci Robinson attended a Parchment Continuing Education training to demonstrate how Continuing Education can graduate their cohort through Parchment.
- Reminders were sent to deans and administrative assistants regarding spring 2026 course scheduling deadlines for course building.
- Fraudulent Applications: 1 application reported for September 2025.
- Applications Processed: 444 applications imported via Recruit integration; 12 applications manually reviewed and processed.
- Transcript Requests: 698 processed through Parchment and in-person submissions.
- Course and Testing Equivalencies: 9,644 entries into student records, including college and high school records used for testing waivers, transfer evaluations, and course credit assessments. Each external transcript course was manually reviewed and entered.
- Student ID Cards Printed: 284 new IDs, including for Adult Education & Literacy/GED, Paramedic programs, traditional students, Dual Credit participants, and various Continuing Education cohorts.

Item 8-B

- Reverse transfer transcripts are being reviewed by Ms. Robinson to award degrees to former students.
- An email to all students was sent to remind students of the deadline to apply for fall graduation.
- Ms. Robinson met with Workforce and Continuing Education to assist that department with setting up their cohorts for graduation through Parchment.

Enrollment Advising (EA)

Ms. Hattrice Freeman, Director of Enrollment Advising reports:

- Enrollment Advisors continue to see students on a walk-in basis through the month of September. Constant communication is going out to assigned caseloads from each EA to plan and register for the fall and upcoming spring semesters.
- Enrollment Advisors continue to meet with probation and suspension students to set a plan of action for the upcoming semesters.
- Enrollment Advising training is still ongoing weekly and has incorporated meeting with different departments to get better understanding of the offered certificates and degrees in those specific areas.
- EAs also attend regular program orientations to reinforce their knowledge of what is needed for entrance into all Allied Health Programs.
- EAs have begun to facilitate Financial Aid Days/Nights and Apply Texas Days for high schools.

Financial Aid

Ms. Mary Daniel, Director of Financial Aid reports:

- For the 2025–2026 academic year, 1,825 learners at Temple College received Pell Grants totaling \$3,489,914.82.
- As of this reporting period, 6,706 learners have listed Temple College on their Free Application for Federal Student Aid (FAFSA) for the 2025–2026 year.

Annual Reporting Season

This time of the year marks the reporting cycle for the previous academic year. The Financial Aid Office, in collaboration with the Admissions and Records Office, has been actively engaged in completing several major federal and state compliance reports:

- Financial Value Transparency / Gainful Employment Reports
 - This was an intensive process.
 - As of September 30, the 2022–2023 and 2023–2024 files were corrected and submitted.
 - The 2024–2025 report was completed on October 2.
- FISAP (Fiscal Operations Report and Application to Participate)
 - Submitted on September 29, 2025.
 - Required annually by the Department of Education, this report covers campus-based aid programs:

Item 8-B

- FSEOG (Federal Supplemental Educational Opportunity Grant)
- FWS (Federal Work-Study Program)
- FAD (Financial Aid Data) Report – State Aid
 - Currently in progress.
 - Due October 8, 2025.
 - This report accounts for all state aid received by Temple College.
- IPEDS (Integrated Postsecondary Education Data System) – Financial Aid Report
 - Final report in the current cycle.
 - Due October 16, 2025.

Student Accommodations/International Admission

Ms. Misty Reid, Director of Accommodations reports:

- On September 2nd - Ms. Reid attended the weekly Student Services and Enrollment Managers Leadership weekly meeting.
- On September 19th-Ms. Reid attended a Teams meeting to discuss the next job fair for students with disabilities that will be March 27th in the Main Ballroom
- On September 22nd-Ms. Reid met with a SEVIS field representative at the Hutto location for a site visit as part of the application to have Hutto campus added in SEVIS system for F1 visa students to be able to attend classes at the Hutto location

Veterans Affairs

Basilia Flores, VA Coordinator reports:

- TVC Reapproval
 - On August 7, Temple College's reapproval packet for the 2025–2026 academic year was approved by the Texas Veterans Commission (TVC).
 - The VA acknowledged the approval on August 20 and responded with our VA File 22-1998.
 - On August 26, our reapproval for VA work study was submitted.
- Current Enrollment by Military-Affiliated Educational Benefit:
 - CH.1606 (Selected Reserve): 1
 - CH.30 (Montgomery GI Bill® – Active Duty): 8
 - CH.31 (Veteran Readiness & Employment): 29
 - CH.33 (Post 9/11 GI Bill®): 188
 - CH.35 (Dependents Educational Assistance): 255
 - Hazelwood Act: 160
 - Air Force Tuition Assistance (TA): 1
 - Army Tuition Assistance (TA): 5
 - MYCAA (Military Spouse Career Advancement): 6
 - Total Military-Affiliated Enrollment: 653

Temple College, through the use of grant funding, has posted a Veteran Success Navigator position to provide enhanced support for military-affiliated students. As our veteran population continues to grow—along with the number of dependents utilizing educational benefits—we remain committed to delivering exceptional services and resources to ensure their success.

Item 8-B

Testing Center

Ms. Monique Gibson, Director of Testing, reports that the Temple College Testing Centers have experienced a significant increase in demand for services during the Fall 2025 semester. The centers continue to serve both internal and external clients while maintaining a strong commitment to supporting students, the community, and partner institutions. Staff have also been actively engaged in professional development and service expansion. We look forward to continued growth and progress throughout the semester.

Updates and Facilities

- Both labs are fully utilized for class exams, HESI, and TEAS, along with four accommodations rooms.
- The number of testing sessions for students receiving accommodations continues to increase.
- IT completed the installation of new computer systems, additional security cameras, and rewiring in the large testing lab.

Testing Services

- All walk-in and scheduled appointments were successfully accommodated at both the former and new locations, Temple and Hutto.
- Proctoring services for external institutions increased at the start of the semester, reflecting expanded outreach efforts.
- Demand rose for HESI (Nursing and Sonography) and TEAS exams.
- The department facilitated additional TCOLE exams for Limestone County and other regions, as well as TCOLE and D2L exams for Temple College Police Academy cadets.
- Remote TSIA2 testing is now available for prospective Temple College students, including those out of state and abroad.
- Provided additional exam support to Workforce & Continuing Education through two National Health Association weekend testing sessions held on September 13.
- Center implemented extended testing hours on Fridays (September 12 and 19) and Saturdays (September 13 and 20) to reduce student wait times by utilizing the small overflow testing lab.

Student Success Center (Tutoring Services)

Ms. Cynthia Martinez, Director of the Student Success Center reports the center officially opened on August 13, 2025. The opening marked a major milestone in providing enhanced academic support for Temple College students across multiple campuses.

- August 2025: In the first weeks of operation, the center served 118 duplicated students through tutoring services, with a total of 126 hours and 20 minutes logged.
- September 2025: Engagement grew significantly, with 504 duplicated students utilizing tutoring services, totaling 499 hours and 52 minutes.

