

# CONCILIATION AGREEMENT

Between

**THE U.S. DEPARTMENT OF LABOR  
OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS**

And

**Regus Management Group, LLC**

## **PART I. PRELIMINARY STATEMENT**

The Office of Federal Contract Compliance Programs (“OFCCP”) conducted a corporate compliance evaluation of Regus Management Group, LLC (hereinafter “Regus”) located at 15305 Dallas Parkway, Suite 400, Addison, TX, which began on May 3, 2018, and alleges that Regus was not in compliance with Executive Order 11246 as amended (“E.O. 11246” or “Executive Order”), Section 503 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 793 (“Section 503”), and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (“VEVRAA”) and their respective implementing regulations. In the interest of resolving the violations without engaging in enforcement proceedings and in exchange for sufficient and valuable consideration described in this document, OFCCP and Regus enter into this Conciliation Agreement (“Agreement”), and the parties agree to all the terms therein. OFCCP recognizes Regus’ commitment to prospective improvements in workplace equity, opportunity, and diversity in crafting this forward-looking resolution that will foster enhanced oversight of more workers for the next two years. The attachments to this Agreement are deemed incorporated into this Agreement.

## **PART II. GENERAL TERMS AND CONDITIONS**

1. In exchange for Regus’ fulfillment of all obligations of the Agreement, OFCCP agrees not to institute administrative or judicial enforcement proceedings under E.O. 11246, Section 503, and VEVRAA, based on the violations described in more detail in Parts IV and VI below. However, OFCCP has the right to initiate legal proceedings to enforce the Agreement itself or to correct and obtain relief for the violations described in Parts IV and VI if Regus violates this Agreement. Nothing in this Agreement precludes OFCCP from initiating enforcement proceedings based on future compliance evaluations or complaint investigations if OFCCP deems that Regus is in breach of the Agreement.
2. Regus agrees that OFCCP may review its compliance with this Agreement. As part of such review, OFCCP may require written reports, inspect the premises, interview witnesses, and examine and copy documents as may be relevant to the matter under investigation and pertinent to Regus’ compliance. Regus will permit access to its premises during normal business hours for these purposes and will provide OFCCP with all reports and documents required.

Regus  
Conciliation Agreement

3. This Agreement does not constitute an admission by Regus of any violation of or noncompliance with E.O. 11246, Section 503, VEVRAA and their implementing regulations at 41 CFR Chapter 60, or other laws, nor has there been an adjudication on the merits regarding any such violation. Regus denies any violation of E.O. 11246, Section 503, VEVRAA or any other law.
4. Regus understands that nothing in this Agreement relieves Regus of its obligation to fully comply with the requirements of E.O. 11246, Section 503, VEVRAA, their implementing regulations, and other applicable equal employment opportunity laws.
5. Regus will not retaliate against any potential or actual beneficiary of this Agreement or against any person who files a complaint, who has provided information or assistance, or who participates in any manner in any proceeding in this matter.
6. OFCCP and Regus (“the parties”) understand the terms of this Agreement and enter into it voluntarily.
7. This Agreement, including its attachments, constitutes the entire Agreement and represents the complete and final understanding of the parties. This Agreement contains all of the terms binding the parties and it supersedes all prior written and oral negotiations and agreements. Any modifications or amendments to this Agreement must be agreed upon in writing and signed by all parties. If an administrative error is found, OFCCP will work in good faith with all parties to make the corrections.
8. If one or more provisions of this Agreement are rendered unlawful or unenforceable, the remaining provisions will remain in full force and effect.
9. This Agreement becomes effective on the day it is signed by the Regional Director of the Southwest and Rocky Mountain Region (the “Effective Date”).
10. This Agreement will expire sixty (60) days after Regus submits the final progress report required in Part VII below, unless OFCCP notifies Regus in writing prior to the expiration date that Regus has not fulfilled all of its obligations under the Agreement, in which case the Agreement is automatically extended until the date OFCCP determines Regus has met all of its obligations under the Agreement, or for at least two years, whichever is later.
11. If Regus violates this Agreement,
  - a. The procedures set forth at 41 CFR 60-1.34, 41 CFR 60-300.63 and/or 41 CFR 60-741.63 will govern:
    - i. OFCCP will send Regus a written notice stating the alleged violations and summarizing any supporting evidence.

Regus  
Conciliation Agreement

- ii. Regus will have 15 days from receipt of such notice to demonstrate in writing that it has not violated the Agreement, unless such a delay would result in irreparable injury to the employment rights of affected employees or applicants.
  - iii. If Regus is unable to demonstrate that it has not violated the Agreement, or if OFCCP alleges irreparable injury, enforcement proceedings may be initiated immediately without issuing a show cause notice or proceeding through any other requirement for those establishments with an open review at the time of this Agreement.
  - iv. In the event of a breach of this Agreement by Regus, OFCCP may elect to proceed to a hearing on the entire case and seek full make-whole relief, and not be limited to the terms agreed to in the Agreement.
  - v. If OFCCP seeks enforcement of this Agreement, OFCCP will not be required to present proof of any underlying violations resolved by this Agreement.
- b. Regus may be subject to the sanctions set forth in Section 209 of the Executive Order, and/or other appropriate relief for violation of this Agreement.
12. The parties understand and agree that nothing in this Agreement is binding on other governmental departments or agencies other than the OFCCP, and cannot be used as evidence that Regus is not in compliance with any applicable federal, state, or local laws, including but not limited to E.O. 11246, Section 503, and VEVRAA. Regus and OFCCP agree that any release of claims required by this Agreement will only pertain to claims under E.O. 11246.
13. This Agreement is limited to the facts of this case. Neither this Agreement, nor any part of the negotiations that occurred in connection with this Agreement, shall constitute admissible evidence with respect to either party's policies, practices, or positions in any lawsuit, legal proceeding, administrative proceeding, compliance evaluation or audit, except for legal or administrative proceedings concerning the enforcement or interpretation of this specific Agreement.
14. Each party shall bear its own fees and expenses with respect to this matter.
15. All references to "days" in this Agreement are calendar days. If any deadline for an obligation scheduled to be performed under this Agreement falls on a weekend or a Federal holiday, that deadline will be extended to the next business day.
16. This Agreement will not relieve Regus from its annual ongoing OFCCP requirements of equal employment opportunity through affirmative action and non-discrimination across its entire workforce, as applicable, including the monitoring of an up-to-date Affirmative Action Programs ("AAPs") and internal pay equity.

