Meeting Date: October 25, 2021

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Howard College

BIG SPRING, LAMESA, SAN ANGELO, SWCD
COVID-19 RESPONSE STATUS #18
OCTOBER 25, 2021
COVID-19 RESPONSE STATUS #18

01  STAGE 1
   • No confirmed cases in the college service area.

02  STAGE 2
   • Moved to Stage 2 March 24th.
   • First report of confirmed case in service area.
   • Now five cases
     ◦ Last one confirmed as community spread
   • As of April 30th
     ◦ Tom Green County - 44 cases
     ◦ Dawson County - 21 cases
     ◦ Howard County - 4 cases
     ◦ Martin County - 2 cases
     ◦ Concho County - 1 case
STAGE 2: COVID-19 Confirmations

Total COVID-19 Confirmations for Howard College Service Area
By Month / By County

Case Confirmations

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### COVID-19 RESPONSE STATUS #18

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**Total Active COVID-19 Cases for Howard College District Service Area By County**
STAGE 2: COVID-19 Recoveries

Total Active COVID-19 Cases for Howard College District Service Area
By County

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Total Active COVID-19 Cases for Howard College District Service Area
By County
Beginning in January, the Communicable Diseases Co-chairs officed on the Big Spring and San Angelo campuses began monitoring the growing COVID-19 concern, sharing information with district employees about recommended guidelines.

The Emergency Management leaders officed on the Big Spring and San Angelo campuses, as well as Cabinet, were monitoring the situation at the local, state, national and global levels and participating in local meetings as convened.

Beginning Monday, March 9th, of Spring Break, the Communicable Diseases Co-chairs and Emergency Management leaders interchangeably participated in daily calls with the Texas Department of Health Services, providing summaries of the calls.

As the week wore on, efforts to remain vigilant on the growing situation and actions being taken across the country and state were taken. It became apparent by Thursday, March 12th, additional action needed to be taken as confirmed cases were growing across the country and state.

For emergency operations planning, a COVID-19 Response Team was activated which included the Communicable Diseases Co-chairs, the Emergency Management leaders, Cabinet, Big Spring Instructional Deans, Student Services leaders for Big Spring and SWCD due to residence halls and food service, Athletic Director, Lamesa Campus Director, Human Resources, Chief Information officer, Distance Learning leader plus president's office staff. On the evening of March 12th, the group had its first meeting.

Staying in close contact, by the end of the weekend, it became apparent another meeting was needed. Sunday night, March 15th, a telephonic call was held to prepare for the week and assess changes that had occurred since the Thursday, March 12th call.
• Daily state-wide calls with Texas Department of State Health Services, as available, continued through the week of March 16th.
• Frequent contact with area city and county authorities and weekly meetings were attended.
• Hosting the Howard County Emergency Management meeting, first in person and following ones telephonic. Representative Darby participating by phone.
• Weekly meeting of San Angelo public entities with Howard College San Angelo campus representation.
• Daily, twice-weekly, weekly, twice monthly and now as needed, state-wide call with Texas Association of Community Colleges (TACC) that have included representatives from the Governor's office, Lieutenant Governor's office, Legislators and staff, Texas Higher Education Coordinating Board (THECB) representatives and other state leaders started on Tuesday, March 17th.
• Contacts were made as needed with peers, ISD contacts, TACC, Legislative Budget Board (LBB), and others.
• Meetings weeks of March 15-20 and March 23-27 and continuing:
  ◦ Meetings of COVID-19 Response team once or twice per day on implementation and as needed
    ■ Subgroup meetings focused on Open Howard College as needed
  ◦ Cabinet meetings held as needed
  ◦ Using Microsoft Teams for meetings
  ◦ Multiple webinars at federal and state level concerning various initiatives
  ◦ Multiple teleconference/virtual meetings with our colleagues across the state
  ◦ Viewing of White House Briefings and Governor Abbott's Press Conferences
COVID-19 RESPONSE STATUS #18

ONGOING INFORMATION INFLOWS, PARTICIPATION & PLANNING

• Meetings weeks of March 15-20, March 23-27 and continuing:
  ◦ Telephone Board of Trustee meetings / March 27, April 6, May 4, June 8, August 3, 20, 27, 31, September 28, October 26, November 16, December 14, December 21, and January 25
  ◦ District-wide telephonic meeting April 30 - 432 participating / May 21 - 230 participating / June 9 - 180 participating / August 6 - 208 participating
  ◦ Annual Town Hall meetings held virtually for all campuses: Big Spring/August 11 (number attended unknown), San Angelo/August 11 (73 attended), SWCD/August 14 (36 attended)
  ◦ Success Summit 2020 held on September 18 (312+ attended)
  ◦ 2021 District meeting held on January 29th with 230+ attending; 2021 District meeting held on February 26th with 225 attending; 2021 District meeting held on March 26th with 215+ attending; 2021 District meeting held on April 23rd with 292 attending; 2021 District meeting held on August 5th with 203 attending and August 18th with 205 attending.
  ◦ 2021 Success Summit held virtually on September 17th with 230 attending.
  ◦ President’s Council held on June 3rd with 67 attending
  ◦ Visioning meetings held virtually during spring and summer

• Legislative outreach being done by mail, phone, electronically, and virtually
• Community College Day for students will become a virtual week-long event (March 1-5, 2021)
COVID-19 RESPONSE STATUS #18

CARES ACT FUNDS SUMMARY AS OF January 31, 2021; February 28, 2021; April 25, 2021; June 23, 2021; August 2, 2021; August 30, 2021; September 27, 2021; October 25, 2021

**Institution Funds**
- CARES Act Funds: COVID-19 Institution Emergency Solutions Project, Grant Dated May 5, 2020, Received $727,303, Expenditures to date: $451,848; $467,511; $467,784; $727,303
- Additional funds in the amount of $258,000 will be awarded to 88 students for $1,500, for a total $132,000. There are 336 students with zero Expected Family Contribution (EFC) who will also be awarded an additional $375, for a total of $126,000 in student aid to be awarded by April 30, 2021. All funds were expended by April 2021 of which $258,000 was awarded to students for emergency aid.
- CARES Act Funds Second Award (CRRSAA - Coronavirus Response and Relief Supplemental Appropriations): COVID-19 Institution Emergency Solutions Project, Grant Dated January 17, 2021, Received $2,758,234. Expenditures to date: $1,218,450 of which $992,275 was for 19/20 Lost Revenue; $1,939,129 of which $999,578 was for 19/20 Lost Revenue and $700,011 was for 20/21 Lost Revenue. We continue to research eligible uses of the funds.
- CARES Act Funds Third Award (ARPA – American Rescue Plan Act): COVID-19 Institution Emergency Solution Project, Grant Dated May 13, 2021, Received $3,101,198. A committee met June 17, 2021 to discuss the criteria and the plan to disburse the funds. Awarded $2,452,000 to 1,226 students as of October 24, 2021.
- **Total CARES Institution Funds (excluding HSI funds):** $3,485,537; $6,375,120

**Student Funds**
- CARES Act Funds: COVID-19 Student Emergency Solutions Project, Grant Dated April 24, 2020, Received $727,304, All funds were awarded by October 8, 2020.
- CARES Act Funds Second Award: COVID-19 Student Emergency Solutions Project, Grant Dated January 17, 2021, Received $727,304, A committee met February 5, 2021 to discuss the criteria and plan to disburse the funds. Application opened February 23, 2021. 825 applications received. Awards of $1,500 can be given to 485 students. Awards have not been made as of March 24, 2021. Financial aid office is checking eligibility and prioritizing applications, distribution is imminent. All funds were awarded to students on March 25, 2021.
- CARES Act Funds Third Award (ARPA – American Rescue Plan Act): COVID-19 Institution Emergency Solution Project, Grant Dated May 13, 2021, Received $3,101,198. A committee met June 17, 2021 to discuss the criteria and the plan to disburse the funds. Awarded $1,138,000 to 569 students by July 26, 2021. **Awarded $2,452,000 to 1,226 students as of October 24, 2021.**
- **Total CARES Student Funds:** $1,454,608; $4,555,806
COVID-19 RESPONSE STATUS #18

CARES ACT FUNDS SUMMARY AS OF January 31, 2021; February 28, 2021; April 25, 2021; June 23, 2021; August 2, 2021; August 30, 2021; September 27, 2021; **October 25, 2021**

- **Additional Funds**
  - CARES Act Funds: COVID-19 HSI Institution Emergency Solutions Project, Grant Dated September 23, 2020, Received $94,505. No funds have been spent to date; however, plans are to use the funds for Student Emergency Aid. Awards of $1,500 can be awarded to 63 students. All funds were awarded to students for emergency aid on March 25, 2021.
  - CARES Act Funds Second Award: COVID-19 HSI Institution Emergency Solutions Project, Grant Dated March 3, 2021, Received $193,468. Expenditures to date: $2,489. We continue to research eligible uses of the funds.
  - CARES Act Funds Third Award: COVID-19 HSI Institution Emergency Relief Project, Grant Dated August 10, 2021, Received $323,291. No funds have been spent to date. We continue researching eligible uses of the funds.
  - CARES Act Funds: Governor’s Emergency Education Relief (GEER) Fund: Emergency Educational Grant (EEG), Grant Dated September 1, 2020, Received $23,052. All funds were awarded to students by September 28, 2020.
  - CARES Act Funds: Governor’s Emergency Education Relief (GEER) Fund: Texas Educational Opportunity Grant (TEOG), Grant Dated September 1, 2020, Received $23,856. All funds were awarded to students by January 27, 2021.

Grand Total CARES Act Funds received directly by the college: $5,034,650; $5,081,558; $5,275,026; $11,265,807; $11,542,190

- **TSLAC CARES grant**
  - Howard College Libraries received $11,000 from the Institute of Museum and Library Services and the Texas State Library and Archives Commission
    - Funds will be used to purchase touchless self-checkout stations, webcams, document cameras, and headsets for all locations.
    - Also used to purchase tables for cleaning stations throughout the Big Spring library, powerbanks to allow students to spread out in the library and materials to complete a Zoom Room.
COVID-19 RESPONSE STATUS #18

CARES ACT FUNDS SUMMARY AS OF January 31, 2021; February 28, 2021; April 25, 2021; June 23, 2021; August 2, 2021; August 30, 2021; September 27, 2021; October 25, 2021

• Child Care Relief Fund
  • The Howard Cottage daycare received $44,088 in Coronavirus Response and Relief Supplemental Appropriations (CRRSA) funds from the Texas Workforce Commission (TWC) for operating costs. Funds were used to help cover payroll and the associated benefits. All funds were spent by August 31, 2021.
On Monday, March 16th, faculty began the transition of all courses to the online, digital format, in order to go live by March 20th.

Health Professions programs immediately moved forward so that clinicals could be done according to the guidelines. Hospitals began to restrict entrance...except for Scenic Mountain Medical Center and the VA in Big Spring and Shannon Medical Center and San Angelo Community Medical Center in San Angelo. Nursing homes restricted access. Other health entities did the same. Health Professions faculty designed clinical rotations around the clock to get as many clinical hours for students as possible, not knowing what the future would hold. The weekend of March 20th, the Governor issued directions to relax some guidelines so that health professions students could be prepared to enter the workforce quickly. NCLEX testing sites for nurses will be expanded across the nation to provide increased opportunities for students to test upon graduation.

Dental Hygiene continued with online, using Zoom for classroom. Clinicals will not be held until April 21st following signed mandates from the Governor. It could possibly be summer before clinical hours can be completed for this program. Dental Hygiene Clinical Boards have been postponed.

Faculty participated in professional development provided by the eTrainers and collaborated on ways to enhance the online format. The biggest challenge was how to approach those courses with hands-on training such as welding, etc. The plan was to begin delivering those opportunities in small groups by March 30th. As time has advanced, extensions of some courses for a few weeks may be the better solution.
On March 20th, the plan for each course was posted and an alert was sent to each student to check the online format for their schedule beginning on March 23rd.

Links to resources were added to Blackboard.

Working with Correctional Facilities relative to instructional delivery.

Creation of faculty resources page for faculty transitioning to online instruction.

Libraries sharing national research guide with COVID-19 resources and also developing interactive databases for faculty to use with various courses.

Social distancing is being implemented in all Fall 21 in-person classes.

Implemented altered class schedule from September 7-20 on San Angelo campus to reduce numbers of students on campus due to rise in COVID-19 cases in the San Angelo community.
COVID-19 RESPONSE STATUS #18

INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT

March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

- General Instruction:
  - Arts and Sciences: Continuing to implement the changes from the Status #1 report.
  - Arts and Sciences: Moved all summer courses to an online format.
  - Spring 2020 probation/suspension status for students will not change.
  - Spring 2020 No Credit grade policy implemented.
  - Fall 2020 - all syllabi will include a section that includes an instructional plan for altered operations.
  - Fall 2020 - all courses will have a Blackboard shell with minimum required content as determined by eTrainers and instructional deans.
  - Consideration of multiple mini semesters within academic calendar as well as fall end date.
  - Expectations for Zoom attendance in class were developed and shared with students, posted on website.
  - Classes began August 17th.
  - LEADS Orientation held on San Angelo campus August 12-14 - 81 students; LEADS Orientation held on Big Spring campus August 27-29 - 106 students attended.
  - Spring and summer course schedules being built with COVID-19 guidelines still in place for all campuses (50% room capacity). Increased face-to-face instruction will be added back for the Big Spring campus in addition to virtual/online options as well. San Angelo, Lamesa, and SWCD will continue with current strategies offering all instruction options.
  - Planning to open classroom capacity at 100% for the Fall semester dependent upon federal, state and local guidelines.
COVID-19 RESPONSE STATUS #18

INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT

March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

- San Angelo:
  - Cosmetology: Every course will change the end date to August 21st to complete their 500 contact hours. Students are currently still completing assignments to continue in the class.
  - Construction Trades: CONST 1342 and CONST 1350 students have been given an Incomplete and we will bring the students back for lab as soon as we are able. We can determine the time and structure as we near that time.
  - EMS: EMSO 1166 changed its end date to 6/5/20 so that seven of the seventeen students can finish their practicum. The other ten students have completed their practicum requirements.
  - HVAC: HART1441 students have been given an Incomplete and we will bring the students back for lab as soon as we are able. We can determine the time and structure as we near that time.
  - Certain CTE/CE and Health Profession classes continue to complete the spring terms through online and some onsite clinicals.
  - Classes being taught virtually via Zoom or BlackBoard and face-to-face at reduced capacity in the classrooms. Applied CTE and Health Profession and LEADS classes are meeting face-to-face. AEL classes are meeting virtually. All safety protocols being followed. Some classes moved to WTTC industry rooms to accommodate reduced capacity for large classes.
  - New GAME 1303 course being offered in December Mini session.
  - Some CE trainings being scheduled in the WTTC.
  - Two long term customers have returned to rent rooms in January and are booking into the spring.
COVID-19 RESPONSE STATUS #18

INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT

March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• Big Spring:
  ◦ Nursing: Continuing the same process from Status #1 report.
  ◦ Dental Hygiene: Continuing online lecture and are planning began clinicals on July 6th.
  ◦ CNA: Continuing to implement the changes from the Status #1 report. Continuing online teaching and awaiting clinicals until able to return to clinicals in a nursing home environment.
  ◦ Summer I classes started June 1st in an online format except for health professions programs and select courses from the Spring semester that are continuing to meet face-to-face.
  ◦ Summer II classes started July 1 in an online format except for health professions programs and select courses from the Spring semester that are continuing to meet face-to-face.
  ◦ Decision made to begin Fall20 face-to-face courses in virtual mode. Exceptions include health professions courses, CTE courses with hands on skill development, and LEADS Orientation and LEADS courses.
  ◦ Summer II classes started July 1 in an online format except for health professions programs and select courses from the Spring semester that are continuing to meet face-to-face.
  ◦ Decision made to begin Fall20 face-to-face courses in virtual mode. Exceptions include health professions courses, CTE courses with hands on skill development, and LEADS Orientation and LEADS courses.
  ◦ Classes being taught virtually via Zoom or BlackBoard or in online format. Applied CTE, Health Profession and LEADS classes are meeting face-to-face. All safety protocols being followed.
COVID-19 RESPONSE STATUS #18

INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT

March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• Big Spring continued:
  • Limited amount of classes (history, agriculture, music and physical education) transitioned to face-to-face or hybrid of face-to-face and Zoom modality for the remainder of the semester.
  • Working with Financial Aid to plan a second mini term in December. Five core courses added to Fall Flex schedule, classes will run December 21st – January 15th.
  • Spring class schedule primarily face-to-face with some classes still available on Zoom and/or in an online format.
  • Kids College offered as a take-home virtual opportunity for the community.

• SWCD:
  ◦ Classes are meeting face-to-face. All safety protocols being followed.

• FCI and GEO:
  ◦ Prison programs begin to re-open. FCI delayed; possibly begin November 1st. Started classes.
  ◦ Changes being made to delivery approach.