Item 8-B

This strong increase reflects growing awareness and enthusiasm for the center, both online and in person at the Main Campus, Taylor, and Hutto locations. The center currently provides support in a wide range of subjects, including:

- Physics
- Philosophy
- Anatomy & Physiology
- Test Preparation
- Writing
- Math
- Organic Chemistry
- Microbiology
- Spanish
- Chemistry
- Biology
- BCIS
- Computer Programming

The early success of the Student Success Center demonstrates its vital role in strengthening student learning and achievement. With steadily increasing participation, the center is poised to continue expanding its impact as students gain greater access to high-quality academic support.

Student Life

Ms. Marcia Temple, Director of Student Life, during this reporting period, the Student Life Department organized and facilitated a variety of events aimed at fostering student engagement, promoting well-being, and supporting co-curricular development.

- September 8, 2025, Dance & Cheer Interest Meeting: The Dance and Cheer Team held a meeting to discuss upcoming performances, training schedules, and ways to grow student involvement—particularly by inviting new students interested in dance. Emphasis was placed on making the dance and cheer team welcoming and accessible to students from various backgrounds and skill levels. The team hopes to create a space where students can build confidence, friendships, and school pride.
- September 25, 2025, Carter Blood Care Drive: The blood donation drive was organized to contribute to the community and raise awareness among students about the importance of voluntary blood donation. It also aimed to instill a sense of social responsibility among participants. We partnered with Carter Blood Care Drive, ensuring safe and hygienic collection practices. Each unit of blood can save up to three lives, which means this drive potentially contributed to saving over [units × 3] lives. The event also helped in building awareness and creating a culture of regular voluntary donation on campus. The blood donation drive was a resounding success and reflects our college's commitment to community service and civic responsibility. We look forward to organizing more such initiatives in the future.

Item 8-B

- September 29, 2025 Texas State University-Informational Visit: Representatives from Texas State University visited Temple College to speak with students about transfer opportunities to their 4-year institution. The visit was part of our ongoing efforts to strengthen transfer pathways and provide students with clear, accessible options for continuing their education after earning an associate degree. Students gained a better understanding of the transfer process, including timelines, application procedures, and financial aid options. Increased interest among students in pursuing a bachelor's degree.

The primary goals of the university visit were to inform students about academic programs, admissions requirements, and transfer policies, highlight articulation agreements and guaranteed admission pathways (if applicable), and provide one-on-one advising and support to students interested in transferring.

Professional Development and Engagement

- Staff completed Elsevier Evolve Next Gen training.
- Staff completed Accuplacer site training updates.
- Participated in TACTP Monthly Updates for September 2025.
- Attended weekly Tuesday Leadership meetings.
- Supported Temple College's Corporate Challenge on September 6.
- Began implementation of an online appointment booking system for the Testing Center.
- Posted the Testing Specialist position following the resignation of Ammie Mendez; interviews are scheduled for the first week of October.
- Staff attended *Ask Me Anything: Campus Safety* on September 10.

HEALTH PROFESSIONS II

- The Associate Degree Nursing program received notification that the Accreditation Commission for Education in Nursing has granted Continuing Accreditation through 2033, which is the longest term available. We received no stipulations and no findings. The ADN faculty and staff worked very hard to achieve this perfect outcome!
- The Vocational Nursing program has completed a self-study and has a virtual site visit with the Texas Board of Nursing scheduled on November 5-6. The ultimate outcome would be full approval for 6 years.



MEMORANDUM
Office of the Vice President for Administrative Services

To: Dr. Ponce and the Board of Trustees

From: Glenn Graham

Date: October 10th 2025

Re: Consideration of Approval to Award a Contract from RFP 26-01 to Cloud Construction for the Microbiology Renovations of the Newton Science Building and Science Laboratory Building.

Staff Recommendation: Approval

The Board is asked to award a contract from RFP 26-01 to Cloud Construction.



Contract Award

Description: Consideration of Approval to Award a Contract from RFP 26-01 to Cloud Construction for Microbiology Renovations of the Newton Science Building and Science Laboratory Building.

Recommendation: The Board is asked to award a contract from RFP 26-01 to Cloud Construction for Microbiology Renovations of the Newton Science Building and Science Laboratory Building.

After the demolition of the Math/Bio-Science Building in the summer of 2025, instructional space was lost. As a result, renovations were needed to the Newton Science Building and Science Laboratory Building to replace that instructional space. The renovation projects will convert general instructional classrooms into Microbiology and Science Laboratory instructional space. The project will consist of three instructional classrooms, two in the Newton Science Building and one in the Science Laboratory Building.

The College advertised a Request for Proposal (RFP) in the Temple Daily Telegram for the needed Microbiology Renovations in accordance with the Texas Education Code 44. At the RFP closing, the College received two submissions 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
Cloud Construction Co. LLC.	97
Novium Group	86.78

Purchasing staff reached out to general contractors through cooperative contracts in conjunction with the proposal, to try to solicit additional responses with a quicker turnaround and stronger likelihood of project completion in time for the start of spring classes. A variety of responses were received from these contractors including; due to the specialized materials requested we do not feel comfortable moving forward and submitting a proposal, and due to the quick turnaround we would be unable to complete the project in the preferred timeline.

Based on the proposal results the Board of Trustees is asked to award a contract from RFP 26-01 to Cloud Construction for the Microbiology Renovations of the Newton Science Building and Science Laboratory Building. The estimated spend amount is \$1,323,824.00.

The Board of Trustees is also asked to approve the Vice President of Administration or Designee to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.



Funds Available:

Budgeted
 Fund Balance
Other: _____

Approved:


Glenn Graham
Vice President for Administrative Services

10-15-2025
Date



MEMORANDUM

PROVOST, VICE PRESIDENT OF ACADEMIC AFFAIRS AND STUDENT SERVICES

To: Dr. Christina Ponce

From: Dr. Susan Guzmán-Treviño *SJ-T*

Date: October 20, 2025

RE: Approval of Associate of Applied Science, Radiologic Technology

We are requesting the Board of Trustees approve offering the Associate of Applied Science, Radiologic Technology degree.

Community partners expressed an increased demand for radiologic technology graduates to meet the patient needs for Central Texas and surrounding regions. This program prepares individuals to provide medical imaging services to patients and attending health care professionals. It includes instruction in applied anatomy and physiology, patient positioning, radiographic technique, radiation biology, safety and emergency procedures, equipment operation and maintenance, quality assurance, patient education, and medical imaging/radiologic services management.

The Curriculum Committee unanimously approved the new program in the October 1, 2025 Curriculum meeting. If approved by the board, students may enroll in the program for the fall 2026 semester. Please see Page 2 for the program's curriculum.

We appreciate your consideration of this request.