17. This Agreement between Regus and OFCCP may be modified upon the written consent of the parties, and such consent will not be unreasonably withheld.

### **PART III. PRELIMINARY FINDINGS**

1. OFCCP alleges that Regus was not in compliance with 41 CFR 60-1.4(a)(1) in that Regus' selection process resulted in an adverse impact against male and Black applicants in the 5A Community Associate position and against Black applicants in the 5B Community Manager position during the period of October 1, 2016 through June 30, 2018.

OFCCP's analysis of the Community Associate position [REDACTED]

(b) (7)(E)

[REDACTED] with an adjusted shortfall of 22 males.

Additionally, OFCCP's analysis of the Community Associate position [REDACTED]

(b) (7)(E)

[REDACTED] with an adjusted shortfall of 80 Blacks.

OFCCP's analysis of the Community Manager position [REDACTED]

(b) (7)(E)

[REDACTED] with an adjusted shortfall of 22 Blacks.

### **PART IV. FINANCIAL AND NONFINANCIAL REMEDY**

#### **1. Settlement Fund**

- a. **Settlement Fund Account.** Within fourteen (14) days after the Effective Date, Regus will deposit a total of \$900,000.00 (\$765,000.00 in back pay and \$135,000.00 in interest) in an FDIC-insured interest bearing account maintained by Regus at the prevailing interest rate. By the deadline set forth in the Timeline, Attachment C ("Timeline"), Regus will notify OFCCP when this action is complete and provide appropriate documentation, including the name and address of the FDIC-insured banking institution, the account number for the settlement fund, the date of deposit, the deposit amount, and bank records showing the deposit amount.

By the dates set forth in the Timeline, Regus will provide OFCCP with copies of bank records showing the current balance of the account, list of transactions and the amount of accrued interest on the account. The Settlement Fund is a negotiated amount that represents estimated back pay and accrued interest. Regus' share of taxes on the portion representing back pay (such as federal, state and/or local taxes and Federal Income Contributions Act ("FICA")) is not part of the Settlement Fund. Regus will be responsible for any banking account fees.

## 2. Notice Process

- a. **OFCCP and Regus Obligations under the Notice Process.** The notice process set forth in this Agreement is intended to provide Affected Class Members in Attachment A, identified as having been affected by the selection practices at issue, a meaningful opportunity to understand their rights and obligations and act on them in a timely manner.
- b. **Distribution of Mail Notice to Affected Class Members.** By the date(s) set forth in the Timeline, Regus will provide initial notice by regular first-class mail or other appropriate means (including but not limited to email, where available) to the Affected Class Members to their best available addresses. Regus will send/transmit the Affected Class Members copies of the Notice (Attachment B-1) along with the Information Verification and Employment Interest Form (Attachment B-2), Release of Claims under Executive Order 11246 (Attachment B-3) (“Notice Documents”), and a postage-paid return envelope if sent via first-class mail. The Notice Documents will make clear the information about the settlement, including the steps the Affected Class Members must take to participate in the settlement. If envelopes or emails from the initial notice are returned with forwarding addresses, Regus will re-mail/email the Notice Documents within fifteen days of receipt of the forwarding address.

As set forth in the Timeline, Regus will send to OFCCP a status update regarding Affected Class Members’ responses to include Affected Class Members who did not respond, who responded, or who partially responded (for example missing a signature and/or information) to the first notice, and Affected Class Members whose mail/email was returned to Regus with a forwarding address or undeliverable. OFCCP will conduct independent efforts to locate Affected Class Members and will provide updated contact information to Regus. Regus will email/mail a second set of Notice Documents (Attachments B1-B3) and a postage-paid return envelope if sent via first-class mail to all Affected Class Members for whom OFCCP provides information.

- c. **Notice Deadline.** The final deadline for any Affected Class Member to respond to the Notice Documents is set forth in the Timeline and the Notice. The parties will prominently display this deadline on all materials they distribute in hard copy or electronically regarding this Agreement, and explain that failure to respond by this deadline will result in a forfeiture of any relief provided by this Agreement.
- d. **Exchange of Information Regarding Affected Class Members.** The parties will timely exchange information regarding Affected Class Members, including updated contact information and the results of any technical assistance provided. As set forth in the Timeline, if a third party administrator is used for the settlement distribution, Regus will provide the contact information of the third party administrator to OFCCP to facilitate the exchange of information.

- e. **Final List of Eligible Affected Class Members.** The Final List will include all Affected Class Members who timely respond, including those that partially responded (for example missing a signature and/or information), to the Notice Documents by the final deadline set forth in the Timeline, and whose eligibility is verified by OFCCP (referred to as “Eligible Affected Class Members”). These individuals will be listed on the Final List of Eligible Affected Class Members (“Final List”). As set forth in the Timeline, Regus will provide the Final List to OFCCP.

The parties will establish the Final List by the date set forth in the Timeline. If needed, the parties will meet and confer on any outstanding issues or questions regarding the Final List. Either party may identify potentially eligible Affected Class Members who may have been erroneously excluded from or included on the Final List. OFCCP shall make the final determinations of eligibility but will make every effort to negotiate in good faith to resolve any dispute about the Final List. Regus will provide to OFCCP any information necessary to determine the Final List.

- f. **Regus’ Expenses.** Regus will pay all expenses associated with carrying out its duties pursuant to this Section from funds separate and apart from the amount designated in this Agreement for the Settlement Fund.

### 3. Allocation

- a. **Total Amount to be Allocated.** The back pay and interest amounts of the Settlement Fund, plus any additional interest that accrues on the interest-bearing account, will be distributed among the Eligible Affected Class Members as explained in this section. Individual shares will include appropriate deductions for each individual’s share of payroll deductions required by law on the portion representing back pay only, such as federal (FICA/FUTA), state/local insurance premiums or taxes.
- b. **Eligible Affected Class Members to Receive Payments.** The Settlement Fund will be distributed equally among all Eligible Affected Class Members. All Eligible Affected Class Members are entitled to their share of the monetary settlement regardless of whether they are currently interested in employment with Regus.
- c. **Payments to Eligible Affected Class Members.** Regus will provide OFCCP a list of the proposed payment amounts for Eligible Affected Class Members on the Final List by the date set forth on the Timeline. OFCCP will review the proposed payment amounts and notify Regus within three (3) days of any disagreement it may have. Regus will issue checks to all Eligible Affected Class Members in the stated amount, along with appropriate tax reporting forms (such as W-2s and IRS Form 1099s) by the dates set forth in the Timeline. If checks from the initial mailing are returned with forwarding addresses, Regus will re-mail the checks within ten days.

