2015 Biennial Review of Alcohol and Other Drug (AOD) Programs

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INTRODUCTION TO DFSCA

The Drug-Free Schools and Communities Act of 1989 Amendments required institutions of higher education to design and implement alcohol and illicit drug programs on their campuses. As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education has to certify that it has adopted and implemented a program to prevent "the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees" on campus property or as part of any campus activity.

This legislation directed Colleges to:

1. To develop a written policy on alcohol and other drugs
2. To develop a process that ensures policy distribution to all students, staff, and faculty
3. To enumerate federal, state, or local sanctions for unlawful possession or distribution of illicit drugs and alcohol
4. To describe health risks associated with alcohol abuse or illicit drug use
5. To describe College drug and alcohol programs available for students and employees
6. To specify disciplinary sanctions imposed on students and employees for policy violations
7. To conduct biennial reviews to assess the effectiveness of its alcohol and drug programs.

COMPLIANCE WITH DFSCA

The law further requires an institution of higher education to review its program to:

1. To determine its effectiveness and implement changes if they are needed, and
2. To ensure that the sanctions developed are consistently enforced

In compliance with federal legislation, the Drug Free Schools and Communities Committee of Normandale Community College has prepared this biennial review.
BIENNIAL REVIEW PROCESS

A committee was convened and oriented to the requirements of the Drug Free Schools Act and the completion of a Biennial Review to comply with the act.

Members represented: Interim Dean of Students, Campus Public Safety, Financial Aid, Human Resources, Student Life, and Student Rights & Responsibilities.

The committee reviewed components essential to the College’s drug and alcohol program: policy statements, publications, services, data collection, campus life, and data on student and employee conduct.

POLICIES

Normandale Student Code of Conduct:
Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.

Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by College or MnSCU regulations), or public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

COLLEGE POLICY STATEMENT

Normandale Community College recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. The College seeks to promote a healthy and responsible campus environment which is conducive to teaching and learning.

In compliance with HR/LR Policy and Procedure #1418, State Policy on Alcohol and Other Drug Use by State Employees MnSCU Policy 5.18, the Federal Drug Free Schools and Community Act, and the Federal Drug Free Work Act, the College has adopted the following policies regarding the use of alcohol and other drugs:

• No employee shall use, possess, manufacture, sell, or otherwise distribute, any alcoholic beverage, illegal drug or any controlled substance while on-campus or while off-campus during scheduled work hours.
• No student shall use, possess, manufacture, sell, or otherwise distribute any alcoholic beverage, illegal drug or any controlled substance while on-campus or while off-campus and involved in a College-sponsored activity, service, project, program, or work situation.

• No employee shall report to work and no student shall report to campus while under the influence of alcohol or a controlled substance, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.

• No employee shall unlawfully manufacture, distribute, dispense, possess, transfer or use a controlled substance in the workplace or wherever the state’s work is being performed. During work hours or while on state premises, no employee shall use, sell, possess or transfer alcoholic beverages. Also, no employee shall participate in these activities during rest breaks or during overtime work.

• Engaging in off-duty sale, purchase, transfer, use or possession of illegal drugs or controlled substances may have a negative effect on an employee’s ability to perform work for the state and may subject the employee to discipline.

• Agencies shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession at work or on state premises. Where appropriate, agencies shall also notify licensing boards.

• Additionally, college employees must abide by State Policy HR/LR Policy and Procedure #1418

EXCEPTIONS AND EXEMPTIONS

• The medically authorized use of a prescription drug is exempt from this policy.

• An exception to use alcohol for specific events or for instructional purposes requires prior approval by the College President or designee, in accordance with a checklist outlined in MnSCU Board Procedures 5.18.1 and 5.18.2.

COLLEGE SANCTIONS

Violators of this policy are subject to the following consequences, including timely involvement of law enforcement agencies when appropriate:

• Employees found to have violated this policy will be subject to disciplinary action including, but not limited to any one or all of the following: oral and written reprimand, suspension, termination, and referral for prosecution.
Students found to have violated this policy will be subject to disciplinary action according to the Student Code of Conduct, including, but not limited to any one or all of the following: warning, confiscation, suspension, expulsion, and referral for prosecution.

Visitors found to have violated this policy are subject to removal from campus or College-sponsored off-campus events or activities.

**Student Code of Conduct Sanctions:**
The following sanctions may be imposed upon any student found to have violated the Code of Conduct:

a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.

b. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.

c. **Loss of Privileges** - Denial of specified privileges for a designated period of time.

d. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. **Discretionary Sanctions** - Work assignments, essays, service to the college or other related discretionary assignments.

f. **Suspension** - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

g. **Expulsion** - Permanent denial of the privilege of enrollment at the college.

h. **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

i. **Withholding Degree** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the completion of all sanctions imposed, if any.

The following sanctions may be imposed upon any employee found to be in violation:

a. Oral or written reprimand

b. Suspension

c. Termination

d. Referral for prosecution in accordance with applicable bargaining agreements
Distribution of Written Policy:
College drug and alcohol policies are found in the Annual Campus Compliance and Security Report (CLEARY) published by the Campus Public Safety Department, College Catalog, College Website, and at Human Resources. The Campus Compliance and Security Report is sent and made available to every student and employee annually.

Per the Student Affairs communication plan, the policy is distributed to students via the Student eNewsletter each September, February and June. During the biennial review, the group assigned a member to review the communications sent to students each term.

Per the HR office, new employees are given the policy in their onboarding materials at the start of their employment. Returning employees are notified annually through the Campus Compliance and Security Report.