• Dual Credit:
  ◦ Hosting dual credit nights for interested high schools via webinar to answer questions for students and parents.
  ◦ Dual credit enrollment paperwork is being submitted and processed. The program continues to offer informational sessions online.
  ◦ Conferring with ISDs on potential changes in academic calendar affecting dual credit delivery.
  ◦ Offering TSIA testing for dual credit students as requested by the high schools.
COVID-19 RESPONSE STATUS #18

INSTRUCTIONAL PLANNING, PREPARATION, AND DEPLOYMENT

March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

- Facebook Live sessions multiple times each week to provide assistance, encouragement, support, etc. for students.
- Added communications@howardcollege.edu email address to field questions, needs, etc.
- Created COVID-19 webpage with resources for students and employees.
- Assessing student technology needs through online form; providing laptops and other equipment; helping with internet service.
- Monitoring student engagement in courses: faculty and advisors are calling them to encourage the need to begin working.
- HC Alerts are being utilized to inform students and employees of important information.
- Implementing chatbot texting system to communicate with students in real time.
- Dorms: Takeout meals being provided to those still on campus.
- Mailing items to students at their homes.
- Assisting students with travel arrangements and needs.
- Food and toiletry pantries remain available to students by appointment.
• Drive-thru graduation celebrations were held on the Big Spring (included Big Spring, Lamesa and SWCD graduates) and San Angelo campuses on May 7th and 8th. Both celebrations were live-streamed and available on radio broadcast. Recordings of the celebrations were posted on the college YouTube channel and shared across social media as well as the website.
  ◦ Total graduates 682 / 235 participated in person, 70 participated virtually (305) / 45% participation for district
  ◦ Big Spring: 256 graduates / 69 participated in person, 49 participated virtually (118) / 46% participation
  ◦ Lamesa: 14 graduates / 5 participated in person, 1 participated virtually (6) / 43% participation
  ◦ San Angelo: 383 graduates / 156 participated in person, 17 participated virtually (173) / 45% participation
  ◦ SWCD: 29 graduates / 5 participated in person, 3 participated virtually (8) / 28% participation
• Health profession programs held various pinning activities across the district. Videos and photos were placed on the website and shared across social media.
• Held Dental Hygiene pinning ceremony in the East Room on July 29th with limited attendance; broadcast on Facebook Live for those who could not attend.
• RN pinning ceremony held on October 22nd on Big Spring campus with limited attendees; broadcast on Facebook live for those who could not attend.
• LVN to RN pinning ceremony planned for October 30th for San Angelo campus.
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• Reaching out to dual credit schools to ensure connection with students and counselors, plus instructional formats as needed.
• Reached out to student leaders to assist with communicating with the student body to address questions, concerns and needs.
• Offering virtual tutoring using Upswing, Zoom, Skype and video phones.
• Forwarding phone lines in order to respond to student calls.
• Planning underway for updates/encouragement for students from the president in different formats.
• Accommodation needs for students changing to online format being analyzed and addressed.
• Using jump-drives between faculty and students to share information.
• Providing options for students to access food and personal hygiene pantries through appointment.
• Remote WiFi access points in areas such as Ackerly, Garden City, Coahoma and Sand Springs being offered by WesTex.
• Online mental health counseling being provided to students.
• Determination of residence hall rules in relation to social distancing and visitors.
• Libraries sharing tips for students in social media formats.
• Community College Survey of Student Engagement (CCSSE) being administered to all students electronically via email. Traditionally a randomized in-person survey that was canceled due to COVID.
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• 2021 Graduation Ceremonies held with COVID-19 Protocols in place
  • San Angelo – May 13th @ 6:30pm; Foster Communications Coliseum
  • SWCD – May 14th @ 10:00am; Maddux Student Center
  • Big Spring/Lamesa – May 14th @ 7:00pm; Dorothy Garrett Coliseum
  • Events held in-person and live-streamed.
  • Students allowed 4 tickets/each; unused tickets will be re-distributed as requested.
  • Graduation Celebration Experience purchased. Will be utilized to include virtual celebration opportunities for students.
  • Temporary COVID protocols required for the use of the Dorothy Garrett Coliseum being established following guidance of local health authorities.

• 2021 Pinning Ceremonies held with COVID-19 Protocols in place
  • San Angelo: HP – 10:00am; LVN – 11:30am; RN – 1:00pm; All held at Sierra Vista Methodist Church limiting 180 attendants at each ceremony; all events live streamed
  • Big Spring: LVN – 1:00pm in the Fireplace Room; RN – 2:30pm in the DGC East Room; Dental Hygiene – 4:30 pm in the DGC East Room; All will be live streamed
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 24, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• eLearning:
  ◦ Continuing Ana virtual assistant efforts with great response from students.
  ◦ Increased district’s GoToMeeting subscription to include GoToWebinar.
  ◦ Purchased Respondus Lockdown Browser for increased online security of online assessments.
  ◦ eTrainers developing training program for faculty focused on Blackboard Collaborate, Zoom, virtual group engagement, and Respondus Lockdown.
  ◦ Purchased license for Verbit Transcription & Caption Services - integrates with Collaborate.
  ◦ Purchased Zoom institutional license.
  ◦ Recommended to all faculty teaching online courses to create a Zoom room for their course as a backup option for video conferencing.
  ◦ High-end web cameras were purchased for each of the video conferencing rooms throughout the district to facilitate online learning.

• Registrar and Admissions:
  ◦ Application and SPEEDE transcripts are processed daily from home.
  ◦ Acceptance letters are processed twice a week from home and sent to recruiting to be added to applications packets mailed to students.
  ◦ Some staff are going to the office sparingly to process things that have to be done on campus, which includes gathering mail, working transcripts that are mailed, as well as test scores, etc.
  ◦ Working through all (Summer and Fall 20) registration processes from home.
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 24, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• Registrar and Admissions continued:
  ○ We have been working through Spring graduation processes from home, as well. Some process, such as printing of degree audits, is done more efficiently from the office so there is limited time spent in the office for these processes.
  ○ Many audits are being done to keep us on track with registration and graduation.
  ○ Phone calls are being answered when staff is in the office. Phone lines are transferred to cell phones when we are not in the office.
  ○ Deadline to submit grades has been moved to Wednesday, May 13.
  ○ Registrar and admissions personnel are working on site at all campuses. San Angelo staff have adopted a rotating work schedule on site to follow social distancing guidelines.
  ○ Appointments are being made for in-person meetings with students as needed. Primary assistance remains by phone and email.
  ○ Appointments are no longer required to meet with admissions.
  ○ Registrars will not be required to do Fall Eligibility submission due to NJCAA ruling and will push all team eligibility to Spring 2021.
  ○ Spring/Summer 2021 registration began November 10th. Schedule was available November 2nd.
  ○ Drop date for fall courses extended to November 18th.

• Financial Aid:
  ○ Excluding from financial aid satisfactory academic progress any attempted credits that were not completed by such students without requiring an appeal by such student. Financial aid does not have to collect a suspension appeal for Federal aid, state exemptions, waivers, and state grants.
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT:
March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• Financial Aid continued:
  ◦ Currently waiting on additional guidance for Return of Title IV Funds (R2T4) and Reporting Requirements. The Department of Education is currently reviewing the implications of the Act and will provide appropriate guidance as soon as possible.
  ◦ Verification requirements - the Department of Education suspended the in-person submission and notary requirements for V4 and V5 verification. The institution may allow an applicant or student to submit copies of the required verification documents electronically to the institution. This may occur by uploading a photo of the documents (including from a smartphone), PDF, or other similar electronic document through a secure school portal, by email, etc.
  ◦ We also recognize that forms of identification (such as a driver’s license) may expire with no real and reasonable opportunity for renewal due to social distancing requirements. Institutions may accept a copy of an expired document if it expired after March 1, 2020.
  ◦ Further, the Department waives the requirements under 668.57(b) and (c) that a dependent student submit a statement signed by one of the student’s parents when no responsible parent can provide the required signature.
  ◦ Work Study - we have been sent guidance from the federal and state government that we can continue to pay work study students if they were currently hired when the COVID-19 outbreak started, regardless if they are working. Under the guidelines, colleges can still pay students through the Federal or state work study program as long as the college is paying other faculty and staff.
  ◦ Will be transferring all unexpended Federal work study funds to SEOG (Supplemental Education Opportunity Grant). The department of education has released there are no percentage limits for what can be transferred.
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

- Financial Aid continued:
  - Created online live FAFSA presentations with FAFSA demo, general financial aid information, and question and answer sessions.
  - Continue to monitor exceptions to regulations and update processes/forms to make financial aid easier for students and staff.
  - CARES Higher Education Emergency Relief fund for students: policy and procedure developed, committee assigned, student grant application developed. Opened application process on April 29th.
  - As of April 30th, 587 students have applied. Awards of $1000 can be given to 727 students.
  - As of June 2nd, 927 applications have been submitted. Awards of $1000 have been given to 647 students.
  - CARES grant report posted on website on May 29th.
  - As of July 29th, 1,029 applications have been submitted. Awards of $1000 have been given to 701 students with 68 applications pending.
  - As of August 27th, 1,092 applications have been processed. Awards of $1000 have been given to 728 students. 61 applications had no FAFSA. 303 were ineligible. The final student grant has been awarded.
  - CARES grant report was updated for the student grants on July 1, 2020, August 18, 2020 and October 8, 2020 and for the institutional grant on July 20, 2020, September 3, 2020, and October 30 utilizing the new format.
  - Staff working in office on campus and rotating schedules where needed to accommodate social distancing guidelines.
  - A Microsoft Teams student account was created for students to utilize and meet with financial aid staff through a video session, so they don't need to come to campus.
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• Financial aid continued:
  ◦ Financial Aid has awarded all grant allocations for the 19-20 aid year, including Supplemental Educational Opportunity Grant (SEOG), Texas Public Educational Grant (TPEG) and Texas Educational Opportunity Grant (TEOG). These grants were used in addition to the emergency aid grant awarding aid to students who qualified.
  ◦ The Financial Aid department is seeing an increase in professional judgment requests to lower student Expected Family Contribution (EFC) due to a rise in unemployment.
  ◦ Texas Higher Education Coordinating Board (THECB) recently received 57 million through the Governor’s Emergency Education Relief (GEER) Fund to support the TEXAS grant, Texas Educational Opportunity Grant (TEOG), and Tuition Equalization Grant and $46 million to GEER for Emergency Educational Grants. The contracts for Howard College were sent to THECB on September 9th and we have received confirmation the funds will be sent as soon as possible. The allocation will be $23,053 GEER-Emergency Aid and $23,856 for GEER-TEOG.
    ◦ Award recipients for GEER-TEOG will be awarded based on current TEOG eligibility requirements. Award recipients for GEER Emergency Aid have already been selected for those students who are eligible for GEER that were not eligible previously for the CARES Emergency Aid Relief Grant.
    ◦ Awarded and distributed $16,965 of $23,856 allocation received for GEER TEOG. Remaining funds will be spent in January to eligible students who enroll in Spring courses.
    ◦ All of the $23,053 allocation received for the GEER Emergency Aid has been awarded and disbursed to students.
    ◦ See increased requests for professional judgement to lower student Expected Family Contribution due to rise in unemployment.
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

• Financial aid continued:
  • On August 6, 2021, the U.S. Department of Education announced a final extension of the pause on student loan repayment, interest, and collections until January 31, 2022. They believe this additional time and a definitive date will allow borrowers to plan for resumption of payments and reduce the risk of delinquency and defaults.

• Recruitment/Outreach/Marketing:
  ◦ Weekly President video messages shared in social media and on website; ongoing communications and messaging through social media and website.
  ◦ Employee photo challenge engaging staff and faculty to share work from home experiences.
  ◦ Introduction of #hawksovercome and #rattlersovercome slogan.
  ◦ Developed virtual modified New Student Orientation for new students attending summer school online.
  ◦ Developed virtual walking tours of the Big Spring campus; posted online and shared in social media Weekly President video messages shared in social media and on website; ongoing communications and messaging through social media and website.
  ◦ Employee photo challenge engaging staff and faculty to share work from home experiences.
  ◦ Continued Facebook live sessions.
  ◦ San Angelo campus continued KLST and KSAN live spots two times per week - held virtually.
COVID-19 RESPONSE STATUS #18

COLLEGE SERVICE DEPARTMENT PLANNING, PREPARATION AND DEPLOYMENT: March 16-20, March 23-27, May 1-31, June 1-July 27, July 28-August 27, August 28-September 25, September 26-October 23, October 24-November 13, November 14-December 11, December 12-January 22, January 23-February 23, February 24-March 28, March 29-April 25; April 26-June 22; June 23-July 30; July 31-August 27; August 28-September 24; September 25-October 25

- Recruitment/Outreach/Marketing continued:
  - Worked with financial aid to get honor scholarship awards out to the school districts that turned in their honors form.
  - Continue to develop campaign for summer and fall registration. Had new videos made to promote "It’s Time to Fly" and "We’re Ready" concepts. Posted on social media as well as website and YouTube channel.
  - Developed and shared 2019-2020 Student Awards video.
  - New 75th Anniversary Logo launched on billboards on I-20 and in Lamesa. San Angelo billboards now in place.
  - New Student Orientation scheduled for August 4th and 6th; social distancing and masks required.
  - Masks purchased to give to all students.
  - TACRAO Virtual College Fair scheduled for Big Spring campus for October 7. We will participate in other virtual college fairs hosted during West Texas week October 5-8. Utilizing GoToCollegeFair system. Virtual booth is live and will remain up through November 20, 2020. As of October 15th, we have had approximately 271 students visit the booth. As of November 4th, 337 students have visited the booth. Contact information is collected and follow-up will occur. Booth closed on November 20th, we had 366 leads from visits to the booth. Contact will begin with email and phone calls.
  - Making contact with ISDs to plan virtual and in-person visits based on school guidelines for visitors on campus. In-person visits and presentations have begun. Some in-person campus tours have begun.
  - Scheduling FAFSA nights – both in person and virtual – with area school districts. 14 FAFSA nights completed. One scheduled for BSISD for December 10th.
• Recruitment/Outreach/Marketing continued:
  ○ Messaging being sent to students via HC Alert and Ana reminding them about health/safety protocols and self-assessment.
  ○ FAQ section added to COVID-19 Information page on website.
  ○ COVID-19 Dashboard added to the COVID-19 Information page on website.
  ○ Spring New Student Orientation held week of January 11-15 with 15 attending in person and 10 attending a virtual session.
  ○ Acquiring new live agent chat system on website to answer questions from current and/or potential students and visitors.
  ○ DREAMS Week was held in Big Spring/Lamesa, San Angelo and SWCD for all new students with 388 students enrolled.
  ○ In-person presentations and FAFSA nights scheduled during fall semester throughout the district.
  ○ In-person TACRAO college fair held on October 12th at the Dorothy Garrett Coliseum with approximately 40 colleges and universities as well as 5 high schools in attendance. Pertinent COVID-19 precautions were followed.
  ○ Recruiting staff participating in-person at TACRAO college fairs held at other campuses.
COVID-19 RESPONSE STATUS #18

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• Student and Financial Accounting:
  ◦ Implemented a way for students to pay on-line for classes or charges including continuing education classes, outstanding student balances, and day care fees. Assisted with implementation of new on-line billing and payment for Kids College.
  ◦ Submitted second, third, fourth, fifth, sixth (utilizing new, revised template), seventh, eighth, ninth, tenth and eleventh (utilizing new revised template) COVID-19 report to the LBB.
  ◦ Working on refunds and payment logistics of staggered dorm move-in schedule for Fall20.
  ◦ New, revised COVID-19 report due to the LBB by September 10th; submitted September 24, 2021
  ◦ Department of Education Quarterly Budget and Expenditure Report for CARES Act Institutional Funds submitted and posted on the college website on October 30, 2020; January 8, 2021; April 8, 2021; July 9, 2021; and October 8, 2921.
  ◦ Considering and researching the use of the HEERF II Funds (CRRSAA - Coronavirus Response and Relief Supplemental Appropriations Act, 2021) received in March 2021.
  ◦ Considering and researching the use of the HEERF III Funds (ARPA – American Rescue Plan Act, 2021) received in May 2021.
  ◦ New report of Federal Funds related to the coronavirus pandemic due to the THECB by November 15, 2021.

• Testing/Tutoring:
  ◦ Virtual tutoring continues for all campuses. TEAS testing continues onsite in San Angelo and the TSI is still being taken remotely.
  ◦ San Angelo campus resumed TSI, Pearson, TCEQ, and PAN testing. Available for HC proctored exams as needed. TEAS face-to-face testing begins in September on a regular schedule. Weekend and evening testing begins September 21st. San Angelo campus tutoring – both in person and via Zoom – have started. Added a volunteer tutor for Science.
COVID-19 RESPONSE STATUS #18

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• Library:
  ◦ Libraries remain closed but select library personnel started working on site. Other personnel remain working from home for all campuses.
  ◦ Exploring options to create appointments for students, faculty and staff to use the facilities as needed.
  ◦ Libraries are open and have face-to-face options for students as well as virtual options. Social distancing and safety protocols are being followed at all locations. New hours have been posted and shared.
  ◦ Libraries have created training videos for both students and faculty that cover how to access and use library resources.
  ◦ Libraries created research guides containing online education tools for both students and faculty.
  ◦ Libraries are promoting their webcams and interactive devices available for Zoom classes.
  ◦ Libraries are in the early stages of plans to convert a small study room to a Zoom Room on the Big Spring campus.
  ◦ Libraries are in the early stages of moving games night for students to online platforms on the Big Spring campus.
  ◦ Expanded virtual events for student activities (PolitiTaco Tuesday, Hispanic Heritage Month, Banned Book Week, etc.)
  ◦ Librarians are hosting research informational sessions with classes using Zoom.
  ◦ Library is updating online research guides for each subject/course to include quick access to subject-specific ebooks, ebook collections, and other online resources.
  ◦ Library has set up a ‘Zoom Room’ for instructor and student use.
COVID-19 RESPONSE STATUS #18

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• Libraries Continued:
  ◦ Library was awarded a CARES grant from the Texas State Libraries and Archives Commission to implement services and technology made more necessary by COVID-19.
  ◦ Continuing to plan virtual game nights for spring semester.
  ◦ Hosting virtual professional development sessions to kickstart the semester
  ◦ Developing virtual library orientation

• Athletics:
  ◦ Adjusting seasons based on NJCAA guidelines.
  ◦ Game schedules have been condensed to the spring except for rodeo.
  ◦ Post-season format determined.
  ◦ Based on NJCAA guidelines, blanket waivers for all student-athletes this year for any competition they complete during the 2020-21 academic year; Returning students are considered “non-counters” for Letter of Intent purposes.
  ◦ Hired Head Women’s Basketball Coach.

• Advising:
  ◦ Advisors are working on campus and rotating schedules as needed to accommodate social distancing guidelines. Making appointments for students to come to campus if issues cannot be handled virtually.
  ◦ Continue to advise students face-to-face, via email, telephone and virtual modes. Processing schedule changes, adds/drops, etc. as needed. All safety protocols are being followed; protective shields placed in advisor offices.
COVID-19 RESPONSE STATUS #18

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• Human Resources:
  ◦ COVID-19 work accommodation plans in process.
  ◦ As of August 24th, 11 requests have been received and approved. As of September 15th, 12 requests have been received and approved. As of November 12th, 8 requests for Spring 2021 accommodation have been received and approved.
  ◦ Virtual New Employee Orientation was held on October 30, 2020 with 23 employees in attendance.
  ◦ As of August 20, 2021, 3 faculty accommodation requests have been received for Fall 2021.
  ◦ New Employee Orientation was held in person on October 1, 2021 with 27 employees in attendance following social distancing guidelines.

• Safety/Security:
  ◦ Drive-through secondary assessments implemented across the district.
  ◦ In concert with IT, thermal stations installed.
  ◦ Sanitary stations included with thermal check-ins.
  ◦ Triage system designed for notifications.