Regus will provide OFCCP with a list of returned checks without a forwarding address by the date set forth in the Timeline. OFCCP will then attempt to locate the Eligible Affected Class Members and provide Regus with updated contact

information. Regus will then re-mail the checks to those Eligible Affected Class Members upon receipt of the updated contact information.

In addition, Regus will provide OFCCP with a list of all cashed and uncashed checks within 60 and 90 days of the date the checks were mailed. OFCCP will attempt to locate Eligible Affected Class Members who did not cash their check. OFCCP will then provide Regus with information for Eligible Affected Class Members who did not cash their check, and Regus will re-mail the check to the Eligible Affected Class Member(s) by the deadline set forth in the Timeline. In instances where check delivery is unsuccessful after numerous attempts, the parties will confer to determine if mail tracking, such as certified mailing, is necessary. In addition, after the 90 days, referenced above, OFCCP and Regus will confer as needed to obtain a status update of any remaining uncashed checks.

Any check that remains uncashed 120 days after the initial date the check was mailed to the Eligible Affected Class Members will be void. With respect to any uncashed funds, Regus will make a second distribution by the deadline set forth in the Timeline to all Eligible Affected Class Members who cashed their first check if the amount of such remaining uncashed funds would result in payment of \$50.00 or more to each such Eligible Affected Class Member. The second payment will consist of back pay and interest in the same proportion as the first payment. Any undistributed funds will be devoted to training described in Part VI 6.

- d. **Tax Payments, Forms and Reporting.** Regus will pay the employer's share of social security withholdings, and any other tax payments required by law from additional funds separate from the Settlement Fund. Regus shall mail to each Eligible Affected Class Members an IRS Form W-2 for that portion of the payment(s) representing back pay and an IRS Form 1099 for that portion of the payment(s) representing interest. These IRS forms will be provided to the Eligible Affected Class Members either at the time of payment or at the end of the year by the applicable deadline. No Eligible Affected Class Member will be required to complete a W-4 or W-9 in order to receive payments under this Agreement.
- e. **Documentation of Payments.** By the deadlines set forth in the Timeline and pursuant to Part VII, Regus will provide OFCCP with copies of cancelled checks or documentation of all payments to Eligible Affected Class Members, including the amounts paid, the date payment was sent, the date payment was received or the check cashed, and any uncashed or returned checks. In the event of a second distribution, Regus will provide similar documentation on the second distribution.

#### 4. **Nonmonetary Relief**

##### a. **Job Opportunities**

As vacancies occur in the Community Associate and Community Manager positions, Regus shall make offers of employment to Eligible Affected Class Members who

expressed an interest in employment and are not currently employed in the position (“Eligible Applicants”). Eligible Applicants must successfully complete the application process. Regus will hire up to 124 Eligible Applicants into open positions or exhaust the list of qualified Eligible Applicants expressing an interest in employment, whichever occurs first as follows:

- Community Associate position
- Community Associate position
- Community Manager position

(b) (7) (E)

As vacancies occur in the Community Associate and Community Manager positions, Regus shall contact the Eligible Applicants who successfully completed the application process to be considered for employment in the order in which they submitted their Notice Documents, or if the documents were received on the same day, in the order of their original application date.

The report-to-work date for Eligible Applicants hired pursuant to this Agreement shall be agreed upon by Regus and the Eligible Applicant, but shall be no later than fourteen (14) days after the date the job offer is accepted unless the Eligible Applicant requests a later reporting date. The Eligible Applicant must report to work on the day designated or provide Regus notice of good cause for their absence on or before that date. Otherwise, Regus may withdraw the job offer and shall be under no obligation to hire the Eligible Applicant under this Agreement, but remains obligated to hire until the 124 Community Associate and Community Manager positions, as referenced above, are filled or the list of Eligible Applicants is exhausted, whichever comes first.

Regus agrees to pay Eligible Applicants hired under this Agreement at least the current entry level wage based on applicants’ qualifications for the Community Associate and Community Manager positions, and provide all regular and on-the-job training currently provided to employees in that position.

## **PART V: TECHNICAL VIOLATIONS AND REMEDIES**

1. **VIOLATION:** Regus failed to preserve personnel or employment records in accordance with the requirements of 41 CFR 60-1.12, and 41 CFR 60-3. Specifically, during the period of October 1, 2016 through June 30, 2018, Regus destroyed and/or failed to preserve and make available for inspection complete and accurate records, pertaining to the Community Associate and Community Manager job titles such as interview forms, videos, and background check results.

**REMEDY:** Regus will ensure that its records are collected and maintained in accordance with the requirements of 41 CFR 60-1.12, CFR 60-3.4, and 60-3.15.

2. **VIOLATION:** During the period of October 1, 2017 through September 30, 2018, Regus failed to prepare and maintain an acceptable AAP for Minorities and Women, in violation of 41 CFR 60-2, Subpart B. Accordingly, Regus failed to comply with its AAP obligations set forth in Subpart B of the regulations, 41 CFR 60-2.10 through 2.18.

REMEDY: On September 9, 2018, Regus submitted an acceptable AAP for Minorities and Women in compliance with 41 CFR 60-2, Subpart B. Regus will continue to maintain an acceptable AAP and ensure it conducts proper analyses. In addition, Regus will enhance its outreach efforts to include outreach efforts to Historically Black Colleges and Universities (“HBCUs”) listed on Attachment D.

3. VIOLATION: During the period of October 1, 2016 through June 30, 2018, Regus failed to correctly conduct its adverse impact analyses of the total selection process in accordance with 41 CFR 60-3.4 and 41 CFR 60-3.15A. Additionally, Regus failed to maintain, evaluate, and have available for inspection the analysis of the individual components of the selection process for adverse impact in accordance with the requirements of 41 CFR 60-3.4 and 41 CFR 60-3.15A.

REMEDY: Regus will maintain and have available for OFCCP’s inspection adverse impact analyses on at least an annual basis for purposes of determining whether adverse impact exists against applicants based on race, sex, or ethnic groups in hiring, promotion, or termination and other personnel activities. These analyses will be done by job for each group constituting more than 2% of the labor force in the relevant labor area. If adverse impact is identified in the total selection process, Regus will evaluate each individual component of the selection process for adverse impact. If adverse impact is found to exist in any of the individual components of the selection process, Regus will validate the component(s) in accordance with the Uniform Guidelines on Employee Selection Procedures or utilize selection procedures, which do not result in adverse impact.

