DRUG FREE SCHOOLS AND COMMUNITIES ACT

BIENNIAL REVIEW

2014
The Tunxis Community College biennial review of the Drug Free Schools and Communities Act took place from September 2014 to December 2014. The review was conducted by the college's Behavioral Intervention Team. Team members are as follows:

Cathryn Addy, President
Charles Cleary, Dean of Administration
Vivian Craven, Counselor
Kirstin Cullinane, Chair, Health & Safety Committee
Pamela Kowar-Calder, Director of Human Resources
Christopher LaPorte, Director of Student Activities
John Lodovico, Director of Facilities
Kirk Peters, Director of Student Affairs
Judith Reilly-Roberts, Counselor
Darryl Reome, Director of Advising, Counseling & Student Retention
Michael Rooke, Dean of Academic Affairs
Jessica Waterhouse, Professor, Criminal Justice

### Program Inventory – 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5, 2012</td>
<td>National Alcohol Screening Day</td>
</tr>
<tr>
<td>October 11, 2012</td>
<td>Health Fair</td>
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### Program Inventory - 2013

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**Alcoholic Violations 2012**

No violations in 2012.

**Alcoholic Violations 2013**

No violations in 2013.

### Alcohol & Other Drugs Program Elements

Tunxis Community College complies with the Drug-Free Schools and Campuses regulations through the following means:

- Annual distribution of the Drug-Free Schools and Campuses Annual Notification
- Observing National Alcohol Screening Day
- Including AOD in the annual Health Fair
- Requiring written consent of the President and Dean of Administration for alcohol to be served on campus
- Almost all events are alcohol-free
- Any AOD violations would be referred to the Dean of Student Services for students or Human Resources for employees for appropriate action and referral services
- Educate students about the health risks of AOD
Alcohol & Other Drug Program Goals & Goal Achievement

Prior to the 2014 biennial review, Tunxis Community College did not have written program goals for alcohol & other drug programs. The Behavioral Intervention Team approves the following goals:

1. Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse.
2. Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use.
3. Provide a reasonable level of care for substance abusers through counseling and referral.
4. Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical and physical well-being of the members.
5. Be vocal and visionary in combatting the negative issues surrounding alcohol and other drug use and abuse on campus.

Alcohol & Other Drug Program - Strengths

- There are very few documented instances of AOD violations on campus, due in part to Tunxis not being a residential school.
- It is very rare for events on campus to have alcohol served. The serving of alcohol requires the written consent of the President and the Dean of Administration.
- Counseling staff are experienced in advising students struggling with AOD issues. Counselors have a strong list of off-campus resources to which students may be referred.
- EAP is available free of charge to employees and is confidential. The Human Resources Department routinely reminds employees of the services available from EAP.
- There is at least one event held every semester that focuses on AOD issues. In the spring the Counseling Office sponsors National Alcohol Screening Day. In the fall the Behavioral Intervention Team and Health & Safety Committee co-sponsor an annual Health Fair.
- The annual Criminal Justice Career Fair has focused on AOD, sponsoring “beer goggles.” Students have found this a fun and engaging way of learning how impactful alcohol can be on judgment and coordination.

Alcohol & Other Drug Program - Weaknesses

- Although there are few documented instances, anecdotally AOD issues are present on campus.
- To date the college has not had written AOD program goals.
- While the college has offered the alcohol screenings and included AOD in the Health Fair, there has not been a concerted effort to do more outreach or have a speaker on AOD issues.
- The college could better document its efforts in this area.
- The annual notification needs to better spell out the consequences for employees.
Recommendations for Revising Alcohol & Other Drug Programs

- Ask the following areas to pledge to do one event/initiative per academic year on AOD:
  - Counseling/Dean of Academic Affairs
  - Dean of Student Services/Director of Student Activities/Student Government Assoc.
  - Dean of Administration
  - Health & Safety Committee
  - Human Resources – see employees below
  - Criminal Justice Department/Criminal Justice Club

- For employees:
  - Send out an e-tip on AOD
  - Put information on AOD periodically in the Tatler
  - Include AOD information in the Administrative Services PSO report

- For students:
  - Create AOD slides to put in rotation on the hallway monitors
  - Include AOD info in the class schedule

- Have the Behavioral Intervention Team review the AOD program goals every semester, review actions taken, and make recommendations to ensure AOD issues are being addressed.