	A	B
1	Associate of Applied Science Radiologic Technology	
2		
3	Prerequisites	Credits
4	BIOL 2401 - Anatomy and Physiology I	4
5	MATH 1314- College Algebra for Non- Stem Majors	3
6	HPRS 2302- Medical Terminology for Allied Health	3
7		10
8	1st Term - Year 1	Credits
9	1st 8- Weeks	
10	BIOL 2402- Anatomy and Physiology II	4
11	RADR 1201- Introduction to Radiography	2
12	2nd 8- Weeks	
13	RADR 1203- Patient Care	2
14	RADR 1311- Basic Radiographic Procedures	3
15		11
16	2nd Term	Credits
17	1st 8- Weeks	
18	RADR 1313- Principles of Radiographic Imaging I	3
19	RADR 2301- Intermediate Radiographic Procedures	3
20	2nd 8- Weeks	
21	RADR 2431- Advanced Radiographic Procedures	4
22	RADR 1160- Clinical I- Radiologic Technology	1
23		11
24	3rd Term	Credits
25	1st 8- Weeks	
26	RADR 2205- Principles of Radiographic Imaging II	2
27	RADR 1260- Clinical II- Radiologic Technology	2
28		4
29	4th Term - Year 2	Credits
30	1st 8- Weeks	
31	RADR 2217- Radiographic Pathology	2
32	RADR 1261- Clinical III- Radiologic Technology	2
33	2nd 8- Weeks	
34	RADR 2213- Radiation Biology and Protection	2
35	ENGL 1301 - Composition I	3
36	RADR 1262- Clinical IV- Radiologic Technology	2
37		11
38	5th Term	Credits
39	1st 8- Weeks	
40	RADR 2309- Radiographic Imaging Equipment	3
41	RADR 2260- Clinical V- Radiologic Technology	2
42	2nd 8- Weeks	
43	RADR 2233- Advanced Medical Imaging	2
44	Language, Philosophy and Culture or Creative Arts Elective (040/050)	3
45	RADR 2261- Clinical VI- Radiologic Technology	2
46		12
47	6th Term	Credits
48	1st 8- Weeks	
49	RADR 2235- Radiologic Technology Seminar	2
50	PSYC 2301- General Psychology	3
51	196	5
52	Total Credit Hours	64

Item 9-C



To: Dr. Ponce and Board of Trustees

From: Glenn Graham

Date: October 20, 2025

Re: Consideration and Approval of purchase over \$50,000

The Board is being asked to consider and approve the purchase of nursing equipment from Laerdal that includes installation and a training course.

Funding is provided by the Nursing, Allied Health and Other Related Education Grant Program.

The vendor is an approved BuyBoard vendor (contract 704-23).

Administration recommendation: Approval



TEMPLE COLLEGE

Purchase Requisition

9/4/2025

Date

Suggested Supplier:

Laerdal

GRANT EXPENDITURE ACCOUNTS: As director of a state or federal grant, I certify that this expenditure has met the conditions of the grant and all is an allowable expense under grant rules and regulations.

Vendor #: _____

Grant Director

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	322-05050 - Nursing Anne Simulator Geriatric - Medium	\$21,713.06	\$21,713.06
1.00	210-B-STU - Simulator Trade-in Program Value - Sim Man Essential - SN#213 ----SimMan Essential SN#21302151646	-\$2,200.00	-\$2,200.00
2.00	400-09501 - Rugged Tablet	\$4,637.96	\$9,275.92
1.00	400-29301 - All in one panel PC	\$2,861.36	\$2,861.36
1.00	322-83050 - Nursing Anne Simulator Geriatric Onsite installation	\$2,812.48	\$2,812.48
1.00	321-04050 - Nursing Anne Simulator Male Dark	\$21,713.06	\$21,713.06
1.00	210-B-STU - Simulator Trade-in Program Value ----SimMan 3G SN#21209122600	-\$2,200.00	-\$2,200.00
2.00	400-09501 - Rugged Tablet	\$4,637.96	\$9,275.92
1.00	400-29301 - All in One panel PC	\$2,861.36	\$2,861.36
1.00	321-83050 - Nursing Anne Simulator Male On-site Installation	\$2,812.48	\$2,812.48
1.00	320-EDGS100 - Nursing Anne Simulator Course Getting Started	\$3,947.06	\$3,947.06
	Shipping and Handling		\$910.00
	TOTAL:		\$73,782.70
	Please attach a quote from the company with your requisition		

Please include a fax number or email address where order is to be sent:

Fax Number: 800-227-1143

Email: customerservice@laerdal.com

Departmental Account # 21-00-0-00-490702-206010

Requested By: Tracey D. Cooper

Departmental Supervisor/Requestor

Deliver To: NEC

Approved By: _____

Vice President/President

PURCHASING OFFICE USE ONLY

Funds Available: Yes No P.O. # _____

Approved By: _____ Date: _____

Director of Purchasing

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com



Laerdal[®]
 helping save lives

Senior Territory Manager

Denise Wall
 (845) 372-7438
 denise.wall@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 09-04-2025

ATTN: Mrs Nancy Eaton MSN, RN, AWHC, CNE
 +12542988660
 nancy.eaton@templejc.edu

QUOTE NUMBER: Q-1179874
 CREDIT TERMS: 30 days
 EXPIRATION DATE: 12-31-2025
 PO NUMBER:

BILL TO: 00109706
 TEMPLE COLLEGE
 2600 S 1st St
 Temple TX 76504

SHIP TO:
 Nancy Eaton
 Temple College HSC
 2600 S 1st Street
 Temple TX 76504

BuyBoard Contract 704-23 Applied

Nursing Anne Simulator Geriatric- Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	322-05050 Nursing Anne Simulator Geriatric Medium Includes Nursing Anne Simulator Geriatric Medium Skin Manikin, grey wig, pupil set, cataract and arcus senilis pupil set, aged female and male genitalia, aged left and right foot skin, aged upper teeth, ostomy set, blood pressure cuff, lubricant spray, silicone dressings, subcutaneous injection pads, bottle of red simulated blood, adult gown, user guide.	\$23,099.00			\$21,713.06	\$21,713.06
1	210-B-STU Simulator Trade-In Program Value SimMan Essential S/N 21302151646	\$0.00			(\$2,200.00)	(\$2,200.00)
2	400-09501 Rugged Tablet For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor	\$4,934.00			\$4,637.96	\$9,275.92

Nursing Anne Simulator Geriatric- Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	400-29301 All In One Panel PC For use with LLEAP, or as a Patient Monitor. • AIO Monitor does not come ready to be wall mounted. • Requires additional MGR Part, # 6H1W8AA (not sold by Laerdal) • Requires a wall mount (not sold by Laerdal)	\$3,044.00			\$2,861.36	\$2,861.36
1	322-83050 Nursing Anne Simulator Geriatric On-Site Installation A professional product installation by a trained Laerdal Service Engineer or an authorized Laerdal Service Provider. Includes unpacking and set up of the simulator and accessories, including Laerdal supplied PCs. Installation of the Laerdal Application Software and a complete product quality inspection with full-functional test.	\$2,992.00		One Time	\$2,812.48	\$2,812.48
TOTAL:						\$34,462.82

Nursing Anne Simulator Male- Dark

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	321-04050 Nursing Anne Simulator Male Dark Includes Nursing Anne Simulator Male Dark Manikin, pupil set, male genitalia, ostomy set, blood pressure cuff, lubricant spray, silicone dressings, subcutaneous injection pads, bottle of red simulated blood, adult gown, user guide.	\$23,099.00			\$21,713.06	\$21,713.06
1	210-B-STU Simulator Trade-In Program Value SimMan 3G S/N 21209122600	\$0.00			(\$2,200.00)	(\$2,200.00)
2	400-09501 Rugged Tablet For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor	\$4,934.00			\$4,637.96	\$9,275.92