• Student Life/Services:
  ◦ Hosted virtual games, mobile blood drive and special events
  ◦ Provided outside activities as appropriate
  ◦ FFA Camp is scheduled for June 22-25. Event will be in-person and students will be staying in the residence halls during camp. Great Western Dining will be providing their food.
  ◦ Lamb Camp and Goat Camp are both scheduled as in-person events. Lamb: July 30-August 1; Goat: August 5-7
COVID-19 RESPONSE STATUS #18

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- Residence Halls:
  - Turner Hall all students and items are out; Partee Hall some student items remain, sending out the last few items soon.
  - Summer dorm cleaning and sanitation has begun.
  - Staggered dorm move-in schedule developed for Big Spring campus; online registration process created and posted on website; students will begin moving in August 14 - September 13. Online paperwork completed prior to move in, 2 students/per hour/per dorm, only 2 individuals allowed with each student, all individuals screened prior to entering the dorm.
  - Move-in scheduled for August 14-16 for SWCD campus.
  - Quarantine plan developed for all dorms.
  - Arrangements made with Great Western Dining to manage health/safety guidelines in cafeteria.
  - Students are continuing to move into the residence halls. As of August 27th, 107 students are living on the Big Spring campus.
  - As of September 18th, staged move-in is complete and 174 students (79 in Turner, 86 in Partee) are living on the Big Spring campus, 29 students are living on the SWCD campus in single rooms.
  - 1 Assistant CRE and 1 CRE living in Turner Hall; 1 volunteer, 2 staff/faculty, and 4 coaches living in Partee Hall.
  - Great Western Dining is open for meals for those on campus.
  - Isolation rooms have been set up for students in residence halls, if needed.
  - Based on trial run of quarantine/isolation of students in SWCD cottages, instructional sheets regarding food delivery, trash disposal, contact information, etc. are being prepared for students in isolation.
COVID-19 RESPONSE STATUS #18

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• Residence Halls continued:
  ○ Isolation rooms are stocked with sheets, pillows, blankets, toiletries, microwaves, and televisions.
  ○ Purchased and will utilize new software to conduct check-in process for residence halls in the Spring semester. Move-in will begin January 5th-14th for athletes and all other students January 15th-17th.
  ○ Residence halls will be closed during Winter Break to all students beginning November 25th and will re-open January 5th.
  ○ 98 students have checked out early on the Big Spring campus; 67 students remaining in the dorms.
  ○ All students have moved out of the residence halls and the cafeteria is now closed until January 10th.
  ○ Students have checked into the dorms utilizing the Acuity scheduling app and are following protocols from the fall semester.
  ○ Cafeteria opened January 10th.
  ○ Preparation for baseline testing of dorm students underway. Baseline testing completed for Big Spring and SWCD dorm students. All students who tested were negative.
  ○ Investigating app for dorm students to use for daily check-in/screening for COVID-19 symptoms. App has been purchased and will be implemented within the next two weeks. LiveSafe mobile health screening app is being used with dorm students to provide two-way communication regarding COVID-19. It allows Howard College to detect potential infections and prevent outbreaks while maintaining the privacy and security of dorm student health information.
  ○ Visitation has been limited in dorms and no off-campus visitors are allowed.
  ○ Registration for dorm check-in on the Big Spring campus has been opened. Dorm check-in will be held August 19-21.
COVID-19 RESPONSE STATUS #18

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- Residence Halls continued:
  - Residence hall check-in is complete for Fall 2021.
  - Visitation in the residence halls is limited to dorm students only with no outside visitors allowed. This rule is in place until after Labor Day but could be extended depending upon COVID-19 cases in the area. No overnight guests are allowed.
  - Cafeteria is open for service and Great Western Dining staff are wearing masks while serving meals.
  - Student Services purchased 220 at-home COVID-19 tests from Abbott Lab Binax Now for use in the residence halls as needed. Thirty students who live in the residence halls have been tested and all came back negative. Twenty of those students were international students who were required to be tested within 5 days of entering the country.
  - No students who live in the residence halls have tested positive for COVID-19. Five students have been quarantined but were able to do so at their home.
  - **Student activities continue to be hosted following social distancing guidelines as necessary.**
COVID-19 RESPONSE STATUS #18

IDENTIFICATION OF SPECIALIZED PURCHASES

- Laptops, cellular WiFi, other mobile computing devices, headsets, and other peripherals to support remote working and student access needs.
- Additional software licensing to support increased demand for remote working and online instruction or best proctoring of tests.
- Expanding conferencing capability by increasing number of call-in ports as well as contracting for toll-free number for public meetings.
- Zoom meetings.
- Expanded GoToMeetings capacity for participants.
- Online virtual simulation for some programs.
- Neck gaiters/masks
- Food pantry purchases
- Disinfectant supplies
- Printer cartridges for remote workers
- Office supplies and postage for increased mail-outs
- IT consulting support
- Portable wall partitions
COVID-19 RESPONSE STATUS #18

IDENTIFICATION OF SPECIALIZED PURCHASES CONTINUED

• Infrared thermometers
• Additional masks
• PPE for Health Professions Programs
• Screening identification items
• Additional hand sanitation stations
• Thermal cameras to create screening stations
• COVID-19 sanitation/screening/social distance reminder signage for all campuses. Updated signage has been received and is being installed.
  • **Air Purifier System**
  • Zoom institutional license for virtual classes
  • **Additional isolation room materials**
  • Testing for residence halls
  • Requested proposals from Howard County testing providers for residence hall testing; received two responses from Affordacare and Big Spring Urgent Care – using both / CARES funding can cover the cost.
• Light boards for each campus to facilitate distance learning.
COVID-19 RESPONSE STATUS #18

DECLARATION OF EMERGENCY BY PRESIDENT AND GOVERNOR HAVE RESULTED IN:

• College's ability to use Emergency Meetings provisions for Board meetings, as needed.
• Temporary lifting of restrictive guidelines for virtual meetings and participation as required in the Open Meetings Act.
• State's waiver of normal state bidding/procurement rules.
• Other rules may be waived with permission from Office of the Governor.
• Possibility of some reimbursement of extra costs via state or federal resources.
• Relaxing of some requirements from various accreditation and oversight bodies.
• Postponing Trustee Election (May 2, 2020) to November 3, 2020.
• Governor's Executive Order on masks / July 2, 2020.
• Tax hearings required to be offered in person.
• Legislative Process protocols have been determined by Legislature for upcoming session.
  • Reviewing new administration’s pandemic requirements and guidelines in relation to state and local guidelines.
• Governor’s Executive Order / March 2, 2021, on masks and 100% capacity / Board action on March 11th to keep Open Howard College protocols in place for the spring semester.
• Governor’s Executive Order/May 18, 2021, relating to prohibition of governmental entities and officials from mandating face coverings or restricting activities in response to the COVID-19 disaster/put into effect on May 20, using altered operations status authority.
• Tom Green County Public Health Authority implementation of Control Measures on Property related to the COVID-19 Virus on August 26th in relation to the school district.
COVID-19 RESPONSE STATUS #18

STAGE 1 ACTIONS

• Prior to Spring Break, district maintenance staff began increased efforts to clean and disinfect spaces, leaving the buildings ready for return. Purchasing efforts were made by maintenance staff to increase disinfectant supplies, etc. for all locations.

• March 12th, decisions were made regarding extending Spring Break for the students until March 23rd due to out-of-state students returning and area students having traveled. An online survey for students and employees to report travel or exposure concerns was prepared and posted on the website. Faculty and staff were asked to return on the 16th as planned to begin preparation for transition to a totally online, digital format by March 23rd and to prepare the campuses for student return when appropriate. The decision was made at that time to keep the Harold Davis Fitness Center open as well as Howard Cottage for childcare services, both located on the Big Spring campus. Campuses would remain open to the public. Athletic seasons would continue as planned.

• March 16th, President Trump initiated the 15-day effort. Action was taken to close the campuses, moving into an altered operations status until March 30th. Prior to leaving, employees were told to take what they needed to work from home. The Harold Davis Fitness Center was closed beginning on Tuesday, March 17th. Howard Cottage was kept open until Wednesday, March 18th to give parents time to make other arrangements.

• Wednesday, March 18th, began to formulate a strategic plan of action based on information shared by Chancellor Brenda Hellyer, San Jacinto Community College District, that they were implementing in the Houston area. Also conferred with Johnette McKown, President, McLennan College, concerning actions they were taking relative to telephonic meetings for the Board of Trustees.
• On Thursday, March 19th, Governor Abbott took action to close schools, later clarified that included colleges, until April 3rd. He also moved Texas into a more restricted status. At that point extended the closure of campuses until April 3rd, transitioning to an altered operations status until that time.
• National Junior College Athletic Association (NJCAA) and National Intercollegiate Rodeo Association (NIRA) ended seasons for all sports. Worked with athletes as decisions were made relative to staying on campus or returning home. Monitoring national decisions relative to eligibility. Following face-to-face restrictions imposed by NJCAA until April 15th for all types of recruiting although virtual is allowed.
• Canceled activities going forward.
• Local, state and national meetings and conferences began to be canceled for the weeks ahead.
• Limited college travel to service area only.
• Have adjusted guidance to students regarding residence halls as the situation has evolved.
• Changed the drop date to April 24th.
• Expanded the four conference call lines to host 44 callers to be used for college and community meetings, classes, etc.
• Secured toll-free number to be used for public meetings with 500 caller capability.
• Cancelled March 23rd Regular Board of Trustees meeting and items will be considered by Board at later date.
• Expanded Go-To-Meeting capability to 250 participants.
COVID-19 RESPONSE STATUS #18

STAGE 1 ACTIONS CONTINUED

• FCI lock-down for 30 days resulting in no workforce training.
• GEO facilities making decisions relative to instructional operations.
• Due to self-report of employee exposed to a confirmed case of COVID-19, followed guidelines as if a confirmed case relative to impacted employees, closed San Angelo campus on March 26th for disinfecting processes on Monday, March 30th. Reported status to employees and media.
• On March 27th, seek Major Resolution Delegation for COVID-19 delegating additional authorities to President beyond existing authority to act in place of Board but to notify Board.
Responding to national, state and local actions taken.

- Transitional decisions needed as moving into Stage 2 - reported cases in service area.
- Items to be included on the Legislative Budget Board request for related expenditures to COVID-19 and estimated lost revenue for FY2020. First report April 9; next in May.

Health Professions Pinnings and Commencement:
- Pinnings week of May 4th
- San Angelo Drive-Thru Graduation Celebration May 7
- Big Spring/Lamesa/SWCD Drive-Thru Graduation Celebration May 8
- Howard Cottage Graduation

All campus events postponed and to be determined for final cancellation.

Howard Cottage: consideration of re-opening for student parents and faculty serving in first responder roles /reopened.

- Time-frame to resume normal operations - as information is available /Semester end based on Governor's order
- Extension of registration for summer and fall. Fall registration opened April 28
• Periodic needs to return to campus (for some employees).
• Registration schedules.
• Responses to students.
• Contractors delivering services, construction.
• Federal work-study students.
• Finalizing compensation plans /Altered operations working plan implemented.

**Purchasing of resources to support students or operations during altered operations status.**

• Approach to 2021 budget and ongoing projects.
• 2022-2023 LAR submitted September 18th.
• Trustee election - May 2nd or move to general election on November 3rd, as allowed by Governor. Cancellation due to candidate withdrawal. Ben Zeichick appointed to the vacancy and sworn in on August 3, 2020.

• Instructional mode for Mini and Summer sessions.
• Tuition and fees refund or credit requests.
• Refund or credits request related to room and board.
• Consideration of Incompletes and/or Pass/Fail options being discussed at the state level.

**Consideration of additional infrared thermal screening stations and air purifiers for campuses as needed. CARES funding will cover this cost.**
• Responding to needs of students located in remote areas without robust internet.
• Completion of CTE course requirements deemed difficult to accomplish virtually.
• Completion of Health Professions program requirements in some fields if COVID-19 spreads in the service area.
• Focusing on cybersecurity as advancement of virtual, remote altered operations continues.
• Potential actions being taken at state level impacting budgets as economy being strained.
• Increasing simulation as needed.
  • Working with donors interested in providing support for students/employees struggling. Received $250,000 from G.C. Broughton Foundation to cover tuition, fees, and books for 52 nursing students on the Big Spring campus.
• Determination of essential services positions required to be on-campus in the event "stay-at-home" measures are mandated.
  /Select groups have been working on campus from the beginning of the stay-at-home actions. (LBB report requirement)
• Updating of Continuity Plan.
• Inventory of potential items that could be used for medical community if needed.
• Completion of state reports within extended deadlines following "stay-at-home" mandates.
• Adjusting budget due to reduced revenue if necessary. Community colleges were not affected by 5% reduction for FY21.
• Athletic seasons adjusted as needed based on NJCAA guidelines.
• Post-season format determined for Region V.
• Transition from Zoom classes to Face-to-Face for some courses on Big Spring campus.
• Spring Break decision.
• Devising Open Howard College plan to align with Opening Up America Again and Open Texas efforts.
  ◦ Howard College/SWCD masks designed and given to employees.
  ◦ Slow, methodical, structured phasing of employees returning to sites with sensitivity to vulnerable populations and childcare/home-schooling impact.
  ◦ May 11 target date.
  ◦ Monitoring impact of Open Texas in area as we Open Howard College.
  ◦ Incorporating best practices, following state guidelines for higher education.
  ◦ Health Profession Faculty providing guidance.
  ◦ August 9th target date for Phase IV.
  ◦ Updating Open Howard College plan as federal, state and local guidelines change, and adjustments are needed.
• Consideration of Prison education programs and delivery are under discussion with prison leadership. Class delivery fluctuates based on exposure.
• In discussion with prison leadership regarding federal funding based on state funding actions.
• Daily decisions being made in regard to actions necessary for reported or determined exposures or confirmed cases.
• Re-opening of rentable spaces under consideration and implementation in some cases.
• Testing for residence hall students being finalized utilizing CARES funding.
• Phasing approach for spring dorm move-in.
• Planning events for pandemic format until Fall 2021 while awaiting final guidance on Fall 2021.
  • Graduation and awards convocations are being planned accordingly.
• WJCAC in discussion regarding proposals for spring season. Final decision will be made in January 2021. At this time, New Mexico colleges are not sure of their participation. WJCAC institutions have submitted game protocols for the upcoming basketball season that must be followed for visiting teams. New Mexico Junior College will not be participating in basketball. NMMI will travel first half of the season for games.
• Due to the fact that accounting guidelines have not been released at this time on the CARES Act, the auditors cannot complete the audit until a month after receipt. THECB has been contacted due to the deadline required for submission. We will submit drafts without that information so THECB can proceed with required reporting. Reports are being submitted.
• Seeking information on expected release of federal reporting guidelines for audit completion. Information received and audit in process of completion. Audit completed with federal reporting guidelines adherence assessed and future guidance provided.
• Additional federal funding has been released. Seeking guidance on usage of funds.
• Implementing method to gather names of employees interested in taking vaccinations in case of calls from local health authorities with surplus vaccines.
• Implementation of leave benefits application upon release from COVID isolation in the event of continuing health issues effective February 1st.
• Due to pandemic impact, Fall 2021 an employee is permitted to carry over 135 hours of vacation time. All accumulated and earned vacation must be used in the fiscal year following its accrual unless approved by the president.
Conducted voluntary survey of employees (214 responses) relative to vaccine prior to on-site vaccine clinic March 9th. Updated survey sent out 4-12-21; 207 responses with updated results below:

Results:
- 28.97%, 61.35% fully vaccinated (By April 6th; April 30th fully vaccinated will increase to 47.66%, 64.25%)
- 18.69%, 2.90% 1st vaccine
- 9.81%, 2.90% plan to get vaccinated
- 22.9%, 15.94% still trying to determine if they will take it
- 14.49%, 12.08% will not take it
- 5.14%, 4.83% preferred not to respond

Pfizer vaccine clinic held on March 9th on Big Spring campus. There were 23 staff members, 25 community members and 56 students participating.
- Second shot clinic will be held Tuesday, March 30, 2021; 1-4pm.

Planning on-campus clinics for campuses going forward as well as disseminating information about vaccines.
- Pfizer vaccine clinic held on April 15th on San Angelo campus. There were 63 individuals participating.
  - Second shot clinic held May 6th from 1pm-3pm
  - Vaccine clinic held on the San Angelo campus on September 2nd.
- Pfizer/Moderna vaccine clinic held on the Big Spring campus on August 26th.
• Flu and additional vaccines clinics held on campuses; included availability of the COVID-19 vaccine
  • San Angelo: September 9th
  • Big Spring: September 15th and September 23rd
  • **Follow-up clinics for second doses are scheduled at each site**
  • Lamesa: November 17
Tough Times Don't Last... Tough Community Colleges Do!

#hawksflytogether
HOWARD COLLEGE ANNUAL FIRE SAFETY REPORT 2021
(Data for Years 2018, 2019, 2020)

Published October 2021

The Annual Fire Safety Report is required by the Higher Education Opportunity Act (HEOA) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log. The Clery Act was amended by HEOA in 2008, requiring future reports to include campus housing fire safety statistics. The information contained in this document relates to fire safety for on-campus student residential housing only.

Each year, an e-mail notification is sent to all current students, faculty, and staff providing the web site to access this report. Upon request, prospective students and employees and others may obtain a written paper copy of the report from the safety officer.

Fire Prevention and Protection

The following procedures must be followed in an effort to reduce the risk of a fire:

1. Sufficient waste receptacles should be provided and emptied on a daily basis.
2. All oily cloths are to be kept in a covered metal can.
3. Accumulations of paper and flammable materials are to be kept at a minimum.
4. Combustible materials should be stored in a proper cabinet or container and away from heating or electrical devices.
5. Finely divided material produced in shops or laboratories (e.g. sawdust or fabric) should be frequently removed to prevent accumulation.
6. Candles should not be operated with an open flame; candle warmers should be used instead.

Exits

No obstructions may be placed in front of or upon any exit door. No aisle, exit access, or stairway may be obstructed with furniture or other obstructions so as to reduce the required width of the exits during hours the facility is open to students or employees.

Doors, Hallways, Stairways, and Landings

Fire doors separating stairwells from hallway or smoke partition doors must be maintained in working order. They are never to be blocked, wedged, or tied open. The storage of any kind or the use of office or laboratory equipment in the hallways or the stairway is strictly forbidden.

Railings, Steps, Walks

The area immediately outside of building exits will be maintained free of material at all times. Bicycles and vehicles are not permitted on sidewalks immediately adjacent to exit.
Fire Extinguisher

Fire extinguishers are located throughout the campus in sizes and types appropriate for normal activities in each area. These extinguishers are inspected annually by a qualified contractor to assure proper operation if needed. The theft of or tampering with an extinguisher should be reported immediately to the Safety Officer.

Fire Alarms

The dorms on both Howard College Big Spring and SWCD campuses are equipped with automatic fire alarm systems that are certified each year. No person, other than those directed by the Safety Officer, is authorized to adjust, reset, or otherwise manipulate the automatic alarm systems. These systems, when activated, enable a loud, busy noise audible throughout an individual building. Flashing lights are connected to the SWCD system. In the event of a fire, any employee is responsible for sounding the fire alarm by pulling an alarm station. Once the alarm has been engaged, the switchboard should be called and the location, type, and nature of the fire should be noted. The switchboard operator should call for verification of a true alarm. Upon a report of a true alarm, the switchboard operator should call 911 and request assistance from the fire department.