Attachments

Policy Inventory

- Office of Labor Relations, OLG General Notice 2007-08
- Connecticut’s Drug-Free Workplace Policy (also included in the Tunxis Community College Employee Manual, pp 85-86)
- Board of Trustees of Community-Technical Colleges Policy
- 2014-2015 Fall 2014 to Spring 2015 Tunxis Community College Catalog
  - Statement on Drug & Alcohol Abuse, pp. 201-202
- Tunxis Community College Request to Serve or Sell Alcoholic Beverages on Campus

Other Attachments

- 2014 DFS&CA Annual Notification
- Part 86 Compliance Checklist
- Supplemental Checklist

Charles C. Cleary
Dean of Administration
Chair, Behavioral Intervention Team

December 17, 2014
June 22, 2007

OLR GENERAL NOTICE 2007-08

TO: Labor Relations Designees

SUBJECT: Connecticut's Drug-Free Workplace Policy

In 1989, the United States Congress passed the Drug-Free Workplace Act (Title 41 Chapter 10; 41 U.S. Code §§701 et seq.), which requires any employer that receives any federal grants or has procurement contracts in excess of a specified amount (currently $100,000) to certify that it will maintain a drug-free workplace. In addition to the information in this general letter, the attached documents pertaining to this act will be needed by State agencies:

- Connecticut’s Drug-Free Workplace Policy (rev. 4/07)
- Connecticut Certification of Compliance for Federal Fiscal Year 2006-2007

BASIC REQUIREMENTS

The Act requires that a statement be published to notify employees that the unlawful manufacture, distribution, possession or use of controlled substances is prohibited in the workplace and that disciplinary action will be taken against employees for violation of the prohibition. The Act also requires that employees notify their agency of any criminal drug statute conviction for violations occurring in the workplace within five days of the conviction. The federal granting or contracting agency must be notified within ten days of any such conviction for any employee working on a federal grant or contract. A copy of this notice should also be sent to the Office of Labor Relations.

The Drug-Free Workplace Policy attached to this notice is almost identical to the policy that was issued by this Office in prior years. Please ensure that this policy is given to any new employees and is posted. It is suggested that the policy be redistributed to all employees to reinforce its message.

AGENCY RESPONSIBILITIES

1. Notify employees of the State’s Drug-Free Workplace Policy. Distribute a copy of the policy to new employees, prominently post the policy and consider redistributing
it annually to all employees to reinforce the message. Maintain documentation about the method(s) of distribution, particularly the receipt of the policy by any employees working on a federal grant or contract.

2. Establish or continue an Employee Assistance Program, and provide drug-free awareness information to employees about the State’s policy, the dangers of drug abuse in the workplace and the availability of drug counseling or rehabilitation programs.

3. Through drug-free awareness information, highlight the policy requirement that all employees notify their agency personnel office within five (5) days of any conviction for drug statute violations occurring in the workplace. It is suggested that a particular agency official be designated to receive this conviction information.

4. Notify the federal granting or contracting agency, with a copy to the Office of Labor Relations, of any workplace drug convictions for those employees working on a federal grant or contract within ten (10) days.

5. Provide the Office of Labor Relations with information about any workplace drug convictions that have been reported since October 1, 2005.

6. Make a good faith effort to continue to maintain a drug-free workplace through the efforts described in this letter and in the policy.

**COMPLIANCE CERTIFICATION**

Applications for federal grants or contracts may require a “compliance certification” to certify that the agency is in compliance with the Drug-Free Workplace Act. The statewide drug-free workplace compliance certification for federal fiscal year 2006-2007 is attached. This certification, signed by Governor M. Jodi Rell, applies to all state agencies listed on the certification and will be renewed annually. **Please ensure that the employee(s) in your agency involved in the preparation of federal grants and/or contracts are aware of this certification and have copies of it.**

Employee questions about the policy should be addressed to the Agency Human Resources Office. Inquiries from agency designees about the policy should be addressed to Ellen Carter of this Office at ellen.carter@ct.gov or (860) 418-6218.

*Robert L. Curtis*
Robert L. Curtis
Director of Labor Relations
STATE OF CONNECTICUT

DRUG-FREE WORKPLACE POLICY

The State of Connecticut is committed to fighting the problem of substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act", (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

GENERAL POLICIES

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

(rev. 4/07)
EMPLOYEE REQUIREMENTS

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

"Controlled substances" are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as "illegal" drugs; and (2) certain medications if not being taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to their agency's human resources director (or other official serving in that role for the agency) within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendre) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

"Workplace" includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The agency must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at Agency Human Resources Offices.