Nursing Anne Simulator Male- Dark

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	400-29301 All In One Panel PC For use with LLEAP, or as a Patient Monitor. • AIO Monitor does not come ready to be wall mounted. • Requires additional MGR Part, # 6H1W8AA (not sold by Laerdal) • Requires a wall mount (not sold by Laerdal)	\$3,044.00			\$2,861.36	\$2,861.36
1	321-83050 Nursing Anne Simulator Male On-Site Installation A professional product installation by a trained Laerdal Service Engineer or an authorized Laerdal Service Provider. Includes unpacking and set up of the simulator and accessories, including Laerdal supplied PCs. Installation of the Laerdal Application Software and a complete product quality inspection with full-functional test.	\$2,992.00		One Time	\$2,812.48	\$2,812.48
TOTAL:						\$34,462.82

Education/Training

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	320-EDGS100 Nursing Anne Simulator Course Getting Started 1 day educational session with a Laerdal Representative at the customer site for up to 8 participants. The course gives participants fundamental knowledge of the simulator and Instructor device operations, operating modes, and system features. Hands-on activities familiarize faculty with the simulator and its applications for learners.	\$4,409.00		One Time	\$3,947.06	\$3,947.06
TOTAL:						\$3,947.06

ITEM TOTAL:	\$72,872.70
SHIPPING/HANDLING:	\$910.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$73,782.70

Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change
Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

If you require delivery of the product to a specific location within your building, there will be an additional charge. This charge will be included in the total Shipping and Handling cost stated in this quote.

Delivery of product to a site without a loading dock will require Lift Gate delivery and should be identified during quote process as there is an added fee. In addition, if delivery to a specific location within a building is needed, it is available at an additional cost. Please ensure that necessary delivery requirements are discussed, and the related fees are included on the quote. This will also enable us to set proper delivery expectations with our warehouse.

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

Cancellation/Rescheduling

CANCELLATION or RESCHEDULING of Educational, Technical, AV, or Implementation Services WILL RESULT in CANCELLATION / RESCHEDULING FEES as detailed below:

5 Business Days or Less Prior to Appointment = 100% of Educational, Technical, AV, or Implementation Services
6-14 Business Days Prior to Appointment = 50% of Educational, Technical, AV, or Implementation Services
15 Business Days or More Prior to Appointment = No Fee

Customer will be required to submit a new PO to reschedule a cancelled Educational, Technical, AV, or Implementation Services.

Confidential

Laerdal Advantage Trade Up Program

When participating in the Laerdal Advantage Trade Up Program, you agree to the terms and conditions listed below.

These terms apply when trading in one or more of your organization's simulators for one or more new Laerdal Simulators. The amounts for each trade-in will be noted on the quote provided by Laerdal.

The Laerdal Advantage Program requires the purchase of onsite installation or ProTech Services.

Terms and Conditions (applicable to all trade-ins)

- Customer must supply Manufacturer and model name of Trade-in.
- Laerdal will pack up and supply prepaid shipping labels to recycle trade-in equipment listed on the purchase order.
- It's the customer's responsibility to contact FedEx and ensure packages are picked up within 2 business days of the new simulators' installation.
- If trade-in equipment is not shipped to the designated Laerdal site, the customer will be charged back the value of the trade-in listed on the quote.
- Trade-in equipment will be dismantled and recycled at a Laerdal facility and is unable to be returned after shipment.
- Refer to your customized quote for additional information pertaining to trade-in value, new simulator acquisition costs and expiration date.



PARKING KEY

- STUDENT PARKING
- VISITOR PARKING
- ▨ CONSTRUCTION
- STAFF PARKING
- OPEN PARKING
- ♿ HANDICAPPED PARKING*

*Authorized people may park in ANY spaces on campus that have been designated for people with disabilities.

KEY BUILDINGS

- 34 Academic Center (AC)
- 08 Arnold Student Union (ASU)
 - Bookstore
 - Circle of Support Resource Center
 - Leopard Food Pantry
- 60 Campus Police
- 04 Hubert M. Dawson Library
- 07 Mary Alice Marshall Performing Arts Center (PAC)
- 28 Pavilion
 - Diagnostic Medical Sonography
 - Fitness Center
 - Leopard Room
- 38 Temple College Main
 - Admissions and Records
 - Advising
 - Cashier's Office
 - Career Counseling
 - Financial Aid
 - Veterans Affairs
 - Temple College Foundation
- 14 Vogel One College Center (OCC)