4. VIOLATION: During the period of October 1, 2017 through September 30, 2018, Regus failed to prepare and maintain an acceptable AAP for protected veterans, in violation of 41 CFR 60-300, Subpart C. Accordingly, Regus failed to comply with its AAP obligations set forth in Subpart C of the regulations, 41 CFR 60-300.40 through 60-300.45.

REMEDY: Regus will develop and implement an AAP for protected veterans in compliance with 41 CFR 60-300, Subpart C.

5. VIOLATION: During the period of October 1, 2017 through September 30, 2018, Regus failed to prepare and maintain an acceptable AAP for qualified individuals with disabilities, in violation of 41 CFR 60-741.40, Subpart C. Accordingly, Regus failed to comply with its AAP obligations set forth in Subpart C of the regulations, 41 CFR 60-741.40 through 60-741.45.

REMEDY: Regus will develop and implement an AAP for individuals with disabilities in compliance with 41 CFR 60-741, Subpart C.

**PART VI. ADDITIONAL RELIEF**

1. The Agreement will be in effect for a two-year period beginning on the Effective Date of the Agreement or until the final progress report is accepted, whichever is later.
2. To proactively facilitate compliance with E.O. 11246, Regus will take the steps described below to enhance its compliance with E.O. 11246 by ensuring nondiscriminatory selection practices for Community Associate and Community Manager positions at its establishments. In addition, Regus will ensure overall compliance with E.O. 11246, Executive Order 13496, Section 503, VEVRAA and their implementing regulations.
3. Regus will have 90 days to revise, in writing, the practices, policies and procedures it uses to recruit, track and hire applicants for the Community Manager and Community Associate positions.
4. Regus will evaluate and revise, as necessary, Regus's hiring policies and procedures, including but not limited to its selection criteria, basic and preferred qualifications, dress code, interviews, use of video questions, tests, and applicant tracking processes, and its policies and procedures outlined in its Employee Handbook.
5. Under this Agreement and by the date set forth in the Timeline, Regus will submit to OFCCP a revised hiring process that describes the selection procedures outlined below:
  - a. Procedures to recruit, screen, interview, select, reject, and hire individuals for relevant job titles without regard to sex, sexual orientation, gender identity, race/ethnicity, color, national origin, and religion in compliance with E.O. 11246.
  - b. Procedures to limit subjectivity and implicit bias in the hiring process, including identifying objective qualifications and criteria to be used to select and/or eliminate from further consideration, persons expressing an interest in employment at each step of the hiring process (e.g., application screen, interview, post-offer screen).
  - c. Procedures to ensure that persons expressing an interest in employment are tracked and dispositions are recorded at each step in the hiring process.
  - d. Procedures to ensure that documents are retained in accordance with 41 CFR 60-1.12(a) and Part 60-3.
  - e. Procedures to ensure that adverse impact analyses are conducted in accordance with 41 CFR Part 60-3, including an evaluation of the individual components, if statistical disparities exist.
  - f. Ensure that the revised policies and procedures as described above describe the recruitment, selection and accessibility for disabled candidates in keeping with 41 CFR 60-741.

6. Regus will develop and implement a training program on the revised hiring policies and procedures as described above to be presented to all individuals involved in any way in the hiring process, including all HR personnel, recommending officials, deciding officials, and employees who make and keep required records. The training will be mandatory for the personnel identified above, and employees who are hired or promoted into those positions must also receive the training within 60 days of their hire or promotion. Regus will provide OFCCP documentation of its training as described below.
7. Regus will monitor the implementation of and results achieved from the revised hiring process, and will provide reports to OFCCP based on the Reporting Requirement in Part VII below. As part of this Agreement, Regus agrees to monitor hiring activity to identify any statistically significant disparities based on race/ethnicity or sex and will investigate and remedy any statistically significant disparity identified. During the period this Agreement is in effect, the monitoring reports will indicate whether the hiring process has been fully implemented and whether the individuals involved in the hiring process are following the policies and procedures. The monitoring reports will also include appropriate recommendations, if any, to alter or change the hiring process, its implementation, or training, to ensure a nondiscriminatory hiring process.
8. During the monitoring period, Regus will conduct adverse impact analyses consistent with the requirements of 41 CFR § 60-3.4 and 3.15 on at least an annual basis. If Regus finds statistically significant disparities in hiring, Regus shall investigate the cause of the disparities and take appropriate action, such as providing refresher training or making additional changes to the hiring process, including consideration of alternative selection criteria/tests. Regus will implement remedies to correct any statistically significant disparities in hiring and report to OFCCP on actions taken.

## **PART VII. REPORTS REQUIRED DURING OFCCP MONITORING PERIOD**

1. **Recordkeeping.** Regus agrees to retain all records relevant to the violations cited in Parts III and V above and the reports submitted in compliance with Paragraph 3 below. These records include underlying data and information such as Human Resources Information System (“HRIS”) and payroll data, job applications and personnel records, and any other records or data used to generate the required reports. Regus will retain the records until this Agreement expires or for the time period consistent with regulatory requirements, whichever is later.
2. **Confidentiality.** Regus and OFCCP have a common interest in the information being provided in the reports pursuant to this Agreement. To the extent any of the reports Regus provides in accordance with this Agreement are customarily kept private or closely-held, and Regus believes they should remain confidential under Exemption 4 of the Freedom of Information Act (“FOIA”) in the event of a FOIA request, Regus will provide such reports to OFCCP marked as “Confidential.” In the event of a FOIA request, OFCCP will treat any such documents received as confidential documents.
3. **Regus Reports.**

- a. **Schedule and Instructions.** Regus agrees to furnish OFCCP with the reports detailed below during the Monitoring Period according to the Timeline. Regus will submit reports to:

Dinorah S. Boykin, District Director  
USDOL/OFCCP  
615 East Houston St., Suite 340  
San Antonio, TX 78205  
(b) (6), (b) (7)(C)@dol.gov.