(rev. 4/07)
STATE OF CONNECTICUT

STATEWIDE CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS

Federal Fiscal Year 2006-2007

Pursuant to the Drug-Free Workplace Act of 1988, and regulations published in the May 25, 1990 Federal Register, the grantee (the State of Connecticut) certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in state workplaces and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -
   (1) The dangers of drug abuse in the workplace;
   (2) The state policy of maintaining a drug-free workplace;
   (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of a federal grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under a federal grant, the employee will -
   (1) Abide by the terms of the statement; and
   (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the federal agency, in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every Federal grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for receipt of such notices. Notice shall include identification number(s) of each affected Federal grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted -
   (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
   (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Primary worksites are noted on the attached list. However, all state employees under my authority are included under this policy regardless of worksites.

May 29, 2007
DATE

M. Jodi Rell
GOVERNOR
STATE OF CONNECTICUT
EXECUTIVE AND ADMINISTRATIVE AGENCIES

CONSTITUTIONAL OFFICERS AND EXECUTIVE BRANCH DEPARTMENTS

Office of the Governor, State Capitol, 210 Capitol Avenue, Hartford, Connecticut 06106
Office of the Lieutenant Governor, State Capitol, 210 Capitol Avenue, Hartford, Connecticut 06106
Office of the Attorney General, 55 Elm Street, Hartford, Connecticut 06106
Office of the Comptroller, 55 Elm Street, Hartford, Connecticut 06106
Office of the Secretary of State, 30 Trinity St., Hartford, Connecticut 06106
Office of the Treasurer, 55 Elm Street, Hartford, Connecticut 06106
Office of the Claims Commissioner, 18-20 Trinity Street, Hartford, Connecticut 06106
State Elections Enforcement Commission, 18-20 Trinity Street, Hartford, Connecticut 06106
Office of State Ethics, 18-20 Trinity Street, Hartford, Connecticut 06106
Freedom of Information Commission, 18-20 Trinity Street, Hartford, Connecticut 06106
Criminal Justice Commission, 231 Capitol Avenue, Hartford, Connecticut 06106
Division of Criminal Justice, 300 Corporate Place, Rocky Hill, Connecticut 06067

STATE DEPARTMENTS (Including related Agencies, Boards and Commissions)

Department of Administrative Services, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Agriculture, 755 Asylum Avenue, Hartford, CT 06105
Department of Banking, 260 Constitution Plaza, Hartford, Connecticut 06103
Office of the Child Advocate, 18-20 Trinity Street, Hartford, Connecticut 06106
Department of Children and Families, 505 Hudson Street, Hartford, Connecticut 06106
Department of Consumer Protection, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Correction, 24 Wolcott Hill Road, Wethersfield, CT 06109
Commission on Culture and Tourism, 755 Main Street, Hartford, Connecticut 06103
Department of Economic and Community Development, 505 Hudson Street, Hartford, Connecticut 06106
Department and Board of Education, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Board of Education and Services for the Blind, 184 Windsor Avenue, Windsor, CT 06095
Department of Emergency Management & Homeland Security, 25 Sigourney Street, Hartford, CT 06106
Department of Environmental Protection, 79 Elm Street, Hartford, Connecticut 06106
Office of Health Care Access, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Higher Education, 51 Woodland Street, Hartford, Connecticut 06105
Commission on Human Rights & Opportunities, 21 Grand Street, Hartford, Connecticut 06106
Department of Information Technology, 101 East River Drive, East Hartford, CT 06108
Department of Insurance, 153 Market Street, Hartford, Connecticut 06103
Department of Labor, 200 Folly Brook Blvd., Wethersfield, Connecticut 06109
State Library, 231 Capitol Avenue, Hartford, Connecticut 06106
Department of Mental Health & Addiction Services, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Mental Retardation, 460 Capitol Avenue, Hartford, Connecticut 06106
Military Department, State Armory, Capitol Avenue, Hartford, Connecticut 06106
Department of Motor Vehicles, 55 West Main Street, Waterbury, CT 06702
Office of Policy and Management, 450 Capitol Avenue, Hartford, Connecticut 06106
Office of Protection & Advocacy for Persons with Disabilities, 60B Weston Street, Hartford, Connecticut 06120
Department of Public Health, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Public Safety, 1111 Country Club Rd., Middletown, CT, 06457-9294
Department of Public Utility Control, 10 Franklin Square, New Britain, Connecticut 06051
Department of Public Works, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Revenue Services, 25 Sigourney Street, Hartford, Connecticut 06106
Department of Social Services, 25 Sigourney Street, Hartford, Connecticut 06106
Division of Special Revenue, 555 Russell Road, Newington Connecticut 06111
Department of Transportation, 2800 Berlin Turnpike, Newington, Connecticut 06131-7546
Department of Veterans Affairs, 287 West St., Rocky Hill, Connecticut 06067

AND UNAFFILIATED STATE AGENCIES, BOARDS AND COMMISSIONS

(Revised 4/07)
(Drugcertbst07)
4.15 Policy on Drugs and Alcohol in the Community Colleges

Drugs and Alcohol in the Community Colleges

The Board of Trustees of Community-Technical Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs -- decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society -- all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.*

The board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and board of trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:

   a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;

   b. when a college permit has been obtained;

* Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse
c. when students bring their own beverages;

d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campuswide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.