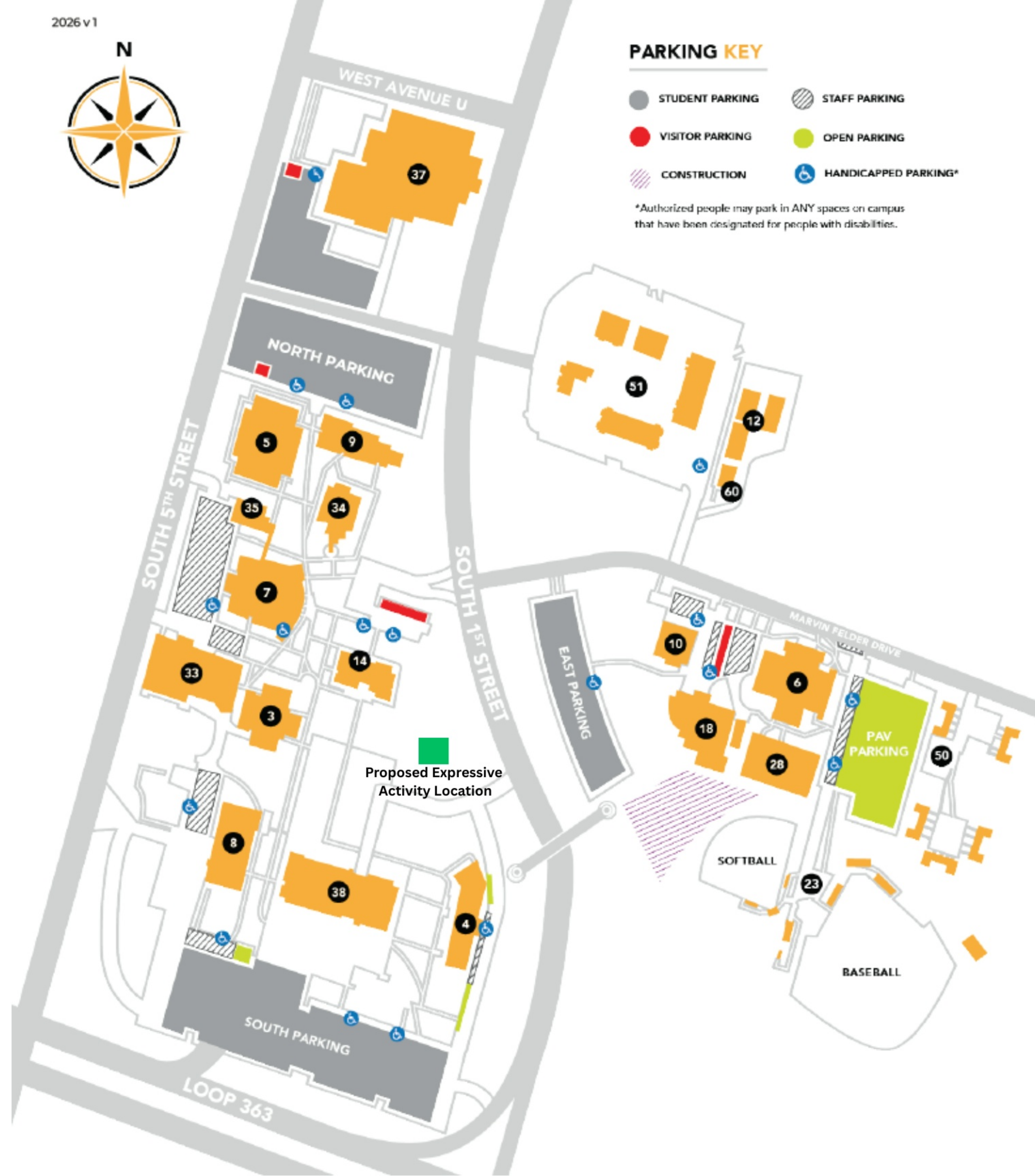


Human Resources: 254-298-8580
 1802 S First St. Temple, TX 76504

LET US SHOW YOU AROUND!



Take a tour of campus by visiting templecollege.edu and selecting "visit" at the top or scanning the QR Code. *Tours are currently available only at our main campus in Temple.



Item 9-E



MEMORANDUM
Office of the Chief Information Officer

To: Dr. Ponce and the Board of Trustees

From: Caleb Hogue

Date: October 20, 2025

Re: Consideration for approving a proposal for 10 Digital Parking Signs from Howard Technology Solutions through the TIPS Cooperative

Staff Recommendation: Approval

The Board is asked to approve a proposal for 10 Digital Parking Signs for \$55,620.00 from Howard Technology Solutions through the TIPS Cooperative.



Proposal Approval

Description: Consideration for approving a proposal for 10 Digital Parking Signs from Howard Technology Solutions through the TIPS Cooperative

Recommendation: The Board is asked to approve a proposal for 10 Digital Parking Signs for \$55,620.00 from Howard Technology Solutions through the TIPS Cooperative.

This proposal recommends the purchase and installation of 10 Digital Parking Signs to provide visitors and guests of the college with dedicated, personalized parking in front of Temple Main.

The parking signs will be customized for events taking place on campus, such as welcoming students who have scheduled a tour of the campus, speakers for an event in the conference center, or special guests invited to attend a board meeting. When not in use for an event, these signs can display campus announcements or emergency alerts, or provide dedicated visitor parking spaces close to the front of the building.

This solution will include Samsung 46-inch diagonal outdoor digital signage monitors designed for 24/7 use in direct sunlight and a custom outdoor-rated enclosure,

Howard Technology Solutions was selected as the vendor of choice because of the existing relationship with the college, design expertise, and their direct relationship with the manufacturer.

The Board of Trustees is asked to approve a purchase to Howard Technology Solutions for \$55,620.00. The contract is offered through the TIPS Interlocal Purchasing System Cooperative Agreement, contract 230105. This cooperative meets the College's requirements for competitive solicitations found in Texas Education Code 44. The Board of Trustees is also asked to grant authority to the Vice President of Administration to approve the contract and to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

Funds Available:

- Budgeted
- Fund Balance
- Other: Fund 62 (Bond Projects)

Approved:

Christina Ponce
President

Date

36 Howard Drive·Ellisville, MS 39437
P.O. Box 1590·Laurel, MS 39441



888.912.3151 general·601.399.5077 fax
888.323.3151 technical support

A Division of Howard Industries, Inc.
www.Howard.com

Online Quotation

Quote No: KA6 1551311.00 **Quote Date:** August 05, 2025
Customer Name: Caleb Hogue **Phone Number:** 2542988444
Company Name: Temple College **Fax Number:**
Quote Name: Outdoor Digital Signage

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Howard Custom	1	\$6,698.00	\$6,698.00
Manufacturer Warranty:	3 Year Chassis Warranty			
Display Screen:	LG 49XE3P-B - 49 Diagonal Class XE3P Series LED-backlit LCD display - digital signage with Integrated Pro:Idiom outdoor - webOS - 1080p 1920 x 1080 - Direct LED - black			
Chassis:	Chassis Material Cost			

Sub-Total: \$6,698.00
Systems Shipping & Handling: \$200.00
Taxes: Tax Exempt
Total for Item 1: \$6,898.00

**This Quote will expire on September 04, 2025.
Please include your Quote Number on your Purchase Order.**

Total for all pre-configured items

Sub-Total: \$6,698.00
Systems Shipping & Handling : \$200.00
Taxes: Tax Exempt
Total: \$6,898.00

Notes:

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS HEREIN AND ACCEPTANCE OF HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE (LOCATED AT: <https://www.howardcomputers.com/info/termsofsale.cfm>), WHICH ARE FULLY ADOPTED AND INCORPORATED HEREIN BY REFERENCE. PURCHASER'S SUBMISSION OF A PURCHASE ORDER PURSUANT TO THIS QUOTATION CONSTITUTES PURCHASER'S ACCEPTANCE OF AND AGREEMENT WITH HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE. HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS. A COPY OF THE ABOVE- REFERENCED GENERAL TERMS AND CONDITIONS OF SALE MAY ALSO BE OBTAINED BY CALLING 1-888-912-3151 OR EMAILING webmaster@howardcomputers.com.

Howard's product warranties, return policies and related information are also available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, or may be obtained by calling 1-888-912-3151 or emailing webmaster@howardcomputers.com.

Howard hereby reserves the right to unilaterally withdraw and/or revise any Quotation or quoted prices at any time, including in the event its manufacturing or procurement costs increase due to the imposition by the United States or any other country of new or higher tariff(s) or other similar taxes, duties, fees or charges.

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P.O. Box 1590·Laurel, MS 39441



888.912.3151 general·601.399.5077 fax
888.323.3151 technical support

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www.Howard.com

Online Quotation

Quote No:	KA6 1569577.00	Quote Date:	September 25, 2025
Customer Name:	Caleb Hogue	Phone Number:	2542988444
Company Name:	Temple College	Fax Number:	
Quote Name:			

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Howard Custom	10	\$5,562.00	\$55,620.00
Manufacturer Warranty:	3 Year Chassis Warranty			
Display Screen:	Samsung OH46B-S - 46 Diagonal Class (45.9 viewable) - OHB-S Series LED-backlit LCD display - digital signage outdoor - full sun - Tizen OS - 1080p 1920 x 1080			
Chassis:	Chassis Material Cost			
Installation:	Standard Onsite Install			
Contract(s):	TIPS/TAPS Computers/Equipment 230105			

Sub-Total: \$55,620.00
Systems Shipping & Handling: Included
Taxes: Tax Exempt
Total for Item 1: \$55,620.00

This Quote will expire on October 25, 2025.
Please include your Quote Number on your Purchase Order.