- b. **Reports on Financial Remedy.** In each Progress Report, Regus will submit to OFCCP in accordance with the Timeline all documentation of monetary payments to all Eligible Affected Class Members as listed in the Timeline including for each: the name of the person receiving a monetary settlement, the check number and amount of the check, and the date the check cleared the bank. OFCCP may request copies of canceled checks disbursed by Regus to Eligible Affected Class Members or other equivalent documentation verifying that Eligible Affected Class Members were paid.
- c. **Reports on Job Offers.** In each Progress Report, Regus will report on all job offers and hires made to date pursuant to this Agreement until all of the job opportunities for the reviewed establishment are filled or the list of Eligible Applicants expressing interest in the positions is exhausted. This includes:
- i. Documentation of all job offers made to Eligible Applicants, including the names of individuals offered jobs, the date of their application, the date of the offer, the date the offer was accepted or rejected, and if hired, the starting pay.
  - ii. Documentation of Eligible Applicants who expressed interest in job offers but did not successfully complete the application process, including the names of these individuals, the date of their application, if any, and the reason Regus determined they did not successfully complete the application process with supporting documentation. This includes individuals who did not receive job offers because all available positions were filled.
  - iii. Documentation of Eligible Applicants who were hired and terminated during the life of this Agreement and the reason for the termination.
  - iv. Documentation of the number of available positions remaining to be filled and the number of Eligible Applicants still on the list.
  - v. Documentation of the start dates for Eligible Applicants who were hired.
- d. **Reports on Modifications to Personnel Practices.** In each Progress Report, Regus will report on all modifications of personnel practices made to date pursuant to this Agreement and provide documentation of its compliance with the remedy provisions

- specified in Part VI, Paragraphs 5 and 6. If any of the relevant documents, such as job postings or policies, have not been modified since being provided during a prior reporting period, a statement to that effect is sufficient.
- e. **Reports on Training.** In each Progress Report, Regus will report on training provided to Regus personnel as specified in Part VI, Paragraphs 6. Specifically, the reports will include the name, job title, hire and/or promotion date, and training date on the revised hiring policies and procedures.
  - f. **Reports on personnel activity.** In each Progress Report, Regus will report the total number of external job seekers, applicants and hires and their breakdown by race, sex and ethnic group for the Community Associate and Community Manager positions pursuant to the Timeline, including all full or part-time regular or temporary employees employed by Regus. Each report must cover the preceding twelve-month period beginning on May 31, 2022, as reflected in the Timeline, and must be submitted within 30 calendar days after the close of that twelve-month period. The two reports will be due in 2022 and 2023 in accordance with the Timeline. In addition, each report will include documentation regarding Regus' implementation of the remedy provisions specified in Part VI, Paragraphs 7 and 8 of this Agreement.
  - g. **Reports on technical remedies.** In each Progress Report, Regus will provide the following:
    - i. Documentation to evidence its outreach efforts to include outreach efforts to Historically Black Colleges and Universities ("HBCUs") listed on Attachment D.
    - ii. A copy of its AAP for Protected Veterans.
    - iii. A copy of its AAP for Individuals with Disabilities.

**PART VIII. SIGNATURES**

The person signing this Agreement on behalf of Regus personally warrants that he or she is fully authorized to do so, that Regus has entered into this Agreement voluntarily and with full knowledge of its effect, and that execution of this Agreement is fully binding on Regus. This Agreement is hereby executed by and between the Office of Federal Contract Compliance Programs and Regus Services Limited Partnership.

(b) (6), (b) (7)(C)

~~Tim Regan~~ MICHAEL J OSSIA  
General Counsel ~~CEO/Authorized Person~~  
Regus Management Group, LLC

(b) (6), (b) (7)(C)

Melissa L. Speer  
Southwest and Rocky Mountain Region  
OFCCP

Date: SEP 29, 2021

Date: September 30, 2021

**Attachments**

- A. List of Affected Class Members
- B. Notice Documents
  - B-1 Notice
  - B-2 Information Verification and Employment Interest Form
  - B-3 Release Form
- C. Timeline
- D. HBCUs Listing

**Attachment A: List of Affected Class Members**

Count	Full name	Race	Gender	Date Applied
1	(b) (6), (b) (7)(C)	White	Male	12/13/2016
2	(b) (6), (b) (7)(C)	Hispanic	Male	02/27/2017
3	(b) (6), (b) (7)(C)	White	Male	05/07/2017
4	(b) (6), (b) (7)(C)	Black	Female	04/23/2018
5	(b) (6), (b) (7)(C)	Black	Male	10/11/2016
6	(b) (6), (b) (7)(C)	Black	Female	05/18/2017
7	(b) (6), (b) (7)(C)	Black	Female	04/19/2017
8	(b) (6), (b) (7)(C)	Black	Female	03/06/2017
9	(b) (6), (b) (7)(C)	Black	Male	02/22/2017
10	(b) (6), (b) (7)(C)	Black	Female	10/28/2016
11	(b) (6), (b) (7)(C)	Black	Female	06/22/2018
12	(b) (6), (b) (7)(C)	White	Male	06/26/2018
13	(b) (6), (b) (7)(C)	Black	Female	03/06/2018
14	(b) (6), (b) (7)(C)	White	Male	12/07/2017
15	(b) (6), (b) (7)(C)	Black	Female	10/27/2017
16	(b) (6), (b) (7)(C)	Hispanic	Male	05/04/2017
17	(b) (6), (b) (7)(C)	Black	Male	01/16/2017
18	(b) (6), (b) (7)(C)	Black	Female	07/17/2017
19	(b) (6), (b) (7)(C)	Black	Female	10/07/2016
20	(b) (6), (b) (7)(C)	Black	Female	02/17/2017
21	(b) (6), (b) (7)(C)	Black	Male	10/12/2017
22	(b) (6), (b) (7)(C)	White	Male	10/16/2016
23	(b) (6), (b) (7)(C)	Black	Male	10/05/2016
24	(b) (6), (b) (7)(C)	Black	Male	10/04/2017
25	(b) (6), (b) (7)(C)	Black	Female	04/11/2017
26	(b) (6), (b) (7)(C)	Black	Female	01/18/2017
27	(b) (6), (b) (7)(C)	Black	Female	08/04/2017
28	(b) (6), (b) (7)(C)	Black	Male	03/09/2017
29	(b) (6), (b) (7)(C)	Black	Female	02/14/2017
30	(b) (6), (b) (7)(C)	White	Male	09/12/2017
31	(b) (6), (b) (7)(C)	Black	Male	04/20/2018
32	(b) (6), (b) (7)(C)	Asian	Male	06/19/2017
33	(b) (6), (b) (7)(C)	Black	Female	10/13/2016
34	(b) (6), (b) (7)(C)	White	Male	10/14/2016
35	(b) (6), (b) (7)(C)	Black	Male	01/16/2017
36	(b) (6), (b) (7)(C)	Black	Female	12/04/2017
37	(b) (6), (b) (7)(C)	Black	Female	10/08/2016

**Pages 16 through  
121 are being  
withheld.**

Regus  
Conciliation Agreement

4277	<b>(b) (6), (b) (7)(C)</b>	Hispanic	Male	04/07/2017
4278		White	Male	02/17/2017
4279		White	Male	04/12/2018
4280		Black	Female	01/27/2018
4281		Black	Female	10/17/2016
4282		Black	Female	02/21/2018
4283		Black	Female	11/22/2016
4284		Asian	Male	03/03/2017
4285		Hispanic	Male	03/19/2017

\*Multipl

## Attachment B1 Notice

# You may be eligible to get money because of a legal settlement between Regus Management Group LLC and the U.S. Department of Labor

We are writing to provide information about a legal settlement between the U.S. Department of Labor and Regus Management Group LLC (“Regus”) that may benefit you. This settlement involves claims of discrimination in hiring for certain positions, and our records show that you may be one of the class members covered by the settlement. If you take the steps described in this Notice by the deadline below, you may be eligible for a payment of back wages with Regus.