Faculty should direct students to the appropriate exit route (see “Building Evacuation Maps” on Web) and remain some 50 yards away from the building until notified by a College official that the building may be reentered and normal activities resumed.

Fire Drills

The Safety and Security Coordinator is authorized to conduct periodic tests of fire evacuation procedures. Such tests may include the evacuation of the buildings after purposely initiating the building alarms. To assure all personnel and students are aware of the proper procedures to follow when a fire alarm is activated, the College will have not less than two (2) fire drills each year. At least one drill will be announced, and the following drills will not be announced or scheduled at any particular time so that the evacuation procedures can be evaluated objectively to determine if there are any deficiencies that need to be addressed or corrected.

Compliance with the published procedures will be rated on a scale of 1 (poor) to 5 (good) using the following criterion:

1. Correct exits used, (i.e., stairs not elevators orderly exiting with no panic, running, pushing, etc.)
2. Total evacuation completed in reasonable time.
3. Disabled students assisted in exiting building.
4. Responses to directions by person in charge.
5. All persons exited to at least 50 yards away from buildings.
6. Crowd control by faculty.
7. Reaction of maintenance staff.
8. Reaction of administrators on campus.
9. Confusion among faculty/staff/administrators.

Fire Evacuation Procedures (all buildings)

As soon as the fire alarm is activated, all faculty and staff will immediately exit the building by the nearest exit. All faculty teaching classes should supervise an orderly exodus from the classrooms and buildings. All classroom doors should be closed after everyone has exited. The faculty member will stay with the class until the all-clear announcement has been made by the administrator in charge and normal activities can be resumed. Under no circumstances will anyone be allowed to reenter the building until the reason for the alarm has been determined and corrected. The facility coordinator and the Safety Officer or their designee will determine when it is safe to resume normal activities.

All faculty and staff members must know where all exits are in the buildings that they occupy. The Safety Officer will conduct a workshop annually to ascertain that everyone has a working knowledge of the evacuation procedures via regularly scheduled safety trainings. All new employees should familiarize themselves with the Safety Manual which contains all policies and procedures dealing with safety issues.

Fire evacuation routes should be posted in all buildings on all floors. All employees should know all the fire evacuation routes from their work stations and be prepared to assist students or visitors to find proper exits. It is the responsibility of all employees to make certain that their areas are evacuated promptly and properly.

The purpose of these procedures is to reduce the likelihood of injury or death in the event of a fire or any other major catastrophe that would necessitate the evacuation of any of the buildings on the College's campus. Knowledge of the evacuation routes will reduce the possibility of panic or unsafe action in the event of an emergency.

Fire Drill and Evacuation Procedures for Residence Halls

Fire drills will be conducted twice per semester in each residence hall (one announced and one unannounced). Failure to participate in these fire drills when in the residence hall could result in the residents being subject to fines and/or disciplinary action.

In the event of fire, the most important thing is for you to evacuate the building safely. Familiarize yourself with the emergency fire evacuation floor plan posted in the residence halls. Whenever the fire alarm sounds, you are required to evacuate the building immediately. Failure to evacuate is a violation of city ordinance and subject to fine and/or disciplinary action.

In the corridors of each residence hall are: fire extinguishers, manual fire alarm pull stations, and automatic smoke detectors. All residence halls are equipped with either battery operated or direct wired AC powered smoke detectors in bedrooms. Routine inspections are done by the hall staff and maintenance service to ensure the unit and its battery are functional. All smoke
detectors are wired into the building electrical source. If the smoke alarm should falsely sound, or if there appears to be a problem with it, please contact the Coordinator of Residence Education immediately. Do not remove alarm or the cover.

If a bedroom smoke detector alarms due to smoke from a fire, close the door, immediately go to the fire alarm pull station in the hallway and activate the building fire alarm, dial 911, and evacuate the building. If the smoke detector sounds an alarm other than your own, you should follow the same procedure.

The smoke detector’s alarm may falsely sound when there is a high concentration of cooking smoke or dust in the air. Should this happen, open the doors and fan the detector to clear the sensor of smoke or dust. The detector will stop sounding its alarm when the smoke or dust has dissipated. If the problem persists, contact the Coordinator of Residence Education immediately.

Fire Safety Systems in On-Campus Student Housing

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Alarm Monitoring Done On-Site by Residence Hall Staff</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans and Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
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<tr>
<td>Women’s Hall</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>4</td>
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<tr>
<td>Men’s Hall</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
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Statistics and Related Information Regarding Fires in Residential Facilities for 2020

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Residence Hall</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>Men’s Residence Hall</td>
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<td>N/A</td>
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(END OF REPORT)
BRIEF HISTORY OF CAMPUS SAFETY LEGISLATION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), codified as 20 U.S.C. 1092 (f); Public Law 89-329 is required by Section 485(a) and (f) of the Higher Education Act of 1965 (HEA), as amended, and hereafter referred to as the Clery Act requires public and private colleges and universities which participate in the Federal student aid programs to disclose campus crime and fire statistics to the Secretary of the Department of Education. The publishing of annual security reports has been required since September 1992.

The Clery Act is named in memory of Lehigh University freshman Jeanne Clery who was assaulted and murdered on April 5, 1986, by a fellow student she did not know. The student entered her residence hall through a propped open door. Her parents, Connie and Howard, discovered that students had not been informed about 38 violent crimes on the Lehigh campus in the three years preceding her murder. The Clery’s were successful in having a campus crime reporting law enacted in their home state of Pennsylvania before joining with other campus crime victims to seek congressional support for a national crime reporting law. In 1987, the Clery’s founded Security on Campus a national non-profit organization dedicated to preventing violence, substance abuse, and other crimes in college and university campuses across the United States. It has since been renamed The Clery Center (http://www.clerycenter.org). In 2005, the Clery’s founded National Campus Safety Awareness Month.

POLICIES AND PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON CAMPUS

Howard College strives to maintain a safe and secure environment in which to work and study. Howard College is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. Howard College provides a number of safety services, programs, and policies. Employees, students, and visitors can create a safe environment for the entire campus by working together.

Howard College strongly encourages employees, students, and others to report criminal actions and emergencies that occur on campus. Reports should be made to security personnel and to the appropriate judicial officer. Persons who are victims of crimes, as well as persons who are witnesses to crimes, will greatly enhance the success of the institution’s actions by reporting incidents promptly.

Howard College campuses are monitored by security personnel who may or may not be commissioned as peace officers. The security department has working relationships with local law enforcement agencies whereby all disturbances, criminal activities, and suspicious activities are reported to local law enforcement authorities.
**Timely Warning**

Timely warning is a campus-wide notification of a serious or continuing threat to the college community. Timely warning does not include identifying information about the complainant. If a report of misconduct discloses a serious or continuing threat to the Howard College community, a timely warning or crime alert will be issued through the emergency alert system, RAVE, to protect the health and safety of the college community. RAVE allows the college to distribute critical information to students and employees quickly, wherever they are located. Emergency alerts are sent to student email accounts and to student cell phones (text message). Students are automatically enrolled in the system with the contact information on file in the Registrar’s Office. Students should report any changes in contact information to the Registrar’s Office. The emergency alert system is used to communicate campus emergencies, crime alerts and weather closures. It is periodically activated for the purpose of testing the system. Students will not receive unsolicited messages through the system. Names and phone numbers will not be shared with anyone else through this system.

A timely warning/crime alert will be issued, as soon as pertinent information is available, for any Clery-reportable crime that is considered a serious or continuing threat to students and employees. The president or his/her designee is responsible for making the decision whether a timely warning/crime alert will be issued considering:

- Nature of the crime
- Continuing danger
- Risk of compromising law enforcement efforts

**Determining Whether a Continuing Threat Exists (Timely Warning)**

Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis considering all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Examples of crimes that could constitute a continuing threat include but are not limited to:

- a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended; or
- a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.

Crimes that would not constitute a continuing threat include but are not limited to:

- crimes in which the perpetrator has been apprehended, thereby neutralizing the threat; or
- crimes that appear to be one-time occurrences; or
- crimes in which an identified perpetrator targets a specific individual(s) to the exclusion of others.

**Annual Disclosure of Crime Statistics**

Howard College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The primary requirements of this federal mandate are (1) disclosure of specific crime statistics, (2) maintenance of a daily crime log, (3) issuance of emergency notifications and timely warnings and (4) distribution of an Annual Security Report. Howard College’s Annual Security Report
contains safety and security related policy statements and procedures, as well as three years' worth of crime statistics. This report is available on the college website.

**Where to Report Crimes**

All crimes occurring on or adjacent to college property should be reported to the Safety Security Coordinator, judicial officer or other college official. Things to report include: assaults, intimidation, vandalism, domestic violence, dating violence, stalking, sex offenses, missing persons, missing equipment or property, suspicious persons or circumstances, accidents, injuries, damaged property, etc. If you are in doubt, contact a college official.

Reporting all crimes or suspected crimes to college authorities improves overall campus safety. Receiving prompt and accurate reports allows college officials to keep a precise record of the number of incidents; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and comply with its Clery Act obligations to initiate alerts to the campus community regarding potential danger, maintain a daily crime log, and disclose campus crime statistics via the publication of this Annual Security Report.

To report a crime, use one of more of the following means:

- Dial 911
- Students may report crimes to the judicial officer or to campus security personnel.
  - **CAMPUS SECURITY:**
    - **Big Spring** – (432) 264-5222
    - **SWCD** – (432) 816-6165
    - **San Angelo** – (325) 481-8300, Ext. 3262
    - **Lamesa** – Lamesa does not have a campus security. Please contact the campus Director at (432) 264-5680, or the Lamesa Police Department at (806) 872-7560
- Employees may report crimes to the Human Resources department or to any administrative cabinet member.

**Reporting Crimes to Other Campus Security Authorities**

**Who Are Campus Security Authorities?**

The Clery Act also mandates that institutions must disclose statistics both for crimes report to local police agencies and crimes report to campus security authorities (CSA). Campus security authorities include the following:

- A member of a campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, the following campus positions:
• An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many people, students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Examples of individuals who DO NOT meet the criteria for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff, custodians and maintenance personnel and cafeteria staff. A pastoral or professional counselor on campus does not have significant responsibility for student and campus activity and are exempt from reporting crimes to the campus police. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students in unlikely to have significant responsibility for student and campus activity.

All campus officials, counselors, faculty and staff are encouraged to report all crimes even if not required to do so. The College understands the confidential nature of certain campus officials and will respect the confidentiality of all information obtained for statistical reporting purposes. Only general information, such as general location, type of crime and date of crime are needed to report crime statistics. Complete reporting by all college members will assist in providing a secure campus environment.

**Responsibilities of Campus Security Authorities**

Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows: If Campus Security Authorities observe any crime listed below, or if any person reveals to a Campus Security Authority, in good faith, that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, the Campus Security Authority must immediately notify the Howard College Safety Security Department.

Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes involving bodily injury
All liquor, drug or weapons law violations resulting in an arrest

Definitions of these crimes may be found in the following sections.

Clery Act crimes reported to local municipal police will be included as long as the municipal police agency notifies Howard College and the reported crime occurred in an area for which the institution is responsible. The College contacts the City of Big Spring and makes a good faith effort to obtain information on reported Clery Act crimes.

**Crime Reporting by Victims or Witnesses**

Victims or witnesses wishing to make confidential reports of criminal activity may do so by requesting that their identity not be disclosed. Confidentiality will be honored to the extent permitted by state law, criminal investigatory requirements, and the college’s judicial process. These confidential reports are counted and disclosed in the crime statistics for the college, but, as with all other crimes included in the annual security report, no personally identifiable information is included.

**SECURITY POLICIES**

**Security of and Access to Campus Facilities**

Howard College operates an “open college.” During business hours, the college is open to students, parents, employees, contractors, invitees, and the general public. During non-business hours and periods of extended closing, access to any Howard College facility must be approved by appropriate college officials. Access to campus facilities may be restricted or changed as necessary to meet safety and security requirements as determined by college officials.

**Security Considerations Used in the Maintenance of Facilities**

Howard College has instituted a variety of safety and security procedures and services to enhance public safety and maintain a secure learning and working environment. Access to facilities is controlled by the use of locks, traditional key-control and electronic access control systems. Security cameras are used in some locations and are monitored by college officials. Audits are conducted to review landscaping, lighting, and the general condition of facilities. In their patrols, security personnel make note of safety and security issues which require attention.

**CAMPUS LAW ENFORCEMENT POLICIES**

**Law Enforcement Authority and Jurisdiction of Security Personnel**

Howard College campuses are monitored by security personnel who may or may not be commissioned as peace officers.

**Working Relationship of Local Security Personnel and Law Enforcement Agencies**

The college does not have a written memorandum of understanding with the local law enforcement agencies. However, the security department and college officials work closely with the local law enforcement agencies in developing policies and procedures for maintaining a safe campus environment. All disturbances, criminal activities, and suspicious activities are reported to local law enforcement authorities.
Accurate and Prompt Reporting of Crimes when the Victim Elects to or is Unable to Make a Report

Employees, students, and others who have knowledge of crimes on campus should report the information promptly to campus officials, regardless of the victim’s decision or ability to report the crime. Reports should be made to security personnel and to the appropriate judicial officer. Accurate and prompt reporting will greatly enhance the institution's ability to solve crimes and to protect students and employees.

Exemption for Professional Counselors

The professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exceptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

If an unlicensed counselor has completed his or her master’s degree course work and is acting in the role of a licensed counselor under the supervision of a licensed professional in order to gain the required supervised clinical experience in a two-year period, he or she would be exempt from CSA requirements.

As a matter of policy, the professional counselors at Howard College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Howard College emergency alert system, RAVE, allows the college to distribute critical information to students and employees quickly, wherever they are located. Emergency alerts are sent to student email accounts and to student cell phones (text message). Students are automatically enrolled in the system with the contact information on file in the Registrar’s Office. Students should report any changes in contact information to the Registrar’s Office. The emergency alert system is used to communicate campus emergencies, crime alerts and weather closures. It is periodically activated for the purpose of testing the system. Students will not receive unsolicited messages through the system. Names and phone numbers will not be shared with anyone else through this system.

In the case of an emergency on campus, Howard College will quickly assess the situation, taking into account the safety of the community. Officials will determine the content and send the notification, unless issuing a notification will, in the professional judgement of college officials, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In all emergencies if it is safe to do so, students and employees should take personal belongings (car keys, purse, cell phones, etc.) and put away sensitive materials if time allows. In case of building evacuation, individuals may not be allowed back into the building. Position all items so they are secure and quickly accessible.
Evacuation Procedures
• Follow instructions from first responders.
• If it is safe to do so, assist disabled and/or non-ambulatory staff, students or visitors who may need assistance.

Fire Evacuation Procedures
IF A FIRE ALARM SOUNDS
• Assist disabled and/or non-ambulatory individuals who may need assistance.
• Leave the area by means of the primary evacuation route. If this exit is blocked, use the secondary route.
• Once outside the building, move to a safe location.
• Do not reenter the building until the fire department advises that it is safe to do so.

IF YOU DISCOVER SMOKE OR A FIRE
Remember R.A.C.E.
• Relocate – If it is safe to do so, relocate or rescue people in immediate danger. Instruct others to report to one of the gathering areas as you leave the building. Be aware of persons who may need assistance.
• Alarm – Pull the building fire alarm to alert others. Move to a safe location. Dial 911 immediately using a cell phone.
• Confine – Close all doors, windows and other openings to confine the fire.
• Evacuate – Evacuate the building.

USING FIRE EXTINGUISHERS
• Dial 911
• Use fire extinguishers only on small fires that are just starting to burn.
• Never turn your back to a fire. Keep a clear exit between you and the fire at all times.
• Lift the extinguisher by the bottom handle with one hand. The bottom will not activate the extinguisher.
• Most extinguishers will have a plastic tab around the handle. Grasp the tab, pull and twist to break free. Discard tab.
• Follow P.A.S.S. acronym:
  o Pull – Pull the pin or ring.
  o Aim – Aim the nozzle at the base of the fire. Approach the fire and stop about 8 feet away.
  o Squeeze – Squeeze or press the handle together.
  o Sweep – Sweep the nozzle slowly from side to side, aiming at the base of the fire.
• Continue until the extinguisher is empty.
• Exit to a safe location.

PROGRAMMING TO INFORM STUDENTS AND EMPLOYEES ABOUT SECURITY AND SAFETY PROCEDURES AND CRIME PREVENTION
Security awareness and crime prevention programming is listed below:
### Noncampus Crime Reporting

Howard College does not have any officially recognized student organizations with noncampus locations.

### Possession, Use, and Sale of Alcoholic Beverages and/or Illegal Drugs

The administration of Howard College strongly believes that the abuse of alcohol and the use of illegal drugs and abuse of other drugs by faculty, staff, and students have serious effects on their ability to meet the educational goals of the college. In keeping with the requirements and meeting full compliance with the Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act of 1989, Howard College presents the following information to all of its students.

#### Standards of Conduct

The unlawful possession, use, consumption, distribution, sale or manufacture of controlled substances and possession of drug paraphernalia is prohibited on any premises owned or controlled by Howard College. Under no circumstance will the college tolerate unlawful possession, use, distribution, sale, or manufacture of controlled substances, possession of drug paraphernalia, or the unlawful use of alcohol on campus or at college-sponsored activities other than as specifically approved by the Howard College president. The alcohol and illegal drug policies of Howard College are in compliance with and enforce state and federal laws.

#### Disciplinary Sanctions

Students who violate these Standards of Conduct will be subject to disciplinary action up to and including expulsion, in accordance with college policy as outlined in the Student Standards of Conduct and Disciplinary Process found in the Student Handbook.

#### Legal Sanctions

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law
include incarceration and fines. Property used in connection with illegal drugs may be confiscated. Federal
student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

**Health Risks**
The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are
often permanent and can lead to severe physical and psychological impairment, disability and premature
death.

**Programs for Students Requiring Assistance**
Any Howard College student who has a drug or alcohol related problem may call upon the college for
assistance. Students have access to counseling professionals for free initial screenings concerning
substance use with possible referral to local agencies or community partners. While a screening tool is not
a substitute for a complete evaluation, it can help identify individuals who may have a substance use
disorder and how to get help. Counselors can also help students find the appropriate counseling and
treatment resources if needed. All counseling services at Howard College are confidential.