Total for all pre-configured items

Sub-Total: \$55,620.00
Systems Shipping & Handling : Included
Taxes: Tax Exempt
Total: \$55,620.00

Notes:

Pricing Subject to Change. Shipping Will Be Determined Once Order Date and Location are Set.

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MEMORANDUM
Office of the Chief Information Officer

To: Dr. Ponce and the Board of Trustees

From: Caleb Hogue

Date: October 20, 2025

Re: Consideration for approving a proposal for a Philips Video Wall from Howard Technology Solutions through the TIPS Cooperative

Staff Recommendation: Approval

The Board is asked to approve a proposal for a Philips Video Wall for \$182,380.00 from Howard Technology Solutions through the TIPS Cooperative.



Proposal Approval

Description: Consideration for approving a proposal for a Philips Video Wall from Howard Technology Solutions through the TIPS Cooperative

Recommendation: The Board is asked to approve a proposal for a Philips Video Wall for \$182,380.00 from Howard Technology Solutions through the TIPS Cooperative.

This proposal recommends the purchase and installation of a Philips Video Wall system for the entrance to the conference center in Temple Main. A video wall will serve as a dynamic tool for impactful presentations, immersive experiences, and content for student and public engagement, helping students to feel welcomed, informed, and inspired from their first visit to our campus.

The video wall will be customized for the events and seasons, promoting student club activities, student achievements, and emergency alerts, providing for a memorable and modern first impression for incoming students and their families.

This solution will be made of 180 individual panels that can be adjusted, repaired, or replaced to ensure the extended life of the video wall.

Howard Technology Solutions was selected as the vendor of choice because of the existing relationship with the college, design expertise, and their direct relationship with the manufacturer.

The Board of Trustees is asked to approve a purchase to Howard Technology Solutions for \$182,380.00. The contract is offered through the TIPS Interlocal Purchasing System Cooperative Agreement, contract 230105. This cooperative meets the College's requirements for competitive solicitations found in Texas Education Code 44. The Board of Trustees is also asked to grant authority to the Vice President of Administration to approve the contract and to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

Funds Available:

Budgeted
 Fund Balance
 Other: Fund 62 (Bond Projects)

Approved:

Christina Ponce
President

Date



TECHNOLOGY SOLUTIONS

A DIVISION OF HOWARD INDUSTRIES, INC.

Network Services	Help Desk Services	Desktop Services	Cabling & Telecom Services	Warranty & Maintenance Services
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Statement of Work

10/14/2025 This document expires in 120 days.

This Statement of Work (this "SOW") sets forth the scope and certain responsibilities of Howard Technology Solutions, a division of Howard Industries, Inc., ("HTS") and Temple College ("Customer") in connection with the following project (the "Project"):

Project Name/Description:	OPP #:	Quote #:
VW INSTALL	OPP-031434	REVIEW

In consideration of the mutual covenants and promises set forth herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree to the following scope and other related terms in connection with the Project:

Summary Statement of Work:

Please note that this Temporary Scope of Work is a general guideline and may need adjustment to suit specific site requirements or project constraints. A Final Scope of Work will be provided upon the purchase of opportunity and will reflect the final project requirements.

- HTS shall verify and document all wall dimensions to ensure proper fit after the customer selects an option and before issuing a purchase order.

Room Type: Entry Display

Service Type: dvLED Video Wall Installation - Unite 6000 1.5mm

HTS will install the dvLED video wall system including display cabinets, mounting structure, and associated Novastar processor. The installation encompasses unpacking, inspecting, and assembling all dvLED display cabinets and modules, mounting the system to the wall using the Peerless AV mounting structure, and aligning, leveling, and calibrating the modules for uniform display performance and seamless appearance. HTS will install and configure the Novastar video wall processor, connect it to the video wall using provided cables, and perform basic setup and commissioning. Testing includes powering on and verifying video wall operation, confirming proper signal mapping, display uniformity, and processor functionality. HTS will provide a basic operational overview to the Customer upon completion.

The Customer must provide and install a suitable equipment rack for the processor prior to HTS arrival. All necessary data, signal, and control cabling between the processor rack and the dvLED video wall must be supplied, installed, and tested by the Customer or their low-voltage contractor before HTS installation begins. Dedicated electrical circuits must be available and operational at both the video wall and processor rack locations, with power outlets meeting HTS specified voltage and current requirements. The Customer is responsible for providing and managing all input

sources, content, and network connectivity. The installation area must be clean, accessible, and structurally prepared to support the weight and mounting requirements of the dvLED wall.

Installation will be considered complete when the dvLED video wall and processor have been installed, powered, and tested for basic functionality. HTS will verify image quality and signal path integrity and provide a Customer demonstration.

- Below is the scope for five options. Following the scope are five images showing how each option will look.
- **HTS will create design documents after the Customer makes a selection.**

Scope (Option #1 - Option #5 - Entry Display - Unite 6000 1.5mm):

1. Project Overview

HTS will install the agreed-upon dvLED video wall, including display cabinets, mounting structure, and associated processor. This scope defines the responsibilities, exclusions, and coordination items needed to ensure a successful installation and system startup.

2. HTS Responsibilities

HTS will provide the following services:

1. **dvLED Video Wall Installation**

- Unpack, inspect, and assemble all dvLED display cabinets and modules.
- Mount the dvLED system to the wall using the Peerless AV mounting structure.
- Align, level, and calibrate the dvLED modules for uniform display performance and seamless appearance.

2. **Processor Installation and Configuration**

- Install and configure the Novastar video wall processor for use with the dvLED wall.
- Connect the processor to the video wall using provided video/data cables.
- Perform basic setup and commissioning to confirm proper operation of the video wall and processor.

3. **Testing and Verification**

- Power on and verify video wall operation.
- Confirm proper signal mapping, display uniformity, and processor functionality.
- Provide basic operational overview to the Customer upon completion.

3. Exclusions / Customer Responsibilities

The following items are **not included** in HTS' scope of work and are the responsibility of the Customer or their designated contractors:

1. **Rack and Mounting for Processor**
 - Customer must provide and install a suitable AV or IT equipment rack for the processor prior to HTS' arrival.
2. **Data and Signal Cabling**
 - Customer or their low-voltage contractor must supply, install, and test all necessary data, signal, and control cabling between the processor location (rack) and the dvLED video wall prior to HTS installation.
3. **Electrical Power**
 - Customer must confirm that **dedicated electrical circuits** are available and operational at both the video wall and processor rack locations prior to installation.
 - Power outlets must meet HTS' specified voltage and current requirements.
4. **Input Sources and Content**
 - Customer is responsible for providing and managing all input sources, content, and network connectivity.
 - HTS' installation does not include content creation, programming, or integration with third-party control systems.
5. **Site Readiness**
 - The installation area must be clean, accessible, and structurally prepared to support the weight and mounting requirements of the dvLED wall.
 - Delays caused by site inaccessibility or incomplete readiness may result in additional charges or rescheduling.