You may learn more about the settlement at [www.dol.gov/ofccp/cml](http://www.dol.gov/ofccp/cml).

### ARE YOU AFFECTED?

OFCCP found that between October 1, 2016 and June 30, 2018, male and Black applicants for Community Associate positions, and Black applicants for Community Manager positions, were not hired at the same rate as female and non-Black applicants at Regus facilities nationwide.

### WHAT IS THIS SETTLEMENT ABOUT?

The U.S. Department of Labor’s Office of Federal Contract Compliance Programs (“OFCCP”) conducted a review of Regus’ selection practices during the period of October 1, 2016 and June 30, 2018. OFCCP is the government agency responsible for enforcing the nondiscrimination and equal employment opportunity requirements that apply to federal contractors. OFCCP alleges that Regus discriminated against male and Black applicants in hiring. Regus denies those claims. Ultimately, OFCCP and Regus have agreed to resolve the issue through a Conciliation Agreement. A Conciliation Agreement is another name for a settlement agreement, and it is a legal document that explains the terms of the agreement between Regus and OFCCP.

As a result, if we confirm that you are one of the male or Black applicants described above, you may be eligible for back pay and consideration for employment. You may read the Conciliation Agreement at <https://www.dol.gov/agencies/ofccp/foia/library>.

### WHAT DOES THIS MEAN FOR YOU?

Because you applied for employment during the relevant time frame, and were not selected, this settlement may provide you with some specific benefits:

- (1) **You may be eligible to receive a payment of at least \$\_\_\_\_\_** (before adjustments for taxes and payroll contributions). This amount represents your share of back wages and other payments Regus is making to settle the issues found. The final amount you will receive will be reduced by deductions for items such as income tax withholding and Social Security contributions.
- (2) **You may be eligible for a job offer.** Regus will be making job offers to some of the individuals receiving this notification. It is not guaranteed that you will receive a job offer.

**TURN PAGE**

Regus  
Conciliation Agreement

To get these benefits, you will need to release or agree to give up certain legal claims, and sign the enclosed Release form.

**WHAT IS YOUR NEXT STEP?**

You should read this Notice and the enclosed Interest and Release forms.

Please do not ignore these forms or throw them away. Otherwise, you could miss an opportunity to receive money from Regus.

To be eligible for a payment and job opportunity, you must complete, sign, and return **both** the following enclosed documents: (1) Information Verification and Employment Interest Form and (2) Release of Claims Under Executive Order 11246. You should mail these documents to:

[Name and address for return of forms or instructions/email for electronic submission]

**DEADLINE: The forms must be received by [INSERT specific date for First or Second Notice deadline date in Attachment C]**

You may receive some or all of these benefits only if these forms confirm that you are one of the individuals covered by the settlement. After correct completion and submission of these forms, a final decision will be made about your eligibility.

**If you fail to return both of the required forms by the deadline above, or if your forms do not verify your eligibility, you will not be eligible to receive any money, consideration for job opportunities or any other benefits that are available by the settlement.**

**HOW CAN YOU GET MORE INFORMATION?**

If you have any questions, you may contact **INSERT NAME AND CONTACT INFORMATION OF REGUS/3<sup>RD</sup> PARTY ADMINSTRATOR** or Compliance Officer (b) (6), (b) (7)(E) at 210-(b) (6), (b) (7)(C) or (b) (6), (b) (7)(C)@dol.gov. You can also visit the U.S. Department of Labor Web site about this case at [www.dol.gov/ofccp/cml](http://www.dol.gov/ofccp/cml).

**Attachment B-2**  
**INFORMATION VERIFICATION AND EMPLOYMENT INTEREST FORM**

**You must complete this form in order to be eligible for the monetary payment and/or employment opportunities under the terms of the Conciliation Agreement (“Agreement”) between Regus Management Group LLC (“Regus”) and the U.S. Department of Labor’s Office of Federal Contract Compliance Programs. Please print legibly, except for the signature.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers:

Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email Address: \_\_\_\_\_

Notify Regus at the address below if your address, phone number and/or email address changes within the next twelve (12) months.

INSERT  
Regus ADDRESS or  
THIRD PARTY ADMINISTRATOR INFORMATION

Your Social Security Number (to be used for tax purposes only): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

For purposes of this settlement, it is necessary to verify your gender:

Female  Male

For purposes of this settlement, it is necessary to verify your race:

African American/Black  Asian  Caucasian  Hispanic  Native American

Pacific Islander

**TURN PAGE**

Regus  
Conciliation Agreement

Please indicate below whether you are currently interested in employment in a Community Associate or Community Manager position with Regus, and if you have previously worked for Regus. If you complete, sign, and return this Information Verification and Employment Interest Form, you remain eligible for the monetary payment whether or not you are interested in employment at this time.

Yes, I am still interested in employment for a Community Associate or Community Manager position.

If yes, you must apply at [INSERT WEBSITE AND INSTRUCTION ON HOW TO APPLY; how will they tell them from other applicants; may want to consider a special code/requisition, so Eligible Applicants do not get lost/mixed with other apps]. The [designated requisition/special code/weblink] will be for open for 60 days from the date of this notice, so you must submit your application in that timeframe to be considered for a position as the application is the first step in the selection process.

No, I am not currently interested in employment with Regus for a Community Associate or Community Manager position.