5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

(Adopted November 20, 1989)

4.16 Financial Aid - Distribution

The availability of federal student assistance funds is as important to the community colleges as it is to students in making it possible for significant numbers of citizens to take advantage of the educational opportunities offered by the community colleges. In the administration of such programs, significant delays often occur in the distribution of funds to students, some of which delays are unavoidable, but some of which may be unnecessary.

Therefore, the board of trustees urges that the financial aid office of each community college assign a high priority to the prompt verification and certification of eligible student aid recipients and aid amounts at the close of the add and drop period of each semester and that the business office of each community college make every effort, consistent with its other essential responsibilities, to process the necessary papers for the distribution of aid to students as promptly as possible.

(Adopted November 20, 1978)
subpoena. If a subpoena is served, the student whose record is being subpoenaed is notified and that subpoena is referred to the legal counsel of the Board.

Each office which maintains educational records maintains a record for each student which lists all individuals (except institution officials described above), agencies or organizations which have requested or obtained access to such student’s education record.

II. Procedures to Follow to Access a Record

A. A request by a student or agency to inspect a record shall be made in writing to the College office which maintains the record.
B. The administrator responsible for the record will inform the student when the requested record will be made available.
C. Every office will inform students who has access to their records and why.
D. Students are obligated to properly identify themselves before being shown their record.
E. Students are obligated not to interfere with the operation of the office in which the record is being maintained.
F. Students are obligated to examine the record during reasonable hours at the place the record is maintained.
G. The examination of the record shall be transmitted to the student upon written request.

III. Reviewing and Expunging Records

The student’s transcript is maintained in perpetuity by the institution. No other record is officially designed as a permanent record and will be expunged at the discretion of the custodian of the record three years after the student last attended the college.

IV. Challenges to the Content of Records

After reviewing a record, a student has a right to challenge the contents of the record as being inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. A student may not challenge the correctness of a grade that has been assigned to his/her performance in a course but may challenge the accuracy of the recording of the grade.

1. Upon deciding that some aspect of his or her record is inappropriate, the student shall so inform the designated person in the office where his or her record is maintained and shall attempt to resolve the problem through informal discussions with such person and the person in charge of that office.
2. If no agreement is reached through informal discussions, the student may submit in writing to the Dean of Academic Affairs a request for a hearing in order to challenge the contents of the record.
3. Hearing Procedures will:
   a. Take place within ten (10) working days of the time following receipt of the request.
   b. Be conducted and a decision rendered by the Dean of Academic Affairs or designee.
   c. Afford the student a full and fair opportunity to present evidence relevant to the issue.
   d. Be rendered in writing within five (5) days after the conclusion of the hearing.

English as a Second Language

The Connecticut Community College System shall award academic credit, specifically foreign language credit, to students enrolled in English as a Second Language (ESL) courses at the intermediate through advanced ESL levels. The number of applicable credits shall be determined by existing foreign language credit limitations.

Students seeking to transfer ESL credits to a four-year institution should check transferability at that institution.

Statement on Drug and Alcohol Abuse

Tunxis Community College is dedicated to the improvement of students’ lives through education. Abuse of drugs (including alcohol) is contrary to this purpose. This statement is intended to ensure that all Tunxis students and staff are aware of the College’s position on this issue.

The unlawful possession, use, or distribution of drugs and alcohol by students and staff on College property, or in any College activity, is prohibited.

The unlawful possession, use, or distribution of drugs and alcohol can result in prosecution under federal, state, or local laws, with consequences including fines and incarceration. Abuse of alcohol and drugs may result in long-term and serious health problems, such as damage to the liver, brain, and heart; loss of ability to function in daily life; increased likelihood of accidents and injury; increased exposure to sexually transmitted and other infectious diseases; and death by overdose.
Students experiencing problems with drugs and alcohol should see a Tunxis counselor for confidential referral to an appropriate source of help.