4. Completion Criteria

Installation will be considered complete when:

- The dvLED video wall and processor have been installed, powered, and tested for basic functionality.
 - HTS has verified image quality and signal path integrity.
 - A Customer demonstration has been provided.
- HTS will take charge of configuring, and thoroughly testing the system to ensure it meets the highest standards.
- **No control or audio system will be installed per Customer requirements.**
- HTS will also provide training to the Customer, ensuring they have a thorough understanding of the system and its operation. Our goal is to provide a seamless and stress-free installation experience while delivering an exceptional audio and video system that meets the Customer's needs.

Image (Option #1 - Entry Display - Unite 6000 1.5mm):



Image (Option #2 - Entry Display - Unite 6000 1.5mm):

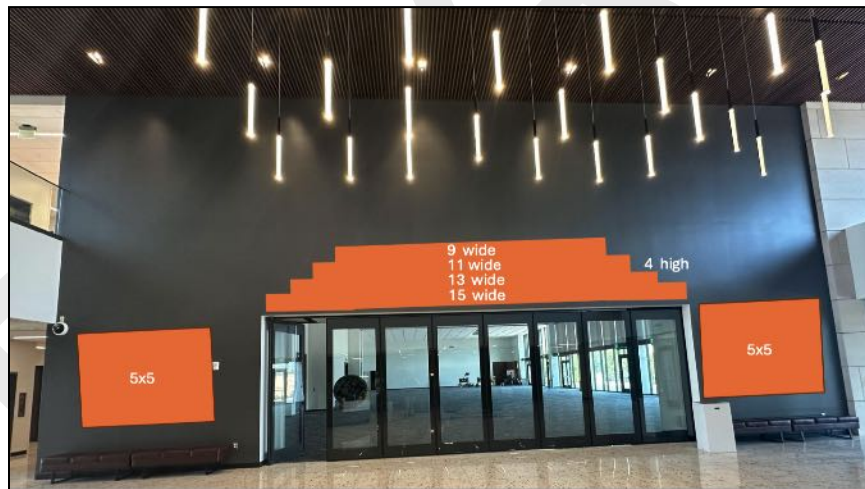


Image (Option #3 - Entry Display - Unite 6000 1.5mm):



Image (Option #4 - Entry Display - Unite 6000 1.5mm):

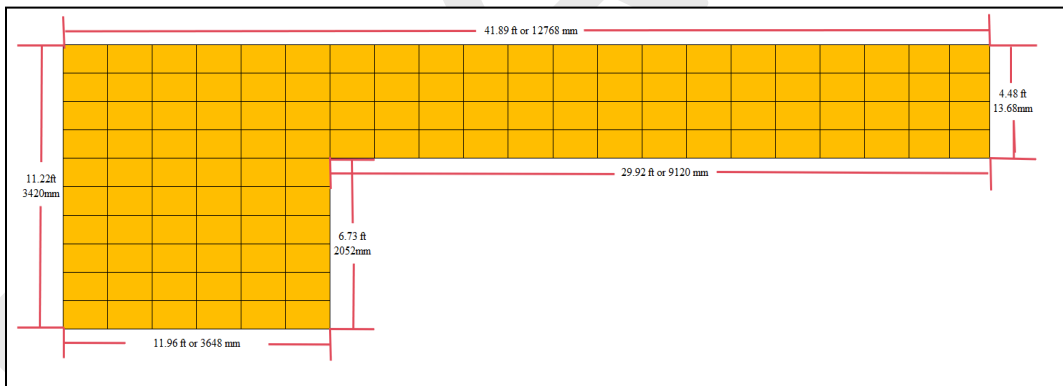
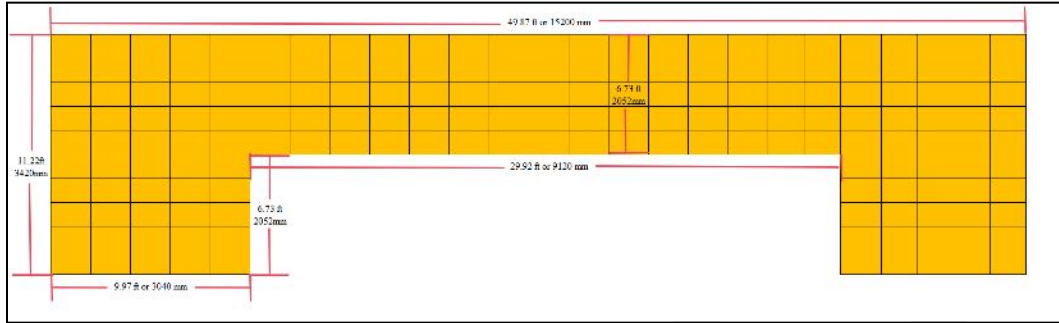


Image (Option #5 - Entry Display - Unite 6000 1.5mm):



DRAFT

Customer Responsibilities

- o Receive all equipment delivered to Customer. All displays and TV's must be checked for damage at the time of delivery. Any other obviously damaged boxes should be opened and contents inspected for damage at time of delivery. Any damage must be reported to the carrier and to HTS immediately. Customer is responsible for full replacement cost of any damaged equipment Customer accepts for delivery without conducting the timely inspection described above.
- o Provide power in all locations specified by HTS before the HTS-assigned AV engineers arrive on site for installation, to include camera locations, flat screen locations, and rack locations.
- o Provide network drops in all locations specified by HTS before the AV engineers arrive on site for installation, if applicable.
- o Provide access times and room scheduling to HTS before the AV Engineers arrive on site and ensure accessibility of the necessary locations while installation is being performed.
- o Provide a Point of Contact for the HTS-assigned Project Manager to report to about any possible issues which may arise as well as progress on the installation.
- o Deliver equipment to the buildings in which it will be installed before the AV engineers arrive on site.
- o Provide a location at each building for all trash and boxes to be taken after installation is complete.
- o Respond to additional requests for information and assistance as HTS or its contractors may reasonably request to be able to complete the work.

HTS Responsibilities

- o HTS-assigned AV engineers will typically arrive on site by 8-10 am of the first day of scheduled installation. Upon arrival, the AV engineers will:
 - Check-in with Customer-assigned Point of Contact.
 - Have an equipment list and Statement of Work in hand.
 - Answer any questions the Customer Point of Contact may have about the installation.
 - Locate and verify that all applicable equipment is on site and in the proper location(s).
 - Document any missing, damaged or invalid equipment.
- o As the work progresses, the AV engineers will:
 - Manage all cabling in a neat and organized fashion.
 - Ensure that the installed equipment in each room (to include all audio equipment, projectors, switchers and distribution amplifiers) is adjusted and working properly.
- o Upon completion, the AV engineer will:
 - Inform the Customer-assigned Point of Contact
 - Provide training to Customer on proper usage of the room and systems
 - Answer any questions Customer may have about operation of the equipment
 - Ensure that the overall function of the rooms and systems is up to Customer's expectations
 - Remove all boxes and trash and debris associated with the installation to the location provided by Customer
 - Have sign-off sheet signed by Customer, acknowledging completion and departure time.