**IF YOU FAIL TO COMPLETE AND RETURN THE ENCLOSED DOCUMENTS TO REGUS BY [DATE], YOU WILL NOT BE ELIGIBLE TO RECEIVE A PAYMENT OR BE TO BE CONSIDERED FOR A JOB OFFER UNDER THE TERMS OF THIS AGREEMENT.**

I, \_\_\_\_\_, certify the above is true and correct.  
(Print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachment B-3 Release Form**

**RELEASE OF CLAIMS UNDER EXECUTIVE ORDER 11246**

PLEASE CAREFULLY READ THE ENCLOSED NOTICE BEFORE COMPLETING THIS RELEASE. YOU MUST RETURN A SIGNED RELEASE TO RECEIVE MONEY OR A JOB OPPORTUNITY FROM THE SETTLEMENT

This Release of Claims under Executive Order 11246 ("Release") is a legal document. The document states that in return for Regus Management Group LLC ("Regus") paying you money, you agree that you will not file any lawsuit against Regus for alleged hiring discrimination under Executive Order 11246, as amended in connection with its selection procedures for applicants in the Community Associate and Community Manager job titles. It also says that Regus does not admit it violated Executive Order 11246, as amended. This Release says you had sufficient time to look at the document, to talk with others about the document, including an attorney if you choose, and that no one pressured you into signing the document. Finally, it says that if you do not sign and return the document by a certain date, you will not receive any money or a job opportunity.

In consideration of payment of \$ \_\_\_\_ (less deductions required by law) by Regus to me, which I agree is acceptable, I (print name) \_\_\_\_\_ agree to the following:

**I.**

I hereby waive, release and forever discharge Regus, its predecessors, successors, parents, subsidiaries, and its and their shareholders, directors, officers, and employees, of and from any and all actions, causes of action, damages, liabilities, and claims arising out of or actionable under Executive Order 11246, as amended, which I or my representatives (heirs, executors, administrators, or assigns) have or may have which relate in any way to my non-selection for employment in a Community Associate or Community Manager position on the basis of my gender at any time through the effective date of this Release.

**II.**

I understand that Regus denies that it treated me unlawfully or unfairly in any way and that Regus entered into an Agreement with the U.S. Department of Labor, Office of Federal Contract Compliance Programs ("OFCCP") and agreed to make the payment described above to resolve alleged hiring discrimination and to resolve the matter without further legal proceedings in the compliance review initiated by OFCCP. I further agree that the payment of the aforesaid sum by Regus to me is not an admission of any liability by Regus.

**III.**

I declare that I have read this Release and that I have had a full opportunity to consider and understand its terms and to consult with my advisors and seek legal advice. I further declare that I have decided of my own freewill to sign this Release.

**TURN PAGE**

**IV.**

I understand that if I do not sign this Release and return it to Regus, by the [INSERT DATE], I will not be entitled to receive any payment (less deductions required by law) or a potential job offer from Regus under this settlement.

---

Signature

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Date

**Attachment C- Timeline**

Effective Date of Conciliation Agreement:

09/30/2021

	<b>Activity</b>	<b>Due Date *Modified Date Due to Weekend/Holiday</b>	<b>Number of Calendar Days from Effective Date of Agreement/Previous Action*</b>
1	Regus will deposit a total of \$900,000 (\$765,000.00 in back pay and \$135,000.00 in interest) in an FDIC-insured interest bearing account maintained by Regus at the prevailing interest rate.	10/14/2021	14
2	Regus will notify OFCCP when this action is complete and provide appropriate documentation, including the name and address of the FDIC-insured banking institution, the account number for the settlement fund, the date of deposit, the deposit amount, and bank records showing the deposit amount.	10/18/2021*	3
3	If a third party administrator is used for the settlement distribution, Regus will provide the contact information of the third party administrator to OFCCP to facilitate the exchange of information.	11/01/2021*	31
4	Regus will provide initial notice by regular first-class mail or other appropriate means (including but not limited to email, where available) to the Affected Class Members to their best available addresses. Regus will send/transmit the Affected Class Members copies of the Notice (Attachment B-1) along with the Information Verification and Employment Interest Form (Attachment B-2), Release of Claims under Executive Order 11246 (Attachment B-3) ("Notice Documents"), and a postage-paid return envelope. The Notice Documents will make clear the information about the settlement, including the steps the Affected Class Members must take to participate in the settlement.	11/01/2021	14
5	If envelopes or emails from the initial notice are returned with forwarding addresses, Regus will re-mail/email the Notice Documents within fifteen days of receipt of the forwarding address.	15 days of receipt	0
6	Regus will send to OFCCP a status update regarding Affected Class Members' responses to include Affected Class Members who did not respond, who responded, or who partially responded (for example missing a signature and/or information) to the first mailing, and Affected Class Members whose mail was returned to Regus with a forwarding address or undeliverable.	12/16/2021	45
7	Regus will have 90 days to revise, in writing, the practices, policies and procedures it uses to recruit, track and hire applicants for the Community Manager and Community Associate positions.	12/29/2021	90
8	OFCCP will conduct independent efforts to locate Affected Class Members and will provide updated contact information to Regus.	12/29/2021	14
9	Regus will mail a second set of Notice Documents (Attachments B1-B3) and a postage-paid return envelope if sent via first-class mail to all Affected Class Members for whom OFCCP provides information.	01/12/2022	14
10	Regus will send to OFCCP a status update regarding Affected Class Members' responses to include Affected Class Members who did not respond, who responded, or who partially responded (for example missing a signature and/or information) to the first mailing, and Affected Class Members whose mail was returned to Regus with a forwarding address or undeliverable.	1/18/2022	7