**POLICIES, PROCEDURES, AND PROGRAMS: DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**
These standards apply to all Howard College students and employees, visitors, applicants, as well as
Howard College affiliates and others conducting business on campus. Employees wishing to report a
violation of this rule should follow procedures outlined in the Howard College Employee Handbook. In
addition to incidents that occur at any Howard College campus or facility, Howard College may take
disciplinary action in response to incidents that take place during official functions of Howard College or
functions sponsored by registered student organizations, or incidents that have a substantial connection to
the interests of the college regardless of the location in which the incident(s) occur. The standard of
evidence that will be used in investigating and adjudicating complaints made under this rule is the
“preponderance of the evidence” standard. This standard is met if the allegation is deemed more likely to
have occurred than not. Proceedings under this rule will provide a prompt, fair, and impartial investigation
and resolution of complaints.

**Definitions**
For purposes of this rule, the definitions below apply. However, some of these terms are also defined under
federal and/or Texas State law. For more information regarding state law definitions, please refer to the
section below entitled “State Law Definitions”.

**Complaint**: A signed document or other report, including verbal reports alleging a violation of this rule.

**Complainant**: A person who submits a complaint alleging a violation of this rule.

**College Business Day**: Each day in which Howard College administrative offices are open and operating.
**Consent:** Consent is a clear, affirmative, unambiguous and freely given agreement to engage in a specific sexual activity. Consent is demonstrated verbally or through actions that clearly indicate a willingness to engage in the specific sexual activity. Consent for a specific activity does not imply consent for any other activity. Use of alcohol, drugs, or other intoxicants does not diminish one’s responsibility to obtain consent.

Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship or participation in prior sexual activity. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.

**Incapacitation:** A state of being that prevents an individual from having the capacity to give consent. For example, incapacitation could result from the use of drugs or alcohol, a person being asleep or unconscious, or because of an intellectual or other disability.

**Interpersonal Violence:** An offense that meets the definition of domestic violence or dating violence.

**Domestic Violence:** Abuse or violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person with whom the complainant is cohabiting (or has cohabited) with as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Texas, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Texas.

**Dating Violence:** Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

**Respondent:** The person designated to respond to a complaint. Generally, the respondent is the person alleged to be responsible for the prohibited conduct alleged in a complaint.

**Responsible Employee:** Pursuant to Title IX, a Responsible Employee is a College employee who has the authority to take action to redress an alleged violation of this rule who has been given the duty of reporting such allegations to Howard College’s Title IX Coordinator or designee, or an employee whom an individual could reasonably believe has this authority or duty.

At Howard College, Responsible Employees include, but are not limited to:

- Administrators
- academic advisors
- faculty members, including professors, adjuncts, lecturers, and associate/assistant instructors; and
- all supervisory staff
- security personnel

Responsible Employees have a duty to promptly report incidents of sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking to Howard College’s Title IX Coordinator. Responsible Employees are not confidential reporting resources.

**Retaliation:** Any action that materially and adversely affects the academic, employment, or other institutional status of a student or employee of Howard College, visitor, applicant for admission to or employment with Howard College, because an individual has, in good faith, brought a complaint under this rule, opposed an unlawful practice, participated in an investigation, or requested accommodations. Prohibited retaliation does not include petty slights or annoyances. Examples of retaliation include, but are not limited to: denial of promotion, non-selection/refusal to hire, denial of job benefits, demotion, suspension, discharge, threats, reprimands, negative evaluations, harassment, or other adverse treatment that is likely to deter reasonable people from pursuing their rights. Retaliation is strictly prohibited and will not be tolerated.

**Sex Discrimination:** Conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects the individual or group’s education on the basis of sex (gender).

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is younger than 17 years of age and is not a spouse of the respondent.

**Sexual Harassment:** Unwelcome conduct of a sexual nature. Sexual harassment is a form of sex discrimination that can occur when

- the submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education;
- the submission to or rejection of unwelcome physical conduct of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations;
• unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, that have the effect of creating an objectively hostile environment that substantially interferes with employment or education on the basis of sex; or
• such conduct is intentionally directed towards a specific individual and has the purpose or effect of unreasonably interfering with that individual’s education, employment, or participation in College activities, or creating an intimidating, hostile, or offensive atmosphere.

Sexual harassment may include:
1. Sexual violence, as defined under the Texas Penal Code, which includes rape, sexual assault, sexual battery, and sexual coercion.
2. Physical conduct that, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes but is not limited to
   • unwelcome intentional touching; or
   • deliberate physical interference with or restriction of movement.
3. Verbal conduct, including oral, written, or symbolic expression, that, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes, but is not limited to
   • explicit or implicit propositions to engage in sexual activity;
   • gratuitous comments, jokes, questions, anecdotes, or remarks of a sexual nature about clothing or bodies;
   • gratuitous remarks about sexual activities or speculation about sexual experiences;
   • persistent, unwanted sexual or romantic attention;
   • subtle or overt pressure for sexual favors;
   • exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials; or;
   • deliberate, repeated humiliation, or intimidation based upon sex. This rule applies only to verbal conduct that is not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

**Sexual Misconduct**: Behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and/or working environment. Behaviors that may constitute sexual misconduct include, but are not limited to
• repeatedly engaging in sexually oriented conversations, comments, or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office, or classroom, even if such conduct is not objected to by those present;
• gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting, even if not objected to by those present;
• failure to observe the appropriate boundaries of the supervisor/subordinate or faculty member/student relationship, including the participation of a supervisor, teacher, advisor, or coach in a consensual romantic or sexual relationship with a current Howard College student; or
• engaging in any form of sexual exploitation. Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his or her own benefit or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to non-consenting students/groups; and any activity that
goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease.

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or would cause that person to suffer substantial emotional distress. A “course of conduct” means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the complainant. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Title IX Compliance Officer:** As used in this rule, the term “Title IX Compliance Officer” shall include any other Howard College employee designated or appointed by the Title IX Compliance Officer to perform any of the duties or functions of the Title IX Compliance Officer outlined in this rule.

**Prohibited Conduct**
In accordance with federal and state law, Howard College prohibits sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. Retaliation against a person who reports a potential violation under this rule, assists someone with a report of a violation, or participates in any manner in an investigation or in the resolution of a complaint made under this rule is strictly prohibited and will not be tolerated. Retaliation includes, but is not limited to threats, intimidation, reprisals and/or adverse actions related to an individual’s employment or education. Howard College will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an investigation pursuant to this rule will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to file a complaint with Howard College using the same procedure outlined in the section below entitled “Complaint and Investigative Process”.

**Support Services**
If an individual believes he/she has experienced conduct prohibited under this rule, that person should contact Howard College’s Title IX Coordinator for additional assistance and information. An individual who would like to report an alleged sexual assault, interpersonal violence (including domestic violence and dating violence) and/or stalking to the police and would like a Howard College representative to accompany him/her to provide support during the reporting process, should contact Howard College’s Title IX Coordinator:

**DISTRICT TITLE IX COORDINATOR**
Christi Mikeska,  
Dean of Students  
1001 Birdwell Lane  
Big Spring, TX  79720  
(432) 264-5029  
cmikeska@howardcollege.edu
CAMPUS COORDINATORS

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
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<tr>
<td>Big Spring</td>
<td>Christi Mikeska</td>
<td>Dean of Students</td>
<td>1001 Birdwell Lane</td>
<td>(432) 264-5029</td>
<td><a href="mailto:cmikeska@howardcollege.edu">cmikeska@howardcollege.edu</a></td>
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<tr>
<td>Lamesa</td>
<td>Monica Castro</td>
<td>Executive Director</td>
<td>1810 Lubbock Hwy</td>
<td>(432) 264-5680</td>
<td><a href="mailto:mcastro@howardcollege.edu">mcastro@howardcollege.edu</a></td>
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<tr>
<td>San Angelo</td>
<td>Michael Hemmeter</td>
<td>Director of Student Services</td>
<td>3501 US-67</td>
<td>(325) 481-8300, Ext. 3334</td>
<td><a href="mailto:mhemmeter@howardcollege.edu">mhemmeter@howardcollege.edu</a></td>
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<tr>
<td>SWCD</td>
<td>Shannon Creswell</td>
<td>Director of Student &amp; Administration</td>
<td>3200 Ave. C</td>
<td>(432) 264-3777</td>
<td><a href="mailto:screswell@howardcollege.edu">screswell@howardcollege.edu</a></td>
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Counseling services are available for students and employees. Contact the Title IX Coordinator for assistance.

Additional resources:

- National Domestic Violence Hotline: 1-800-799-SAFE (7233)
- National Suicide Prevention Hotline: 1-800-273-TALK (8255)
- Nationwide RAINN (Sexual Assault) Hotline: 1-800-656-HOPE (4679)
- National Stalking Resource Center: [http://www.ncvc.org](http://www.ncvc.org)
- Center for Domestic and Sexual Violence: [http://ncdsv.org](http://ncdsv.org)
- National Coalition Against Domestic Violence: [http://www.ncadv.org](http://www.ncadv.org)
- Texas Association Against Sexual Assault: [http://www.taasa.org](http://www.taasa.org)

Reporting Prohibited Conduct

Howard College strongly encourages the prompt reporting of prohibited conduct covered by this rule. Delays in reporting can greatly limit Howard College’s ability to stop the alleged conduct, collect evidence and/or take effective action against individuals or organizations accused of violating this rule. A report of alleged violations of this rule may be made by:

- a person who believes they experienced prohibited conduct (a complainant); and/or
- a person who has information that prohibited conduct may have been committed (a reporter).

Victims of sexual violence need to know their options regarding the involvement of law enforcement and campus authorities. Victims have the option to:

- notify law enforcement authorities,
- be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses, and
- decline to notify such authorities.
Howard College has procedures in place that serve to be sensitive to those who report sexual misconduct, including informing individuals about their right to file criminal charges. Information is readily available regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus. Interim steps can also be implemented to prevent contact between a complainant and an accused party. Howard College will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to local law enforcement or be involved in an internal investigation. Howard College will handle reports of prohibited conduct consistently with procedural guidelines developed to ensure prompt and equitable resolution of such reports. If a complainant chooses not to participate in Howard College’s investigation of a report, Howard College may, at its discretion, pursue the report without the complainant’s participation.

**Medical Attention and Evidence Collection/Preservation**

An individual who experiences any form of sexual assault is strongly encouraged to seek immediate medical care. Individuals may undergo a medical exam to properly collect and preserve physical evidence of the sexual assault with or without the police’s involvement. It is important to preserve forensic and other physical evidence that may assist in proving that the alleged criminal offense occurred and such evidence may be helpful in obtaining a protective order against the respondent. Therefore, a medical exam should be performed immediately after the event, if possible. If a medical exam is not or cannot be performed immediately after the event, individuals may still obtain a Sexual Assault Forensic Exam (SAFE) within five (5) days of the sexual assault if law enforcement is involved and within four (4) days if they are not. With the individual’s consent, the physical evidence collected during this medical exam can be used as part of a criminal investigation; however, an individual may undergo a SAFE regardless of whether he/she has contacted, or intends to contact, the police.

The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE.

Reporting an assault to law enforcement does not mean that the case will automatically go to criminal trial or to a College disciplinary hearing. If the police are called, a uniformed officer will be sent to the scene to take a detailed statement. A ride to the hospital may be provided by a police department counselor. A report may be filed with the police regardless of whether or not the accused was a member of the Howard College community.

An individual who has experienced a sexual assault is strongly encouraged to seek medical and psychological care regardless of whether he/she intends to request a SAFE or report the assault to the police. He/she may be prescribed medications to prevent sexually transmitted infections and/or pregnancy regardless of whether the police were contacted or a SAFE was performed. Medical care can be provided at a local emergency room or by a private physician.

An individual who experiences any form of sexual assault may pursue any civil or criminal remedies provided by state law. An individual does not need to file a criminal police report to either use on or off-campus resources or to file a complaint with the Title IX Coordinator.
Howard College will, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, report to the campus community on any crimes reported to a Responsible Employee that Howard College considers to represent a threat to students and/or employees.

**Use of Drugs and Alcohol**
Any student who files a complaint, or who acts as a third-party witness in an investigation under this rule, will not be subject to disciplinary action by the judicial officer for using and/or consuming alcohol or drugs at or near the time of the alleged incident, provided that any such alcohol or drug use did not, and do not, place the health or safety of any other person at risk.

**Confidentiality and Anonymity**
Individuals wishing to remain anonymous can file a complaint (by telephone or in writing) with Howard College’s Title IX Coordinator. However, electing to remain anonymous may greatly limit Howard College’s ability to investigate an alleged incident, collect evidence, and/or take effective action against individuals or organizations accused of violating this rule. Howard College has an obligation to maintain an environment free of sex discrimination, thus many College employees have mandatory reporting and response obligations and may not be able to honor a complainant’s request for confidentiality. In the event confidentiality cannot be maintained, Howard College will share information only as necessary and only with people who need to know to fulfill the purposes of this rule and applicable law, such as investigators, witnesses, administrators, and the respondent. Howard College will comply with the Family Educational Rights and Privacy Act (FERPA), with Texas Education Code Section 51.971 and other confidentiality laws as they apply to Title IX investigations. Finally, Howard College may have an obligation to document the complaint or incident in publicly available recordkeeping, including Clery Act reporting and disclosures, but will do so without the inclusion of personally identifying information about the victim.

**Victim’s Rights and Options**
Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Howard College will assist victims of prohibited conduct and will provide each victim with a written explanation of their rights and options. Individuals who report a violation pursuant to this rule are entitled to:

- An effective internal investigation of complaints (using the preponderance of the evidence standard) separate from law enforcement or criminal proceedings.
- The implementation of protective interim measures prior to the final outcome of the investigation (e.g.: schedule/room changes, parking assignment changes, safety protocols, etc.), if the complainant requests them and they are reasonably available.
- Notification of the investigatory outcome.
- Protection from retaliation.
- The right to file an appeal of any final action on a complaint under this rule.

Further, Howard College complies with Texas law in recognizing orders of protection (emergency, interim, and plenary), no contact orders or civil no contact orders. Any person who obtains an order of protection, no contact order or civil no contact order from Texas or any reciprocal state should provide a copy to the Title IX Coordinator. A complainant may then meet with the Title IX Coordinator to develop a Safety Action Plan, which is a plan to reduce risk of harm to the victim while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing
classroom location or allowing a student to complete assignments outside of the classroom, etc.). Howard College cannot apply for a legal order of protection, no contact order or civil no contact order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services.

**Complaint and Investigative Process**

Every student and every person against whom a complaint is made is entitled to due process. Therefore, the college’s investigation will include interviews with all relevant persons including the accuser, the accused, and other potential witnesses. The results of the investigation will determine the appropriate course of action.

1. Students should report violations of this rule to the College’s District Title IX Coordinator:

   Christi Mikeska  
   Dean of Students  
   1001 Birdwell Lane  
   Big Spring, TX 79720  
   (432) 264-5029  
   cmikeska@howardcollege.edu

   The complaint should be as specific as possible and include dates, times, places, witnesses, and specifics of what was said and done. The complaint should also list any requested interim measures and any final resolution that is acceptable to the student.

2. Students may also report violations of this rule to any Responsible Employee, as defined in this rule, (for example, an administrator, faculty member, or supervisory staff). When a Responsible Employee is informed of an alleged violation of this rule, the Responsible Employee is required to immediately notify the Title IX Coordinator of the allegation.

3. Once a report of prohibited conduct is received, Howard College will respond promptly and investigate the report in a fair and impartial manner. Every Complainant and Respondent is entitled to due process, and Howard College will handle reports of prohibited conduct consistently with procedural guidelines developed to ensure prompt and equitable resolution of such reports. Therefore, the College’s investigation will include interviews with all relevant persons including the complainant, the Respondent, and other potential witnesses. The results of the investigation will determine the appropriate course of action. Howard College will take steps to prevent recurrence of any prohibited conduct and to ensure the safety of the campus community. Both parties may be accompanied by an advisor of their choice. This applies to students and employees. An advisor is someone that provides the guidance and support. An advisor may be present in any meeting or disciplinary proceeding.

4. The Title IX Compliance Officer shall coordinate with the appropriate administrator and review the complaint. If the situation cannot be resolved through informal means, to the satisfaction of all parties, an investigator will be appointed by the College President. All investigators shall have appropriate and ongoing training, at least annually, regarding issues related to domestic violence, dating violence, sexual assault, sexual misconduct and stalking, as well as, on how to conduct an investigation that protects the safety of complainants and promotes accountability. Howard College shall ensure that all disciplinary proceedings, including investigations, final actions, and appeals, shall be administered by officials who do not have a conflict of interest or bias for or against the Complainant or Respondent.
5. All complaints will be promptly addressed. Based upon an initial assessment of the allegations by the Title IX Coordinator and the appropriate administrator, pre-investigation measures may be temporarily taken to insure the safety and peace of mind of the student. Such measures may include, without limitation, placing the person against whom the complaint was made on paid administrative leave pending the outcome of the investigation or separating the student and the person against whom the complaint has been made. All complaints will be confidential to the extent permitted by law, and will be revealed only on a “need to know” basis (i.e. access to the information is necessary to the investigation and/or the safety of the accused and the accuser or required by law).

6. The investigator will review the written material submitted by the student and meet with the student in a private area to discuss the complaint as soon as possible but not later than ten (10) college business days after the complaint has been received. The investigator will also meet with any witnesses and secure a witness statement from each witness. The investigator may consult with the appropriate dean to identify alternative methods for resolving the complaint.

7. The investigator will meet with all persons with information relevant to the complaint. If the complaint is filed against an individual, the person(s) against whom the complaint was filed should be given at least three (3) college business days to review the complaint and any relevant supporting documents and to prepare a written response to the complaint prior to meeting with the investigator. At the meeting, the investigator should provide the person against whom the complaint was filed an opportunity to respond verbally to the complaint. The person(s) may also respond to the complaint in writing, and may identify additional witnesses the investigator should interview. The investigator will determine from this meeting whether additional witness interviews are warranted and if any additional information needs to be gathered or considered.

8. After meeting with the person(s) against whom the complaint was filed, gathering any additional information or witness statements, and concluding the investigation, the investigator will make a recommendation, in writing, to the appropriate administrator and to the Title IX Coordinator. The recommendation will set forth the following: complaint, persons interviewed, documents reviewed, findings, conclusions, and recommendations. The investigation of the complaint should be concluded within twenty (20) college business days of the receipt of the complaint.

9. If additional time is needed, the investigator shall notify the complainant and respondent. The investigation is considered “open” until the written final action document is issued.

10. The appropriate administrator, in consultation with the Title IX Coordinator, will determine the final action to be taken on the complaint. The Title IX Coordinator will also sign-off on the final action document indicating approval of the final action. If the Title IX Coordinator disagrees with the final action determined by the administrator, the Title IX Coordinator may submit a written position to the Vice President of Academic and Student Affairs in the event of an appeal.