The information is also found on the following websites:
Dean of Students: [http://www.normandale.edu/current-students/dean-of-students](http://www.normandale.edu/current-students/dean-of-students)

Legal Penalties:
Minnesota has many statutes which regulate and control the use and abuse of alcohol. For example, driving while under the influence (DUI) may result in a fine, jail time, and/or revocation of driver's license.

Possession of alcohol under age 21 or use of false identification to purchase alcohol may result in a fine.

Furnishing alcohol to persons under 21 is punishable by criminal penalties. Federal Law Violations of federal laws for possession, use, or distribution of illegal drugs carry mandatory penalties for first time offenders including: imprisonment, fines, loss of property, and loss of professional licensure.

Additional penalties may include the denial of federal student financial aid benefits or other federal licenses and benefits.
[http://www.normandale.edu/current-students/dean-of-students/drug-abuse-prevention](http://www.normandale.edu/current-students/dean-of-students/drug-abuse-prevention)
INFORMATION, RESOURCES AND PROGRAMS

Health Risks:
Abuse and addiction to alcohol, nicotine, and illegal substances cost Americans upwards of half a trillion dollars a year, considering their combined medical, economic, criminal, and social impact.

Every year, abuse of illicit drugs and alcohol contributes to the death of more than 100,000 Americans, while tobacco is linked to an estimated 440,000 deaths per year.

For a full description of health risks associated with alcohol and drugs, visit National Institute on Drug Abuse  http://www.drugabuse.gov/

Resources:
In its commitment to provide a healthy and responsible campus environment, Normandale Community College offers the following resources:

- Normandale Advising and Counseling (for students) 952-358-8261
- Human Resources Office (for employees) 952-358-8269.
- State Employee Assistance Program 651-259-3840 or 1-800-657-3719 or click here.

In addition to campus resources, contact the Advising and Counseling Office (952-358-8261) for a current listing of local resources and treatment centers. Comprehensive sources of alcohol and drug treatment programs may also be found at:

- National Institute on Alcohol Abuse and Alcoholism  http://www.niaaa.nih.gov/
- National Institute on Drug Abuse  http://www.drugabuse.gov/

Drug and Alcohol Related Courses:
HLTH 1106 Drug Use and Abuse (3 cr) [100 %]
HLTH 1106 Drug Use and Abuse (3 cr) This course will examine the impact of mood-altering substances on the individual, family, and society. This includes an exploration of the interrelatedness of personal decisions regarding the use/non-use of mood-altering substances on politics, economics, and the various socio-cultural institutions. Fall, Spring;  
http://catalog.normandale.edu/841.htm
Campus Programming Initiatives:

**Student Life Programs**

**2013-2014**
- **Alcohol Awareness Month** - Mocktails at Halloween party to encourage fun without alcohol
- **Student Health 101 Magazine** - Monthly interactive magazine subscription with various articles on drug and alcohol safety and awareness

**2014-2015**
- **Student Health 101 Magazine** - Monthly interactive magazine subscription with various articles on drug and alcohol safety and awareness
- **Student Health Expo** - Vendors present related to drug & alcohol awareness:
  - **Know the Truth**: MN Adult & Teen Challenge (substance abuse prevention program)
  - **Mother's Against Drunk Driving** (alcohol use awareness)
  - **VA Suicide Prevention Program** (alcohol and drug use warning signs)
- **Boynton Health Survey** - Students surveyed on health and health-related behaviors, including alcohol, tobacco, marijuana and other drug use
- **Tobacco Cessation Program: Kick Butts Day** – QUITPLAN Services – Encouraging tobacco users to stand up, speak out, and seize control (free quit-tobacco service information, resources, and enrollment)
- **Suicide Awareness Seminar**: VA Suicide Prevention Program - Seminar focused on the prevalence of drug and alcohol use in suicide victims
- **Sexual Violence Awareness** – VAWA videos

**Service-Learning Initiatives**

Most sections of **Drug Use and Abuse** use service-learning, teaching student’s first-hand the impact of substance abuse addiction and effective prevention efforts. Partners include:

- **Alcohol and Tobacco Compliance Checks** - students help local police departments do stings to ensure local businesses comply with alcohol and Tabaco laws
- **Ginew Golden Eagles** - after school program for Native American Youth that includes a program about drug and alcohol addiction
- **Resource** - addiction recovery program where students help support families in recovery
• **The Link** - juvenile supervision center for some students who are picked up for underage consumption violations

• **Minnesota Internship High School** - alternative high school where volunteers assist with health curriculum that includes discussion of drugs and alcohol

• **Simpson Housing** - homeless shelter that is not a sober shelter, so volunteers serve guests while learning about impact of addiction of people

**Alcohol and Tobacco Compliance Checks:** Service-learning students from a variety of classes serve with the Alcohol and Tobacco Compliance checks, including Drug Use and Abuse, Criminal Justice, Social Problems, Police and Community, and Juvenile Justice.

**VIOLATIONS**

**Student Rights & Responsibilities**

**2013/2014**
Alcoholic Beverage Use – 5 violations with sanctions of written warnings (5), loss of privilege (4)
Controlled Substance Possession – 1 violation with sanction of probation
Controlled Substance Use – 1 violation with sanction of written warning

**2014/2015**
Alcoholic Beverage Use – 1 violation with sanction of written warnings and loss of privilege
Controlled Substance Possession – 1 violation with sanction of written warning
Controlled Substance Use – 1 violation with sanction of written warning

**Employees**

2013/14 Violation of Alcohol and other drugs – None
2014/15 Violation of Alcohol and other drugs – 1 violation with a sanction of discharge