Regus  
Conciliation Agreement

11	OFCCP will conduct independent efforts to locate Affected Class Members and will provide updated contact information to Regus.	01/25/2022	31
12	Regus will submit to OFCCP a revised hiring process.	01/31/2022*	7
13	Regus will send to OFCCP a status update regarding Affected Class Members' responses to include Affected Class Members who did not respond, who responded, or who partially responded (for example missing a signature and/or information) to the first mailing, and Affected Class Members whose mail was returned to Regus with a forwarding address or undeliverable.	02/01/2022	7
14	The final deadline for any Affected Class Member to respond to the Notice Documents is set forth in the Timeline and the Notice. The parties will prominently display this deadline on all materials they distribute in hard copy or electronically regarding this Agreement, and explain that failure to respond by this deadline will result in a forfeiture of any relief provided by this Agreement.	03/01/2022	120
15	The Final List will include all Affected Class Members who timely respond, including those that partially responded (for example missing a signature and/or information), to the Notice Documents by the final deadline set forth in the Timeline, and whose eligibility is verified by OFCCP (referred to as "Eligible Affected Class Members"). These individuals will be listed on the Final List of Eligible Affected Class Members ("Final List"). As set forth in the Timeline, Regus will provide the Final List to OFCCP.	03/08/2022	7
16	The parties will establish the Final List by the date set forth in the Timeline. If needed, the parties will meet and confer on any outstanding issues or questions regarding the Final List. Either party may identify potentially eligible Affected Class Members who may have been erroneously excluded from or included on the Final List. OFCCP shall make the final determinations of eligibility but will make every effort to negotiate in good faith to resolve any dispute about the Final List. Regus will provide to OFCCP any information necessary to determine the Final List.	03/15/2022	7
17	Regus will provide OFCCP with copies of bank records showing the current balance of the account, list of transactions and the amount of accrued interest on the account.	03/15/2022	7
18	Regus will provide OFCCP a list of the proposed payment amounts for Eligible Affected Class Members on the Final List.	03/18/2022	3
19	OFCCP will review the proposed payment amounts and notify Regus within three (3) days of any disagreement it may have.	03/21/2022	3
20	Regus will issue checks to all Eligible Affected Class Members in the stated amount, along with appropriate tax reporting forms (such as W-2s and IRS Form 1099s) by the dates set forth in the Timeline.	03/28/2022	7
21	If checks from the initial mailing are returned with forwarding addresses, Regus will re-mail the checks within ten days.	10 days	10
22	Regus will provide OFCCP with a list of returned checks without a forwarding address by the date set forth in the Timeline.	Biweekly	
23	OFCCP will then attempt to locate the Eligible Affected Class Members and provide Regus with updated contact information.	5 days	0
24	Regus will then re-mail the checks to those Eligible Affected Class Members upon receipt of the updated contact information.	5 days	0

Regus  
Conciliation Agreement

25	In addition, Regus will provide OFCCP with a list of all cashed and uncashed checks within 60 days of the date the checks were mailed.	05/27/2022	60
26	OFCCP will attempt to locate Eligible Affected Class Members who did not cash their check. OFCCP will then provide Regus with information for Eligible Affected Class Members who did not cash their check	06/03/2022	7
27	Regus will re-mail the check to the Eligible Affected Class Member(s) by the deadline set forth in the Timeline.	06/10/2022	7
28	In addition, Regus will provide OFCCP with a list of all cashed and uncashed checks within 90 days of the date the checks were mailed.	06/27/2022	90
29	OFCCP will attempt to locate Eligible Affected Class Members who did not cash their check. OFCCP will then provide Regus with information for Eligible Affected Class Members who did not cash their check	7/5/2022*	7
30	Regus will re-mail the check to the Eligible Affected Class Member(s) by the deadline set forth in the Timeline.	07/12/2022	7
31	In addition, after the 90 days, referenced above, OFCCP and Regus will confer as needed to obtain a status update of any remaining uncashed checks.	07/12/2022	7
32	In instances where check delivery is unsuccessful after numerous attempts, the parties will confer to determine if mail tracking, such as certified mailing, is necessary.	As needed	
33	Any check that remains uncashed 120 days after the initial date the check was mailed to the Eligible Affected Class Members will be void.	07/26/2022	120
34	With respect to any uncashed funds, Regus will make a second distribution by the deadline set forth in the Timeline to all Eligible Affected Class Members who cashed their first check if the amount of such remaining uncashed funds would result in payment of \$50.00 or more to each such Eligible Affected Class Member. The second payment will consist of back pay and interest in the same proportion as the first payment. Any undistributed funds will be devoted to training described in Part VI 6.	08/25/2022	30
35	Regus will pay the employer's share of social security withholdings, and any other tax payments required by law from additional funds separate from the Settlement Fund. Regus shall mail to each Eligible Affected Class Members an IRS Form W-2 for that portion of the payment(s) representing back pay and an IRS Form 1099 for that portion of the payment(s) representing interest. These IRS forms will be provided to the Eligible Affected Class Members either at the time of payment or at the end of the year by the applicable deadline. No Eligible Affected Class Member will be required to complete a W-4 or W-9 in order to receive payments under this Agreement.	Time of payment or end of year	
36	As vacancies occur in the Community Associate and Community Manager positions, Regus shall make offers of employment to Eligible Affected Class Members who expressed an interest in employment and are not currently employed in the position ("Eligible Applicants"). Eligible Applicants must successfully complete the application process.	As vacancies occur	

Regus  
 Conciliation Agreement

Progress Reports - In each Progress Report, Regus will provide documentation pursuant to Part VII, Paragraph 3. Reports on Financial Remedy. Reports on Job Offers. Reports on Modifications to Personnel Practices. Reports on Training. Reports on personnel activity.		
	<b>Due Date</b>	
Progress Report - 1	06/30/2022	1 year
Progress Report - 2	06/30/2023	1 year

**Attachment D- Historically Black Colleges and Universities Listing<sup>1</sup>**

Bennett College  
900 E. Washington St.  
Greensboro, North Carolina 27401  
336-517-2358

Medgar Evers College  
1650 Bedford Ave.  
Brooklyn, NY 11225  
718.270.4900

Bethune-Cookman University  
640 Dr. Mary McLeod Bethune Blvd.  
Daytona Beach, FL 32114  
386.481.2143

Morehouse College  
830 Westview Dr. SW.  
Atlanta, GA 30314  
470.639.0370

Clark Atlanta University  
223 James P. Brawley Dr., S.W.  
Atlanta, Georgia 30314  
404-880-6780

Paul Quinn College  
3837 Simpson Stuart Rd.  
Dallas, TX 75241  
214.379.5449

Florida A&M University  
1601 S. Martin Luther King Blvd  
Tallahassee, FL 32307  
850.599.3700

Prairieview A&M University College  
700 University Drive  
Prairie View, TX 77446  
936.261.3311

Florida Memorial University  
15800 NW 42<sup>nd</sup> Ave.  
Miami Gardens, FL 33054  
305.626.3734

Savannah State University  
3219 College St.  
Savannah, GA 31404  
912.358.3128

Huston-Tillotson University  
900 Chicon St.  
Austin, TX 78702  
512.505.3000

Southwestern Christian College  
200 Bowser Street  
Terrell, TX 75160  
972.524.3341

Jarvis Christian College  
US Hwy 80 E at PR 7631  
Hawkins, TX 75765  
903.730.4890

Texas Southern University  
3100 Cleburne St.  
Houston, TX 77004  
713.313.7011

Johnson C. Smith University  
100 Beatties Ford Road  
Charlotte, North Carolina 28216  
704.378.1041

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<sup>1</sup> This listing is not all inclusive. Additional resources available upon request.