11. The person(s) against whom the complaint was filed will be advised in writing of the outcome to the extent permitted by applicable federal and state law. The investigator and/or administrator may also meet with them to discuss the outcome to the extent permitted by applicable federal and state law.

12. The student who filed the complaint will also be notified in writing of the disposition of the complaint, to the maximum extent permitted by applicable state and federal law. The investigator
and/or administrator will also meet with the student who filed the complaint to discuss the outcome to the extent permitted by applicable federal and state law.

13. If during the investigation a student is found to be in violation of the Student Standards of Conduct, they are subject to disciplinary sanctions as outlined in the Student Handbook.

**Disciplinary Proceeding Results**

*Upon written request*, Howard College will disclose to the alleged victim of a crime of violence or non-forcible sex offense (incest or statutory rape) the report on the results from any disciplinary proceeding conducted against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

A written request is not needed if the allegations involve dating violence, domestic violence, sexual assault or stalking, Howard College will provide both the accuser and the accused with simultaneous written notification of any result of disciplinary proceedings that arise from these cases.

**On-going Training**

Howard College is committed to raising awareness of the harm resulting from the conduct prohibited in this rule. Ongoing education and training is provided to both students and employees. The Title IX Compliance Officers shall receive training each year about offenses, investigatory procedures, due process requirements, conducting hearings, and policies related to this rule. Protecting the safety of complainants and the due process rights of all students is a priority.

**State Law Definitions**

If a person would like to press criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code would apply; not the internal definitions used in this rule.

**Dating Violence**: “an act, other than a defensive measure to protect oneself, by an individual that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault. ‘Dating relationship’ means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintance or ordinary fraternization in a business or social context does not constitute a ‘dating relationship.’” Texas Family Code Section 71.0021.

**Domestic (Family) Violence**: “an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself, or abuse by a member of a family or household toward a child of the family or household, or dating violence.” Texas Family Code Section 71.004.
**Sexual Assault:** “a person commits an offense if the person (1) intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (2) intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means; causes the penetration of the mouth of a child by the sexual organ of the actor; causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

**Consent:** A sexual assault is without the consent of the other person if: the actor compels the other person to submit or participate by the use of physical force or violence; the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat; the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge; the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; the actor is a public servant who coerces the other person to submit or participate; or the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor. ‘Child’ means a person younger than 17 years of age. ‘Spouse’ means a person who is legally married to another.” Texas Penal Code Section 22.011.

**Stalking:** “a person who, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that: (1) the person knows or reasonably believes the other person will regard as threatening including bodily injury or death for the other person, bodily injury or death for a member of the other person’s family or household or for an individual with whom the other person has a dating relationship, or fear that an offense will be committed against the other person’s property, and (2) causes the other person, a member of the other person’s family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property, and (3) would cause a reasonable person to fear bodily injury or death for himself or herself, or bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship, or fear that an offense will be committed against the person’s property. A fact finder may find that different types of conduct described above, if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.” Texas Penal Code Section 42.072.
SEX OFFENDER REGISTRATION

Sex offenders must register with the college as required by law or court order. Information is available on the [https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx) web site. This website is the official internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. For additional information on sex offenders please contact the judicial officer.

MISSING STUDENTS

It is the policy of Howard College to thoroughly investigate all reports of missing persons. This policy covers students residing in on-campus housing facilities. During the housing application and contract renewal processes, students living on campus are obligated to provide at least one emergency contact. This information is kept confidential and may only be utilized by authorized officials with emergency response job responsibilities, in the case of emergencies involving students such as death, life threatening injuries or a missing person report. Residence hall students may update their emergency contact information at any time by contacting the residence hall staff.

On-campus students have the option to designate one or more contacts to be notified within 24 hours of the determination that the student is missing. This information will be kept confidential, being accessible only to authorized campus officials and disclosed only to law enforcement personnel in furtherance of a missing person investigation.

Students, employees, or other individuals receiving a missing student report should immediately contact the judicial officer with all information available regarding the missing student so that an investigation can be initiated. If the student designated a contact person, the institution will notify the contact person within 24 hours that the student is missing. Federal Law requires that the institution notify a custodial parent or guardian within 24 hours of the determination that the student is missing. The judicial officer will notify local law enforcement officials within 24 hours of the determination that a student living on-campus is missing, unless the local law enforcement agency was the entity that made the determination that the student was missing. Informing local law enforcement within 24 hours applies regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.

CAMPUS CARRY LEGISLATION

As a public community college, Howard College is required by law to implement the campus carry legislation beginning August 1, 2017. Howard College takes the issue of guns on campus very seriously. The safety and security of students, employees, and visitors is a top priority. Howard College has established guidelines for Campus Carry which can be found at [https://howardcollege.edu/home/about/consumer-information/](https://howardcollege.edu/home/about/consumer-information/). This site also includes Frequently Asked Questions related to this issue.
MAINTAINING CRIME STATISTICS

Daily Crime Log
Howard College maintains a daily crime log recording reported crimes that occur on each campus, in or on non-campus buildings or property, on public property immediately adjacent to and accessible from the campuses. This record includes details such as the date, time, nature, general location, and disposition of the complaint. Records are updated for 60 days after the initial report.

The crime log for the most recent 60-day period is open to the public, free of charge, upon request, during normal business hours. A written request is not required. Any portion of the crime log that is older than 60 days will be made available within 2 business days of the request.

The only exceptions to this rule are:
- If the disclosure is prohibited by law, or
- If disclosure would jeopardize the confidentiality of the victim

Clery Crime Statistics
The Clery Act specifies the crimes that must be disclosed in Howard College’s Annual Security Report. There are four general categories of crime statistics that must be included in the report:

1. Criminal Offenses
   a. **Murder and Non-negligent Manslaughter**: The willful (non-negligent) killing of one human being by another.
   b. **Manslaughter by Negligence**: The killing of another person through gross negligence.
   c. **Sexual Assault**: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
      i. **Rape**: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Includes the rape of both males and females.
      ii. **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
      iii. **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
      iv. **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent. (The Texas age of consent is 17)
   d. **Robbery**: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
   e. **Aggravated Assault**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
   f. **Burglary**: Unlawful entry of a structure to commit a felony or theft.
g. **Motor Vehicle Theft**: Theft or attempted theft of a motor vehicle.

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

2. **Hate Crimes**

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For Clery Act purposes, hate crimes include the eight above-mentioned offenses and any incidents listed below when they are motivated by bias:

The following offenses are also counted if they are hate crimes:

a. **Larceny**: Theft: the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

b. **Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

c. **Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

Although there are many possible categories of bias, under the Clery Act, only the following categories are reported: race, religion, actual or perceived sexual orientation, actual or perceived gender, actual or perceived gender identity, ethnicity, actual or perceived national origin, and disability.

3. **Violence Against Women Act Offenses**

a. **Dating Violence**: 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. For the purpose of this definition – (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (ii) Dating violence does not include acts covered under the definition of domestic violence.

b. **Domestic Violence**: A felony or misdemeanor crime of violence committed – (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
c. **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (i) Fear for the person’s safety or the safety of others; or (ii) Suffer substantial emotional distress. For the purpose of this definition – (i) 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; (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

4. **Arrests and Deferrals for Disciplinary Action**

   a. **Weapons**: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

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

   c. **Liquor Law Violations**: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Referred for disciplinary action** is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction. The Clery Act requires that colleges disclose the number of referrals for disciplinary action for weapons, drug abuse and liquor law violations.

Reportable crimes for 2017-2019 are listed in the tables that follow.
<table>
<thead>
<tr>
<th>Offenses</th>
<th>Year</th>
<th>On Campus Property</th>
<th>Residential Facilities</th>
<th>Non-Campus Property</th>
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<td>Manslaughter by Negligence</td>
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### Violence Against Women Reauthorization Act of 2013 (VAWA) Offenses

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<th>Offenses</th>
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### Arrests and Disciplinary Referrals

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<tr>
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</table>

**Unfounded Crimes:** There were no unfounded crimes in 2018, 2019, or 2020.

**Hate Crimes:** There were no hate crimes in 2018, 2019, or 2020.

(END OF REPORT)
BRIEF HISTORY OF CAMPUS SAFETY LEGISLATION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), codified as 20 U.S.C. 1092 (f); Public Law 89-329 is required by Section 485(a) and (f) of the Higher Education Act of 1965 (HEA), as amended, and hereafter referred to as the Clery Act requires public and private colleges and universities which participate in the Federal student aid programs to disclose campus crime and fire statistics to the Secretary of the Department of Education. The publishing of annual security reports has been required since September 1992. A paper copy of this publication will be furnished upon request.

The Clery Act is named in memory of Lehigh University freshman Jeanne Clery who was assaulted and murdered on April 5, 1986, by a fellow student she did not know. The student entered her residence hall through a propped open door. Her parents, Connie and Howard, discovered that students had not been informed about 38 violent crimes on the Lehigh campus in the three years preceding her murder. The Clery’s were successful in having a campus crime reporting law enacted in their home state of Pennsylvania before joining with other campus crime victims to seek congressional support for a national crime reporting law. In 1987, the Clery’s founded Security on Campus a national non-profit organization dedicated to preventing violence, substance abuse, and other crimes in college and university campuses across the United States. It has since been renamed The Clery Center (http://www.clerycenter.org). In 2005, the Clery’s founded National Campus Safety Awareness Month.

POLICIES AND PROCEDURES FOR REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURING ON CAMPUS

Howard College strives to maintain a safe and secure environment in which to work and study. Howard College is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. Howard College provides several safety services, programs, and policies. Employees, students, and visitors can create a safe environment for the entire campus by working together.

Howard College strongly encourages employees, students, and others to report criminal actions and emergencies that occur on campus. Reports should be made to security personnel and to the appropriate judicial officer. Persons who are victims of crimes, as well as persons who are witnesses to crimes, will greatly enhance the success of the institution’s actions by reporting incidents promptly.

Howard College campuses are monitored by security personnel who may or may not be commissioned as peace officers. The security department has working relationships with local law enforcement agencies whereby all disturbances, criminal activities, and suspicious activities are reported to local law enforcement authorities.
Timely Warning

Timely warning is a campus-wide notification of a serious or continuing threat to the college community. Timely warning does not include identifying information about the complainant. If a report of misconduct discloses a serious or continuing threat to the Howard College community, a timely warning or crime alert will be issued through the emergency alert system, RAVE, to protect the health and safety of the college community. RAVE allows the college to distribute critical information to students and employees quickly, wherever they are located. Emergency alerts are sent to student email accounts and to student cell phones (text message). Students are automatically enrolled in the system with the contact information on file in the Registrar’s Office. Students should report any changes in contact information to the Registrar’s Office. The emergency alert system is used to communicate campus emergencies, crime alerts and weather closures. It is periodically activated for the purpose of testing the system. Students will not receive unsolicited messages through the system. Names and phone numbers will not be shared with anyone else through this system.

A timely warning/crime alert will be issued, as soon as pertinent information is available, for any Clery-reportable crime that is considered a serious or continuing threat to students and employees. The president or his/her designee is responsible for making the decision whether a timely warning/crime alert will be issued considering:

- Nature of the crime
- Continuing danger
- Risk of compromising law enforcement efforts

Determining Whether a Continuing Threat Exists (Timely Warning)

Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis considering all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Examples of crimes that could constitute a continuing threat include but are not limited to:

- a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended; or
- a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.

Crimes that would not constitute a continuing threat include but are not limited to:

- crimes in which the perpetrator has been apprehended, thereby neutralizing the threat; or
- crimes that appear to be one-time occurrences; or
- crimes in which an identified perpetrator targets a specific individual(s) to the exclusion of others.

Annual Disclosure of Crime Statistics

Howard College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The primary requirements of this federal mandate are (1) disclosure of specific
crime statistics, (2) maintenance of a daily crime log, (3) issuance of emergency notifications and timely warnings and (4) distribution of an Annual Security Report. Howard College’s Annual Security Report contains safety and security related policy statements and procedures, as well as three years’ worth of crime statistics. This report is available on the college website.

Where to Report Crimes

All crimes occurring on or adjacent to college property should be reported to the judicial officer or other college official. Things to report include: assaults, intimidation, vandalism, domestic violence, dating violence, stalking, sex offenses, missing persons, missing equipment or property, suspicious persons or circumstances, accidents, injuries, damaged property, etc. If you are in doubt, contact a college official.

Reporting all crimes or suspected crimes to college authorities improves overall campus safety. Receiving prompt and accurate reports allows college officials to keep a precise record of the number of incidents; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and comply with its Clery Act obligations to initiate alerts to the campus community regarding potential danger, maintain a daily crime log, and disclose campus crime statistics via the publication of this Annual Security Report.

To report a crime, use one of more of the following means:

- Dial 911
- Students may report crimes to the judicial officer or to campus security personnel.
  - CAMPUS SECURITY:
    - Big Spring – (432) 264-5222
    - SWCD – (432) 816-6165
    - San Angelo – (325) 481-8300, Ext. 3262
    - Lamesa – Lamesa does not have a campus security. Please contact the campus Director at (432) 264-5680, or the Lamesa Police Department at (806) 872-7560
- Employees may report crimes to the Human Resources department or to any administrative cabinet member.

Reporting Crimes to Other Campus Security Authorities

Who Are Campus Security Authorities?

The Clery Act also mandates that institutions must disclose statistics both for crimes report to local police agencies and crimes report to campus security authorities (CSA). Campus security authorities include the following:

- A member of a campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
• Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
• An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, the following campus positions:
  o Vice President for Student Services & Enrolling Management
  o Director of Student Life
  o Housing Coordinator
  o All Head Coaches and Assistant Coaches for all areas in the Athletic Department
  o Resident Assistants
  o Student Success Coaches
• An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many people, students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Examples of individuals who DO NOT meet the criteria for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff, custodians and maintenance personnel and cafeteria staff. A pastoral or professional counselor on campus does not have significant responsibility for student and campus activity and are exempt from reporting crimes to the campus police. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students in unlikely to have significant responsibility for student and campus activity.

All campus officials, counselors, faculty and staff are encouraged to report all crimes even if not required to do so. The College understands the confidential nature of certain campus officials and will respect the confidentiality of all information obtained for statistical reporting purposes. Only general information, such as general location, type of crime and date of crime are needed to report crime statistics. Complete reporting by all college members will assist in providing a secure campus environment.

**Responsibilities of Campus Security Authorities**

Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows: If Campus Security Authorities observe any crime listed below, or if any person reveals to a Campus Security Authority, in good faith, that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, the Campus Security Authority must immediately notify the Howard College/SWCD Safety Security Department.

Crimes that should be reported are:

  - Murder and non-negligent manslaughter
  - Negligent manslaughter
  - Forcible sex offenses
  - Robbery
  - Aggravated assault
Burglary
Motor vehicle theft
Arson
All hate crimes involving bodily injury
All liquor, drug or weapons law violations resulting in an arrest

Definitions of these crimes may be found in the following sections.

Clery Act crimes reported to local municipal police will be included if the municipal police agency notifies Howard College and the reported crime occurred in an area for which the institution is responsible. The College contacts the City of Big Spring and makes a good faith effort to obtain information on reported Clery Act crimes.

**Crime Reporting by Victims or Witnesses**

Victims or witnesses wishing to make confidential reports of criminal activity may do so by requesting that their identity not be disclosed. Confidentiality will be honored to the extent permitted by state law, criminal investigatory requirements, and the college’s judicial process. These confidential reports are counted and disclosed in the crime statistics for the college, but, as with all other crimes included in the annual security report, no personally identifiable information is included.

**SECURITY POLICIES**

**Security of and Access to Campus Facilities**

Howard College operates an “open college.” During business hours, the college is open to students, parents, employees, contractors, invitees, and the general public. During non-business hours and periods of extended closing, access to any Howard College facility must be approved by appropriate college officials. Access to campus facilities may be restricted or changed as necessary to meet safety and security requirements as determined by college officials.

**Security Considerations Used in the Maintenance of Facilities**

Howard College has instituted a variety of safety and security procedures and services to enhance public safety and maintain a secure learning and working environment. Access to facilities is controlled by the use of locks, traditional key-control and electronic access control systems. Security cameras are used in some locations and are monitored by college officials. Audits are conducted to review landscaping, lighting, and the general condition of facilities. In their patrols, security personnel make note of safety and security issues which require attention.

**CAMPUS LAW ENFORCEMENT POLICIES**

**Law Enforcement Authority and Jurisdiction of Security Personnel**

Howard College campuses are monitored by security personnel who may or may not be commissioned as peace officers.

**Working Relationship of Local Security Personnel and Law Enforcement Agencies**

The college does not have a written memorandum of understanding with the local law enforcement agencies. However, the security department and college officials work closely with the local law
enforcement agencies in developing policies and procedures for maintaining a safe campus environment. All disturbances, criminal activities, and suspicious activities are reported to local law enforcement authorities.

**Accurate and Prompt Reporting of Crimes when the Victim Elects to or is Unable to Make a Report**

Employees, students, and others who have knowledge of crimes on campus should report the information promptly to campus officials, regardless of the victim’s decision or ability to report the crime. Reports should be made to security personnel and to the appropriate judicial officer. Accurate and prompt reporting will greatly enhance the institution's ability to solve crimes and to protect students and employees.

**Exemption for Professional Counselors**

The professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exceptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

If an unlicensed counselor has completed his or her master’s degree course work and is acting in the role of a licensed counselor under the supervision of a licensed professional in order to gain the required supervised clinical experience in a two-year period, he or she would be exempt from CSA requirements.

As a matter of policy, the professional counselors at Howard College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Howard College emergency alert system, RAVE, allows the college to distribute critical information to students and employees quickly, wherever they are located. Emergency alerts are sent to student email accounts and to student cell phones (text message). Students are automatically enrolled in the system with the contact information on file in the Registrar’s Office. Students should report any changes in contact information to the Registrar’s Office. The emergency alert system is used to communicate campus emergencies, crime alerts and weather closures. It is periodically activated for the purpose of testing the system. Students will not receive unsolicited messages through the system. Names and phone numbers will not be shared with anyone else through this system.

In the case of an emergency on campus, Howard College will, without delay, and considering the safety of the community, determine the content of the notification, unless issuing a notification will, in the professional judgement of college officials, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In all emergencies if it is safe to do so, students and employees should take personal belongings (car keys, purse, cell phones, etc.) and put away sensitive materials if time allows. In case of building evacuation,
individuals may not be allowed back into the building. Position all items so they are secure and quickly accessible.

**Evacuation Procedures**
- Follow instructions from first responders.
- If it is safe to do so, assist disabled and/or non-ambulatory staff, students or visitors who may need assistance.