Post-Installation

- o Complimentary 90-Day Warranty-Related Assistance:
 - While HTS does not warrant third-party products, HTS will, for a period of 90 days after installation, assist the Customer with any performance issues which may arise with the equipment and any related warranty claim during such period, without any additional charge. During this limited time period, HTS will, for example, assist Customer in diagnosing functionality problems with the newly-installed equipment and, if appropriate, assist Customer in submitting warranty or other similar claims to the manufacturer of the defective equipment under the manufacturer's warranty. The viability of any warranty claim Customer may have will be dependent upon Customer meeting the criteria of the manufacturer's warranty terms, as to which Customer will be solely responsible.
 - The complimentary 90-day warranty-related assistance includes labor but does not include the payment of any costs or expenses. For example, shipping charges when shipping defective equipment to/from the manufacturer, and any other costs or expenses incurred, will be Customer's sole responsibility.
- o After 90 days, labor costs may be charged for time spent assisting Customer with warranty or any other equipment-related issues, unless an optional *Standard Service Contract* has been purchased (see below).
- o *Standard Service Contracts*:
 - HTS offers a 12-month "*Standard Service Contract*" which covers labor, as well as costs and expenses, associated with assisting Customer with manufacturer warranty claims during its term.

36 Howard Drive·Ellisville, MS 39437
P.O. Box 1590·Laurel, MS 39441



888.912.3151 general·601.399.5077 fax
888.323.3151 technical support

A Division of Howard Industries, Inc.
www.Howard.com

Online Quotation

Quote No: lc10 1576084.00 **Quote Date:** October 14, 2025
Customer Name: Caleb Hogue **Phone Number:** 2542988444
Company Name: Temple College **Fax Number:**
Quote Name: TEMPLE COLLEGE - HOWARD_ENTRY DISPLAY - UNITE 6000 1.5MM - OPTION 5

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	PHILIPS 6000 SERIES, 27' 16:9 - 1.5MM, 650 NIT INDOOR - 608 X 342 X 59 MM MPN: 27BDL6115L/00 Contract: TIPS/TAPS Computers/Equipment 230105	180	\$417.00	\$75,060.00
2:	PHILIPS 6000 SERIES UNITE, 2ND GEN 27' - 1.5MM, 650 NIT - 304 X 171MM MPN: CRD16115/00 Contract: TIPS/TAPS Computers/Equipment 230105	36	\$98.00	\$3,528.00
3:	PEERLESS - 25W X 5H + 5W X 5H COMBINED MOUNT SOLUTION MPN: PRLS - CST MOUNT TEMPLE Contract: TIPS/TAPS Computers/Equipment 230105	1	\$19,347.00	\$19,347.00
4:	PEERLESS - PERIMETER TRIM MPN: PRLS - CST TRIM TEMPLE Contract: TIPS/TAPS Computers/Equipment 230105	1	\$15,050.00	\$15,050.00
5:	PEERLESS - REQUIRED CONSULTATION INSTALLATION SUPPORT MPN: PRLS - INST SUPP. Contract: TIPS/TAPS Computers/Equipment 230105	1	\$11,012.00	\$11,012.00
6:	PHILIPS PPDS - FULL INSTALLATION - SEE SOW DOCUMENT FOR DETAILS MPN: PPDS - INSTALL Contract: TIPS/TAPS Computers/Equipment 230105	1	\$26,322.00	\$26,322.00
7:	PHILIPS PPDS - TRAVEL EXPENSES MPN: PPDS - TRAVEL Contract: TIPS/TAPS Computers/Equipment 230105	1	\$8,456.00	\$8,456.00
8:	NOVASTAR H-SERIES - H2 MPN: CRD20051/17 Contract: TIPS/TAPS Computers/Equipment 230105	1	\$734.00	\$734.00
9:	NOVASTAR H-OUTPUT_20XRJ45 SENDING CARD MPN: CRD20056/00 Contract: TIPS/TAPS Computers/Equipment 230105	2	\$2,688.00	\$5,376.00
10:	NOVASTAR H-INPUT_1XHDMI2.0+1XDP1.2 MPN: CRD20065/00 Contract: TIPS/TAPS Computers/Equipment 230105	4	\$1,777.00	\$7,108.00
11:	PHILIPS EDGE FINISH KIT - 6000 SERIES - 1-WIDE, 608MM (TOP/BOTTOM) MPN: EFK2701/00 Contract: TIPS/TAPS Computers/Equipment 230105	25	\$44.00	\$1,100.00
12:	PHILIPS EDGE FINISH KIT - 6000 SERIES - 1-TALL, 342MM (LEFT/RIGHT) MPN: EFK2702/00 Contract: TIPS/TAPS Computers/Equipment 230105	10	\$44.00	\$440.00
13:	PHILIPS EDGE FINISH KIT - 6000 SERIES - CORNERS (8 PCS) AND EDGE CLIPS (50 PCS) MPN: EFK2703/00 Contract: TIPS/TAPS Computers/Equipment 230105	2	\$87.00	\$174.00
14:	PHILIPS SERVICE TOOL 5/6/7/8/9000 L1/BATT/CHARGER&WW PLUG/CASE MPN: BM107000/00 Contract: TIPS/TAPS Computers/Equipment 230105	1	\$498.00	\$498.00
15:	PHILIPS CABLE - DVLED POWER FLAT CABLE - OUTLET TO PANEL MPN: CRD20043/17 Contract: TIPS/TAPS Computers/Equipment 230105	35	\$24.00	\$840.00

16:	PHILIPS TOOLBOX 5/6/7/8/9000 M10/T-HEX 5,6,8/SD/ASGL/USB32GB MPN: BM199005/00 Contract: TIPS/TAPS Computers/Equipment 230105	1	\$320.00	\$320.00
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Sub-Total: \$175,365.00
Shipping & Handling: Included
Taxes: Tax Exempt
Total for Item 1: \$175,365.00

This Quote will expire on November 13, 2025.
Please include your Quote Number on your Purchase Order.

Item 2

Category	Description	Qty.	Unit Price	Ext. Price
System Type: Accessories				
1:	TEMPLE COLLEGE - HOWARD_ENTRY DISPLAY - UNITE 6000 1.5MM - OPTION 5 LABOR MPN: TEMPLE COLLEGE - HOWARD_ENTRY DISPLAY - UNITE 6000 1.5MM - OPTION 5 LABOR Contract: TIPS/TAPS Computers/Equipment 230105	1	\$6,002.00	\$6,002.00
2:	TEMPLE COLLEGE - HOWARD_ENTRY DISPLAY - UNITE 6000 1.5MM - OPTION 5 SSC MPN: TEMPLE COLLEGE - HOWARD_ENTRY DISPLAY - UNITE 6000 1.5MM - OPTION 5 SSC Contract: TIPS/TAPS Computers/Equipment 230105	1	\$1,013.00	\$1,013.00

Sub-Total: \$7,015.00
Shipping & Handling: Included
Taxes: Tax Exempt
Total for Item 2: \$7,015.00

This Quote will expire on November 13, 2025.
Please include your Quote Number on your Purchase Order.

Total for all pre-configured items

Sub-Total: \$182,380.00
Shipping & Handling : Included
Taxes: Tax Exempt
Total: \$182,380.00

Notes:

Please note that ALL QUOTES/PRICING ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO IMPACTS FROM TARIFFS **These are "budgetary" quotes **

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