**Fire Evacuation Procedures**

*IF A FIRE ALARM SOUNDS*
- Assist disabled and/or non-ambulatory individuals who may need assistance.
- Leave the area by means of the primary evacuation route. If this exit is blocked, use the secondary route.
- Once outside the building, move to a safe location.
- Do not reenter the building until the fire department advises that it is safe to do so.

*IF YOU DISCOVER SMOKE OR A FIRE*

Remember **R.A.C.E.**
- **Relocate** – If it is safe to do so, relocate or rescue people in immediate danger. Instruct others to report to one of the gathering areas as you leave the building. Be aware of persons who may need assistance.
- **Alarm** – Pull the building fire alarm to alert others. Move to a safe location. Dial 911 immediately using a cell phone.
- **Confine** – Close all doors, windows and other openings to confine the fire.
- **Evacuate** – Evacuate the building.

**USING FIRE EXTINGUISHERS**
- Dial 911
- Use fire extinguishers only on small fires that are just starting to burn.
- Never turn your back to a fire. Always keep a clear exit between you and the fire.
- Lift the extinguisher by the bottom handle with one hand. The bottom will not activate the extinguisher.
- Most extinguishers will have a plastic tab around the handle. Grasp the tab, pull and twist to break free. Discard tab.
- Follow P.A.S.S. acronym:
  - **Pull** – Pull the pin or ring.
  - **Aim** – Aim the nozzle at the base of the fire. Approach the fire and stop about 8 feet away.
  - **Squeeze** – Squeeze or press the handle together.
  - **Sweep** – Sweep the nozzle slowly from side to side, aiming at the base of the fire.
- Continue until the extinguisher is empty.
- Exit to a safe location.
PROGRAMMING TO INFORM STUDENTS AND EMPLOYEES ABOUT SECURITY AND SAFETY PROCEDURES AND CRIME PREVENTION

Security awareness and crime prevention programming is listed below:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Program/Activity</th>
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| Annually          | • Information is provided to new employees at New Employee Orientation.  
|                   | • New Student Orientation includes information on drug and alcohol abuse prevention, sexual assault prevention, and overall personal safety and security.  
|                   | • New students participate in a Freshman Year Experience course which includes personal safety information.  
|                   | • Online programming is offered for alcohol and drug abuse prevention and sexual assault prevention.                                                |
| Fall and Spring   | Security awareness, crime prevention, alcohol and drug abuse prevention, and sexual assault prevention is covered in residence hall programming.      |
| By request        | Active shooter response training                                                                                                                 |

NONCAMPUS CRIME REPORTING

Howard College does not have any officially recognized student organizations with noncampus locations.

POSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS

The administration of Howard College strongly believes that the abuse of alcohol and the use of illegal drugs and abuse of other drugs by faculty, staff, and students have serious effects on their ability to meet the educational goals of the college. In keeping with the requirements and meeting full compliance with the Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act of 1989, Howard College presents the following information to all its students.

Standards of Conduct

The unlawful possession, use, consumption, distribution, sale or manufacture of controlled substances and possession of drug paraphernalia is prohibited on any premises owned or controlled by Howard College. Under no circumstance will the college tolerate unlawful possession, use, distribution, sale, or manufacture of controlled substances, possession of drug paraphernalia, or the unlawful use of alcohol on campus or at college-sponsored activities other than as specifically approved by the Howard College president. The alcohol and illegal drug policies of Howard College follow and enforce state and federal laws.

Disciplinary Sanctions

Students who violate these Standards of Conduct will be subject to disciplinary action up to and including expulsion, in accordance with college policy as outlined in the Student Standards of Conduct and Disciplinary Process found in the Student Handbook.
**Legal Sanctions**
Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines. Property used in connection with illegal drugs may be confiscated. Federal student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

**Health Risks**
The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are often permanent and can lead to severe physical and psychological impairment, disability and premature death.

**Programs for Students Requiring Assistance**
Any Howard College student who has a drug or alcohol related problem may call upon the college for assistance. Students have access to counseling professionals for free initial screenings concerning substance use with possible referral to local agencies or community partners. While a screening tool is not a substitute for a complete evaluation, it can help identify individuals who may have a substance use disorder and how to get help. Counselors can also help students find the appropriate counseling and treatment resources if needed. All counseling services at Howard College are confidential.

**POLICIES, PROCEDURES, AND PROGRAMS: DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**
These standards apply to all Howard College students and employees, visitors, applicants, as well as Howard College affiliates and others conducting business on campus. Employees wishing to report a violation of this rule should follow procedures outlined in the Howard College Employee Handbook. In addition to incidents that occur at any Howard College campus or facility, Howard College may take disciplinary action in response to incidents that take place during official functions of Howard College or functions sponsored by registered student organizations, or incidents that have a substantial connection to the interests of the college regardless of the location in which the incident(s) occur. The standard of evidence that will be used in investigating and adjudicating complaints made under this rule is the “preponderance of the evidence” standard. This standard is met if the allegation is deemed more likely to have occurred than not. Proceedings under this rule will provide a prompt, fair, and impartial investigation and resolution of complaints.

**Definitions**
For purposes of this rule, the definitions below apply. However, some of these terms are also defined under federal and/or Texas State law. For more information regarding state law definitions, please refer to the section below entitled “State Law Definitions”.

**Complaint:** A signed document or other report, including verbal reports alleging a violation of this rule.

**Complainant:** A person who submits a complaint alleging a violation of this rule.

**College Business Day:** Each day in which Howard College administrative offices are open and operating.
Consent: Consent is a clear, affirmative, unambiguous and freely given agreement to engage in a specific sexual activity. Consent is demonstrated verbally or through actions that clearly indicate a willingness to engage in the specific sexual activity. Consent for a specific activity does not imply consent for any other activity. Use of alcohol, drugs, or other intoxicants does not diminish one’s responsibility to obtain consent.

Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship or participation in prior sexual activity. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.

Incapacitation: A state of being that prevents an individual from having the capacity to give consent. For example, incapacitation could result from the use of drugs or alcohol, a person being asleep or unconscious, or because of an intellectual or other disability.

Interpersonal Violence: An offense that meets the definition of domestic violence or dating violence.

Domestic Violence: Abuse or violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person with whom the complainant is cohabitating (or has cohabited) with a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Texas, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Texas.

Dating Violence: Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Respondent: The person designated to respond to a complaint. Generally, the respondent is the person alleged to be responsible for the prohibited conduct alleged in a complaint.

Responsible Employee: Pursuant to Title IX, a Responsible Employee is a College employee who has the authority to take action to redress an alleged violation of this rule who has been given the duty of reporting such allegations to Howard College’s Title IX Coordinator or designee, or an employee whom an individual could reasonably believe has this authority or duty.

At Howard College, Responsible Employees include, but are not limited to:

- Administrators
- academic advisors
• faculty members, including professors, adjuncts, lecturers, and associate/assistant instructors; and
• all supervisory staff
• security personnel

Responsible Employees have a duty to promptly report incidents of sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking to Howard College’s Title IX Coordinator. Responsible Employees are not confidential reporting resources.

**Retaliation**: Any action that materially and adversely affects the academic, employment, or other institutional status of a student or employee of Howard College, visitor, applicant for admission to or employment with Howard College, because an individual has, in good faith, brought a complaint under this rule, opposed an unlawful practice, participated in an investigation, or requested accommodations. Prohibited retaliation does not include petty slights or annoyances. Examples of retaliation include, but are not limited to: denial of promotion, non-selection/refusal to hire, denial of job benefits, demotion, suspension, discharge, threats, reprimands, negative evaluations, harassment, or other adverse treatment that is likely to deter reasonable people from pursuing their rights. Retaliation is strictly prohibited and will not be tolerated.

**Sex Discrimination**: Conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects the individual or group’s education on the basis of sex (gender).

**Sexual Assault**: An offense that meets the definition of rape, fondling, incest, or statutory rape.

**Rape**: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.

**Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**: Sexual intercourse with a person who is younger than 17 years of age and is not a spouse of the respondent.

**Sexual Harassment**: Unwelcome conduct of a sexual nature. Sexual harassment is a form of sex discrimination that can occur when

• the submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education;
• the submission to or rejection of unwelcome physical conduct of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations;
• unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, that have the effect of creating an objectively hostile environment that substantially interferes with employment or education on the basis of sex; or
• such conduct is intentionally directed towards a specific individual and has the purpose or effect of unreasonably interfering with that individual’s education, employment, or participation in College activities, or creating an intimidating, hostile, or offensive atmosphere.

Sexual harassment may include:
1. Sexual violence, as defined under the Texas Penal Code, which includes rape, sexual assault, sexual battery, and sexual coercion.
2. Physical conduct that, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes but is not limited to
   • unwelcome intentional touching; or
   • deliberate physical interference with or restriction of movement.
3. Verbal conduct, including oral, written, or symbolic expression, that, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes, but is not limited to
   • explicit or implicit propositions to engage in sexual activity;
   • gratuitous comments, jokes, questions, anecdotes, or remarks of a sexual nature about clothing or bodies;
   • gratuitous remarks about sexual activities or speculation about sexual experiences;
   • persistent, unwanted sexual or romantic attention;
   • subtle or overt pressure for sexual favors;
   • exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials; or
   • deliberate, repeated humiliation, or intimidation based upon sex. This rule applies only to verbal conduct that is not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

Sexual Misconduct: Behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and/or working environment. Behaviors that may constitute sexual misconduct include, but are not limited to
• repeatedly engaging in sexually oriented conversations, comments, or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office, or classroom, even if such conduct is not objected to by those present;
• gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting, even if not objected to by those present;
• failure to observe the appropriate boundaries of the supervisor/subordinate or faculty member/student relationship, including the participation of a supervisor, teacher, advisor, or coach in a consensual romantic or sexual relationship with a current Howard College student; or
• engaging in any form of sexual exploitation. Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his or her own benefit or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to non-consenting students/groups; and any activity that
goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease.

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her own safety or the safety of others or would cause that person to suffer substantial emotional distress. A “course of conduct” means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the complainant. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. As used in this rule, the term “Title IX Compliance Officer” shall include any other Howard College employee designated or appointed by the Title IX Compliance Officer to perform any of the duties or functions of the Title IX Compliance officer outlined in this rule.

**Prohibited Conduct**
In accordance with federal and state law, Howard College prohibits sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. Retaliation against a person who reports a potential violation under this rule, assists someone with a report of a violation, or participates in any manner in an investigation or in the resolution of a complaint made under this rule is strictly prohibited and will not be tolerated. Retaliation includes, but is not limited to threats, intimidation, reprisals and/or adverse actions related to an individual’s employment or education. Howard College will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an investigation pursuant to this rule will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to file a complaint with Howard College using the same procedure outlined in the section below entitled “Complaint and Investigative Process”.

**Support Services**
If an individual believes he/she has experienced conduct prohibited under this rule, that person should contact Howard College’s Title IX Coordinator for additional assistance and information. An individual who would like to report an alleged sexual assault, interpersonal violence (including domestic violence and dating violence) and/or stalking to the police and would like a Howard College representative to accompany him/her to provide support during the reporting process, should contact any of the following:

**DISTRICT TITLE IX COORDINATOR:**
Christi Mikeska  
Dean of Students  
1001 Birdwell Lane  
Big Spring, TX  79720  
(432) 264-5029  
cmikeska@howardcollege.edu
CAMPUS COORDINATORS:
Big Spring
Christi Mikeska
Dean of Students
1001 Birdwell Lane
Big Spring, TX 79720
(432) 264-5029
cmikeska@howardcollege.edu

San Angelo
Michael Hemmeter
Director of Student Services
3501 US-67
San Angelo, TX 76905
(325) 481-8300, Ext. 3334
mhemmeter@howardcollege.edu

Lamesa
Monica Castro
Executive Director
1810 Lubbock Hwy
Lamesa, TX 79331
(432) 264-5680
mcastro@howardcollege.edu

SWCD
Shannon Creswell
Director of Student & Administration
3200 Ave C
Big Spring, TX 79720
(432) 264-3777
screswell@howardcollege.edu

Counseling services are available for students and employees. Contact the Title IX Coordinator for assistance.

Additional resources:

National Domestic Violence Hotline: 1-800-799-SAFE (7233)
National Suicide Prevention Hotline: 1-800-273-TALK (8255)
Nationwide RAINN (Sexual Assault) Hotline: 1-800-656-HOPE (4679)
National Stalking Resource Center: http://www.ncvc.org
Center for Domestic and Sexual Violence: http://ncdsv.org
Texas Council on Family Violence: http://www.tcfv.org
National Coalition Against Domestic Violence: http://www.ncadv.org
Texas Association Against Sexual Assault: http://www.taasa.org

Reporting Prohibited Conduct
Howard College strongly encourages the prompt reporting of prohibited conduct covered by this rule. Delays in reporting can greatly limit Howard College’s ability to stop the alleged conduct, collect evidence and/or take effective action against individuals or organizations accused of violating this rule. A report of alleged violations of this rule may be made by:

- a person who believes they experienced prohibited conduct (a complainant); and/or
- a person who has information that prohibited conduct may have been committed (a reporter).

Victims of sexual violence need to know their options regarding the involvement of law enforcement and campus authorities. Victims have the option to:

- notify law enforcement authorities,
be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses, and
• decline to notify such authorities.

Howard College has procedures in place that serve to be sensitive to those who report sexual misconduct, including informing individuals about their right to file criminal charges. Information is readily available regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus. Interim steps can also be implemented to prevent contact between a complainant and an accused party. Howard College will make such accommodations, if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to local law enforcement or be involved in an internal investigation. Howard College will handle reports of prohibited conduct consistently with procedural guidelines developed to ensure prompt and equitable resolution of such reports. If a complainant chooses not to participate in Howard College’s investigation of a report, Howard College may, at its discretion, pursue the report without the complainant’s participation.

Medical Attention and Evidence Collection/Preservation
An individual who experiences any form of sexual assault is strongly encouraged to seek immediate medical care. Individuals may undergo a medical exam to properly collect and preserve physical evidence of the sexual assault with or without the police’s involvement. It is important to preserve forensic and other physical evidence that may assist in proving that the alleged criminal offense occurred, and such evidence may be helpful in obtaining a protective order against the respondent. Therefore, a medical exam should be performed immediately after the event, if possible. If a medical exam is not or cannot be performed immediately after the event, individuals may still obtain a Sexual Assault Forensic Exam (SAFE) within five (5) days of the sexual assault if law enforcement is involved and within four (4) days if they are not. With the individual’s consent, the physical evidence collected during this medical exam can be used as part of a criminal investigation; however, an individual may undergo a SAFE regardless of whether he/she has contacted, or intends to contact, the police.

The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE.

Reporting an assault to law enforcement does not mean that the case will automatically go to criminal trial or to a College disciplinary hearing. If the police are called, a uniformed officer will be sent to the scene to take a detailed statement. A ride to the hospital may be provided by a police department counselor. A report may be filed with the police regardless of whether or not the accused was a member of the Howard College community.

An individual who has experienced a sexual assault is strongly encouraged to seek medical and psychological care regardless of whether he/she intends to request a SAFE or report the assault to the police. He/she may be prescribed medications to prevent sexually transmitted infections and/or pregnancy regardless of whether the police were contacted or a SAFE was performed. Medical care can be provided at a local emergency room or by a private physician.
An individual who experiences any form of sexual assault may pursue any civil or criminal remedies provided by state law. An individual does not need to file a criminal police report to either use on or off-campus resources or to file a complaint with the Title IX Coordinator.

Howard College will, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, report to the campus community on any crimes reported to a Responsible Employee that Howard College considers to represent a threat to students and/or employees.

**Use of Drugs and Alcohol**
Any student who files a complaint, or who acts as a third-party witness in an investigation under this rule, will not be subject to disciplinary action by the judicial officer for using and/or consuming alcohol or drugs at or near the time of the alleged incident, provided that any such alcohol or drug use did not, and do not, place the health or safety of any other person at risk.

**Confidentiality and Anonymity**
Individuals wishing to remain anonymous can file a complaint (by telephone or in writing) with Howard College’s Title IX Coordinator. However, electing to remain anonymous may greatly limit Howard College’s ability to investigate an alleged incident, collect evidence, and/or take effective action against individuals or organizations accused of violating this rule. Howard College has an obligation to maintain an environment free of sex discrimination, thus many College employees have mandatory reporting and response obligations and may not be able to honor a complainant’s request for confidentiality. In the event confidentiality cannot be maintained, Howard College will share information only as necessary and only with people who need to know to fulfill the purposes of this rule and applicable law, such as investigators, witnesses, administrators, and the respondent. Howard College will comply with the Family Educational Rights and Privacy Act (FERPA), with Texas Education Code Section 51.971 and other confidentiality laws as they apply to Title IX investigations. Finally, Howard College may have an obligation to document the complaint or incident in publicly available recordkeeping, including Clery Act reporting and disclosures, but will do so without the inclusion of personally identifying information about the victim.

**Victim’s Rights and Options**
Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Howard College will assist victims of prohibited conduct and will provide each victim with a written explanation of their rights and options. Individuals who report a violation pursuant to this rule are entitled to:

- An effective internal investigation of complaints (using the preponderance of the evidence standard) separate from law enforcement or criminal proceedings.
- The implementation of protective interim measures prior to the final outcome of the investigation (e.g.: schedule/room changes, parking assignment changes, safety protocols, etc.), if the complainant requests them and they are reasonably available.
- Notification of the investigatory outcome.
- Protection from retaliation.
- The right to file an appeal of any final action on a complaint under this rule.

Further, Howard College complies with Texas law in recognizing orders of protection (emergency, interim, and plenary), no contact orders or civil no contact orders. Any person who obtains an order of protection,
no contact order or civil no contact order from Texas or any reciprocal state should provide a copy to the
Title IX Coordinator. A complainant may then meet with the Title IX Coordinator to develop a Safety Action
Plan, which is a plan to reduce risk of harm to the victim while on campus or coming and going from
campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing
classroom location or allowing a student to complete assignments outside of the classroom, etc.). Howard
College cannot apply for a legal order of protection, no contact order or civil no contact order for a victim
from the applicable jurisdiction(s). The victim is required to apply directly for these services.

Complaint and Investigative Process
Every student and every person against whom a complaint is made is entitled to due process. Therefore,
the college’s investigation will include interviews with all relevant persons including the accuser, the
accused, and other potential witnesses. The results of the investigation will determine the appropriate
course of action.

1. Students should report violations of this rule to the College’s District Title IX Coordinator:

Christi Mikeska
Dean of Students
1001 Birdwell Lane
Big Spring, TX  79720
(432) 264-5029
cmikeska@howardcollege.edu

The complaint should be as specific as possible and include dates, times, places, witnesses, and
specifics of what was said and done. The complaint should also list any requested interim measures
and any final resolution that is acceptable to the student.

2. Students may also report violations of this rule to any Responsible Employee, as defined in this rule,
(for example, an administrator, faculty member, or supervisory staff). When a Responsible
Employee is informed of an alleged violation of this rule, the Responsible Employee is required to
immediately notify the Title IX Coordinator of the allegation.

3. Once a report of prohibited conduct is received, Howard College will respond promptly and
investigate the report in a fair and impartial manner. Every Complainant and Respondent is entitled
to due process, and Howard College will handle reports of prohibited conduct consistently with
procedural guidelines developed to ensure prompt and equitable resolution of such reports.
Therefore, the College’s investigation will include interviews with all relevant persons including the
complainant, the Respondent, and other potential witnesses. The results of the investigation will
determine the appropriate course of action. Howard College will take steps to prevent recurrence of
any prohibited conduct and to ensure the safety of the campus community. Both parties may be
accompanied by an advisor of their choice. This applies to students and employees. An advisor is
someone that provides the guidance and support. An advisor may be present in any meeting or
disciplinary proceeding.

4. The Title IX Compliance Officer shall coordinate with the appropriate administrator and review the
complaint. If the situation cannot be resolved through informal means, to the satisfaction of all
parties, an investigator will be appointed by the College President. All investigators shall have
appropriate and ongoing training, at least annually, regarding issues related to domestic violence,
dating violence, sexual assault, sexual misconduct and stalking, as well as, on how to conduct an
investigation that protects the safety of complainants and promotes accountability. Howard College shall ensure that all disciplinary proceedings, including investigations, final actions, and appeals, shall be administered by officials who do not have a conflict of interest or bias for or against the Complainant or Respondent.

5. All complaints will be promptly addressed. Based upon an initial assessment of the allegations by the Title IX Coordinator and the appropriate administrator, pre-investigation measures may be temporarily taken to insure the safety and peace of mind of the student. Such measures may include, without limitation, placing the person against whom the complaint was made on paid administrative leave pending the outcome of the investigation or separating the student and the person against whom the complaint has been made. All complaints will be confidential to the extent permitted by law and will be revealed only on a “need to know” basis (i.e. access to the information is necessary to the investigation and/or the safety of the accused and the accuser or required by law).

6. The investigator will review the written material submitted by the student and meet with the student in a private area to discuss the complaint as soon as possible but not later than ten (10) college business days after the complaint has been received. The investigator will also meet with any witnesses and secure a witness statement from each witness. The investigator may consult with the appropriate dean to identify alternative methods for resolving the complaint.

7. The investigator will meet with all persons with information relevant to the complaint. If the complaint is filed against an individual, the person(s) against whom the complaint was filed should be given at least three (3) college business days to review the complaint and any relevant supporting documents and to prepare a written response to the complaint prior to meeting with the investigator. At the meeting, the investigator should provide the person against whom the complaint was filed an opportunity to respond verbally to the complaint. The person(s) may also respond to the complaint in writing and may identify additional witnesses the investigator should interview. The investigator will determine from this meeting whether additional witness interviews are warranted and if any additional information needs to be gathered or considered.

8. After meeting with the person(s) against whom the complaint was filed, gathering any additional information or witness statements, and concluding the investigation, the investigator will make a recommendation, in writing, to the appropriate administrator and to the Title IX Coordinator. The recommendation will set forth the following: complaint, persons interviewed, documents reviewed, findings, conclusions, and recommendations. The investigation of the complaint should be concluded within twenty (20) business days of the receipt of the complaint.

9. If additional time is needed, the investigator shall notify the complainant and respondent. The investigation is considered “open” until the written final action document is issued.

10. The appropriate administrator, in consultation with the Title IX Coordinator, will determine the final action to be taken on the complaint. The Title IX Coordinator will also sign-off on the final action document indicating approval of the final action. If the Title IX Coordinator disagrees with the final action determined by the administrator, the Title IX Coordinator may submit a written position to the Vice President of Academic and Student Affairs in the event of an appeal.

11. The person(s) against whom the complaint was filed will be advised in writing of the outcome to the extent permitted by applicable federal and state law. The investigator and/or administrator may
also meet with them to discuss the outcome to the extent permitted by applicable federal and state law.

12. The student who filed the complaint will also be notified in writing of the disposition of the complaint, to the maximum extent permitted by applicable state and federal law. The investigator and/or administrator will also meet with the student who filed the complaint to discuss the outcome to the extent permitted by applicable federal and state law.

13. If during the investigation a student is found to be in violation of the Student Standards of Conduct, they are subject to disciplinary sanctions as outlined in the Student Handbook.

**Disciplinary Proceeding Results**

*Upon written request*, Howard College will disclose to the alleged victim of a crime of violence or non-forcible sex offense (incest or statutory rape) the report on the results from any disciplinary proceeding conducted against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

A written request is not needed if the allegations involve dating violence, domestic violence, sexual assault or stalking, Howard College will provide both the accuser and the accused with simultaneous written notification of any result of disciplinary proceedings that arise from these cases.

**On-going Training**

Howard College is committed to raising awareness of the harm resulting from the conduct prohibited in this rule. Ongoing education and training is provided to both students and employees. The Title IX Compliance Officers shall receive training each year about offenses, investigatory procedures, due process requirements, conducting hearings, and policies related to this rule. Protecting the safety of complainants and the due process rights of all students is a priority.

**State Law Definitions**

If a person would like to press criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code would apply; not the internal definitions used in this rule.

**Dating Violence:** “an act, other than a defensive measure to protect oneself, by an individual that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault. ‘Dating relationship’ means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a ‘dating relationship.’” Texas Family Code Section 71.0021.

**Domestic (Family) Violence:** “an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or
that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself, or abuse by a member of a family or household toward a child of the family or household, or dating violence.” Texas Family Code Section 71.004.

**Sexual Assault:** “a person commits an offense if the person (1) intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (2) intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means; causes the penetration of the mouth of a child by the sexual organ of the actor; causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

**Consent:** A sexual assault is without the consent of the other person if: the actor compels the other person to submit or participate by the use of physical force or violence; the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat; the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge; the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; the actor is a public servant who coerces the other person to submit or participate; or the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor. ‘Child’ means a person younger than 17 years of age. ‘Spouse’ means a person who is legally married to another.” Texas Penal Code Section 22.011.

**Stalking:** “a person who, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that: (1) the person knows or reasonably believes the other person will regard as threatening including bodily injury or death for the other person, bodily injury or death for a member of the other person’s family or household or for an individual with whom the other person has a dating relationship, or fear that an offense will be committed against the other person’s property, and (2) causes the other person, a member of the other person’s family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property, and (3) would cause a reasonable person to fear bodily injury or death for himself or herself, or bodily injury or death for a member of the person’s family or household or for an individual with whom the person has a dating relationship, or fear that an offense will be committed against the person’s property. A fact finder may find that different types of
conduct described above, if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.” Texas Penal Code Section 42.072.

SEX OFFENDER REGISTRATION
Sex offenders must register with the college as required by law or court order. Information is available on the https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx web site. This website is the official internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. For additional information on sex offenders please contact the judicial officer.

MISSING STUDENTS
It is the policy of Howard College to thoroughly investigate all reports of missing persons. This policy covers students residing in on-campus housing facilities. In addition, the college considers a missing child, and an adult that is mentally impaired, to be considered “at risk” until significant information to the contrary is confirmed.

During the housing application and contract renewal processes, students living on campus are obligated to provide at least one emergency contact. This information is kept confidential and may only be utilized by authorized officials with emergency response job responsibilities, in the case of emergencies involving students such as death, life threatening injuries or a missing person report. Residence hall students may update their emergency contact information at any time by contacting the residence hall staff.

On-campus students have the option to designate one or more contacts to be notified within 24 hours of the determination that the student is missing. This information will be kept confidential, being accessible only to authorized campus officials and disclosed only to law enforcement personnel in furtherance of a missing person investigation.

Students, employees, or other individuals receiving a missing student report should immediately contact the judicial officer with all information available regarding the missing student so that an investigation can be initiated. If the student designated a contact person, the institution will notify the contact person within 24 hours that the student is missing. Federal Law requires that the institution notify a custodial parent or guardian within 24 hours of the determination that the student is missing. The judicial officer will notify local law enforcement officials within 24 hours of the determination that a student living on-campus is missing, unless the local law enforcement agency was the entity that made the determination that the student was missing. Informing local law enforcement within 24 hours applies regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.

CAMPUS CARRY LEGISLATION
As a public community college, Howard College is required by law to implement the campus carry legislation beginning August 1, 2017. Howard College takes the issue of guns on campus very seriously. The safety and security of students, employees, and visitors is a top priority. Howard College has established guidelines for Campus Carry which can be found at https://howardcollege.edu/home/about/consumer-information/. This site also includes Frequently Asked Questions related to this issue.
MAINTAINING CRIME STATISTICS

Daily Crime Log
Howard College maintains a daily crime log recording reported crimes that occur on each campus, in or on non-campus buildings or property, on public property immediately adjacent to and accessible from the campuses. This record includes details such as the date, time, nature, general location, and disposition of the complaint. Records are updated for 60 days after the initial report.

The crime log for the most recent 60-day period is open to the public, free of charge, upon request, during normal business hours. A written request is not required. Any portion of the crime log that is older than 60 days will be made available within 2 business days of the request.

The only exceptions to this rule are:
- If the disclosure is prohibited by law, or
- If disclosure would jeopardize the confidentiality of the victim

Clery Crime Statistics
The Clery Act specifies the crimes that must be disclosed in Howard College’s Annual Security Report. There are four general categories of crime statistics that must be included in the report:

1. Criminal Offenses
   a. Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
   b. Manslaughter by Negligence: The killing of another person through gross negligence.
   c. Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
      i. Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Includes the rape of both males and females.
      ii. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
      iii. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
      iv. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. (The Texas age of consent is 17)
   d. Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
   e. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
   f. Burglary: Unlawful entry of a structure to commit a felony or theft.
g. **Motor Vehicle Theft**: Theft or attempted theft of a motor vehicle.

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

2. **Hate Crimes**

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For Clery Act purposes, hate crimes include the 8 above-mentioned offenses and any incidents listed below when they are motivated by bias: The following offenses are also counted if they are hate crimes:

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

b. **Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

c. **Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

Although there are many possible categories of bias, under the Clery Act, only the following categories are reported: race, religion, actual or perceived sexual orientation, actual or perceived gender, actual or perceived gender identity, ethnicity, actual or perceived national origin, and disability.

3. **Violence Against Women Act Offenses**

a. **Dating Violence**: 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. For the purpose of this definition – (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (ii) Dating violence does not include acts covered under the definition of domestic violence.

b. **Domestic Violence**: A felony or misdemeanor crime of violence committed – (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

c. **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (i) Fear for the person’s safety or the safety of others; or (ii) Suffer
substantial emotional distress. For the purpose of this definition – (i) 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; (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

4. Arrests and Deferrals for Disciplinary Action
   a. **Weapons**: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
   b. **Drug Abuse Violations**: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
   c. **Liquor Law Violations**: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Referred for disciplinary action** is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction. The Clery Act requires that colleges disclose the number of referrals for disciplinary action for weapons, drug abuse and liquor law violations.

Reportable crimes for 2018-2020 are listed in the tables that follow.
<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>Offenses</th>
<th>Year</th>
<th>On Campus Property</th>
<th>Residential Facilities</th>
<th>Non-Campus Property</th>
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<td>Murder and Non-negligent Manslaughter</td>
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<th>Offenses</th>
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<th>Residential Facilities</th>
<th>Non-Campus Property</th>
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<td>Arrests: Weapons Carrying, Possessing, Etc.</td>
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Unfounded Crimes: There were no unfounded crimes in 2018, 2019, or 2020.
Hate Crimes: There were no hate crimes in 2018, 2019, or 2020.

(END OF REPORT)
Published October 2021

The Annual Fire Safety Report is required by the Higher Education Opportunity Act (HEOA) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log. The Clery Act was amended by HEOA in 2008, requiring future reports to include campus housing fire safety statistics. The information contained in this document relates to fire safety for on-campus student residential housing only.

Each year, an e-mail notification is sent to all current students, faculty, and staff providing the web site to access this report. Upon request, prospective students and employees and others may obtain a written paper copy of the report from the safety officer.

Fire Prevention and Protection

The following procedures must be followed in an effort to reduce the risk of a fire:

1. Sufficient waste receptacles should be provided and emptied on a daily basis.
2. All oily cloths are to be kept in a covered metal can.
3. Accumulations of paper and flammable materials are to be kept at a minimum.
4. Combustible materials should be stored in a proper cabinet or container and away from heating or electrical devices.
5. Finely divided material produced in shops or laboratories (e.g. sawdust or fabric) should be frequently removed to prevent accumulation.
6. Candles should not be operated with an open flame; candle warmers should be used instead.

Exits

No obstructions may be placed in front of or upon any exit door. No aisle, exit access, or stairway may be obstructed with furniture or other obstructions to reduce the required width of the exits during hours the facility is open to students or employees.

Doors, Hallways, Stairways, and Landings

Fire doors separating stairwells from hallway or smoke partition doors must be maintained in working order. They are never to be blocked, wedged, or tied open. The storage of any kind or the use of office or laboratory equipment in the hallways or the stairway is strictly forbidden.

Railings, Steps, Walks
The area immediately outside of building exits will always be maintained free of material. Bicycles and vehicles are not permitted on sidewalks immediately adjacent to exit.

**Fire Extinguisher**

Fire extinguishers are located throughout the campus in sizes and types appropriate for normal activities in each area. These extinguishers are inspected annually by a qualified contractor to assure proper operation if needed. The theft of or tampering with an extinguisher should be reported immediately to the Safety Officer.

**Fire Alarms**

The dorms on both Howard College Big Spring and SWCD campuses are equipped with automatic fire alarm systems that are certified each year. No person, other than those directed by the Safety Officer, is authorized to adjust, reset, or otherwise manipulate the automatic alarm systems. These systems, when activated, enable a loud, busy noise audible throughout an individual building. Flashing lights are connected to the SWCD system. In the event of a fire, any employee is responsible for sounding the fire alarm by pulling an alarm station. Once the alarm has been engaged, the switchboard should be called and the location, type, and nature of the fire should be noted. The switchboard operator should call for verification of a true alarm. Upon a report of a true alarm, the switchboard operator should call 911 and request assistance from the fire department.

Faculty should direct students to the appropriate exit route (see “Building Evacuation Maps” on Web) and remain some 50 yards away from the building until notified by a College official that the building may be reentered, and normal activities resumed.

**Fire Drills**

The Safety and Security Coordinator is authorized to conduct periodic tests of fire evacuation procedures. Such tests may include the evacuation of the buildings after purposely initiating the building alarms. To assure all personnel and students are aware of the proper procedures to follow when a fire alarm is activated, the College will have not less than two (2) fire drills each year. At least one drill will be announced, and the following drills will not be announced or scheduled at any particular time so that the evacuation procedures can be evaluated objectively to determine if there are any deficiencies that need to be addressed or corrected.

Compliance with the published procedures will be rated on a scale of 1 (poor) to 5 (good) using the following criterion:

1. Correct exits used, (i.e., stairs not elevators orderly exiting with no panic, running, pushing, etc.)
2. Total evacuation completed in reasonable time.
3. Disabled students assisted in exiting building.
4. Responses to directions by person in charge.
5. All persons exited to at least 50 yards away from buildings.
6. Crowd control by faculty.
7. Reaction of maintenance staff.
8. Reaction of administrators on campus.
9. Confusion among faculty/staff/administrators.

Fire Evacuation Procedures (all buildings)

As soon as the fire alarm is activated, all faculty and staff will immediately exit the building by the nearest exit. All faculty teaching classes should supervise an orderly exodus from the classrooms and buildings. All classroom doors should be closed after everyone has exited. The faculty member will stay with the class until the all-clear announcement has been made by the administrator in charge and normal activities can be resumed. Under no circumstances will anyone be allowed to reenter the building until the reason for the alarm has been determined and corrected. The facility coordinator and the Safety Officer or their designee will determine when it is safe to resume normal activities.

All faculty and staff members must know where all exits are in the buildings that they occupy. The Safety Officer will conduct a workshop annually to ascertain that everyone has a working knowledge of the evacuation procedures via regularly scheduled safety trainings. All new employees should familiarize themselves with the Safety Manual which contains all policies and procedures dealing with safety issues.

Fire evacuation routes should be posted in all buildings on all floors. All employees should know all the fire evacuation routes from their work stations and be prepared to assist students or visitors to find proper exits. It is the responsibility of all employees to make certain that their areas are evacuated promptly and properly.

The purpose of these procedures is to reduce the likelihood of injury or death in the event of a fire or any other major catastrophe that would necessitate the evacuation of any of the buildings on the College’s campus. Knowledge of the evacuation routes will reduce the possibility of panic or unsafe action in the event of an emergency.

Fire Drill and Evacuation Procedures for Residence Halls

Fire drills will be conducted twice per semester in each residence hall (one announced and one unannounced). Failure to participate in these fire drills when in the residence hall could result in the residents being subject to fines and/or disciplinary action.

In the event of fire, the most important thing is for you to evacuate the building safely. Familiarize yourself with the emergency fire evacuation floor plan posted in the residence halls. Whenever the fire alarm sounds, you are required to evacuate the building immediately. Failure to evacuate is a violation of city ordinance and subject to fine and/or disciplinary action.

In the corridors of each residence hall are: fire extinguishers, manual fire alarm pull stations, and automatic smoke detectors. All residence halls are equipped with either battery operated
or direct wired AC powered smoke detectors in bedrooms. Routine inspections are done by the hall staff and maintenance service to ensure the unit and its battery are functional. All smoke detectors are wired into the building electrical source. If the smoke alarm should falsely sound, or if there appears to be a problem with it, please contact the Coordinator of Residence Education immediately. Do not remove alarm or the cover.

If a bedroom smoke detector alarms due to smoke from a fire, close the door, immediately go to the fire alarm pull station in the hallway and activate the building fire alarm, dial 911, and evacuate the building. If the smoke detector sounds an alarm other than your own, you should follow the same procedure.

The smoke detector’s alarm may falsely sound when there is a high concentration of cooking smoke or dust in the air. Should this happen, open the doors and fan the detector to clear the sensor of smoke or dust. The detector will stop sounding its alarm when the smoke or dust has dissipated. If the problem persists, contact the Coordinator of Residence Education immediately.

Fire Safety Systems in On-Campus Student Housing

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fire Alarm Monitoring by Residence Hall Staff</th>
<th>Fire Alarm Monitoring by Outside Company (contract)</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
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<tr>
<td>Women’s Dorm</td>
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<td>X</td>
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<td>X</td>
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Statistics and Related Information Regarding Fires in Residential Facilities for 2020

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<thead>
<tr>
<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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(END OF REPORT)