The College's student discipline policy includes sanctions for unlawful involvement with drugs and alcohol.

**AIDS and Other Communicable Diseases** (Board Policy 2.10)

The Community College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the Community College community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current specific knowledge.

1. People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against any harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS- or HIV-infected or having any other communicable disease.

2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are are not transmitted, how they can be prevented, and the rights of persons with such diseases.

3. Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities.

4. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.

5. Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.

6. All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.

7. Students and employees involved in the direct delivery of health-care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories or allied health practica) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987, provided as Appendix A) or other approved guidelines.

8. Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.

9. This policy shall be published in all college catalogs and student handbooks and shall be made available to all community college employees.

**Statement on Violence Prevention and Response** (Board Policy 2.13)

For purposes of this policy, "violence" is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. "Premises" is defined as any space owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:

- Intimidating, harassing or threatening behaviors.
- Physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.
TUNXIS COMMUNITY COLLEGE
Request to Serve or Sell Alcoholic Beverages on Campus

The Board of Trustees Drug and Alcohol Policy for Community Colleges allows the college President to authorize the consumption of alcoholic beverages on campus subject to the following conditions, as appropriate:

a) when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
b) when a college permit has been obtained;
c) when students bring their own beverages;
d) when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

This request must be submitted to the Dean of Administration at least four (4) weeks in advance of the function.

Requestor’s Name: ____________________________ Phone: ______________________

Signature: ____________________________ Date of function __________

Description of function: ________________________________________________________

Is this a request to sell alcohol?  Yes____  No____

If yes, a temporary permit for the sale of alcoholic beverages must be obtained and dram act insurance must be purchased. If request is approved copies of these documents must be provided to the Dean of Administration at least 7 days before the function.

Describe how alcohol will only be made available to legal age students and/or guests.

________________________________________________________________________

Describe the plan for a visible educational program display or presentation urging responsible drinking of alcoholic beverages during the function.

________________________________________________________________________

Forward to the Dean of Administration

Dean of Administration:  Recommended______  Not Recommended______

Signature__________________________  Date____________________

President:  Approved__________  Disapproved__________

Signature__________________________  Date____________________
Tunxis Community College
Drug-Free Schools and Communities Act – 2014

Tunxis Community College is committed to clear and concise policies on substance abuse, and a
program of counseling, treatment, rehabilitation, and re-entry programs for all Tunxis
employees and students.

The Federal Drug Free Schools and Communities Act Amendments of 1989 (PL 101-226),
requires annual notice to the campus community on the categories listed below. Information
listed on this page pertains to all students. For employee information related to the Drug Free
Schools Act see these websites:

Human Resources Department - http://tunxis.edu/human-resources/
Employee Assistance Program - http://www.solutions-eap.com/

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use
or distribution of illicit drugs and alcohol by students and employees on its property or
as part of its activities.

Alcoholic Beverages, Drugs, and Narcotics

A person is guilty of unauthorized sale of an alcoholic beverage when he or she sells, or offers
for sale, and alcoholic beverage on college property without full compliance with the State of
Connecticut Department of Consumer Protection Liquor Control Division
(http://ct.gov/dcp/cwp/view.asp?a=1623&q=273660) and the permission of the President and
Dean of Administration. Possession without prescription of any narcotic, barbiturate,
dangerous drug, or of most so-called “pep pills” and “tranquilizers” is contrary to federal and/or
state law. Any student found to be in illegal possession of drugs must be reported to the
appropriate civil authorities and may also be subject to disciplinary action by the College. Illegal
drugs shall not be possessed or used in any college building, grounds or parking lot.

Use of alcoholic beverages on campus is governed by the State of Connecticut Department of
Consumer Protection Liquor Control Commission, and the Board of Trustees of Connecticut
Community Colleges ‘Policy on Drugs and Alcoholic Beverages Policy (December 2011)
http://www.commnet.edu/Board-Docs/BPM_COMPLETE_MASTER.pdf . Further information
concerning the provisions and approval process may be obtained from the Dean of
Administration, Bidstrup Hall, 860-773-1302.

All provisions of the State of Connecticut Department of Consumer Protection Liquor Control
Commission and all rules of the State of Connecticut apply to Tunxis Community College.
Special attention should be paid to the following regulations:
1. Sale of Alcohol to Minors and Intoxicated Persons (see CT General Statutes §30-86)

   a) Any permittee who sells or delivers alcoholic liquor to any minor, or to any intoxicated person, or to any habitual drunkard shall be fined not more than $1,000 or imprisoned not more than one (1) year or both.

   b) Any person who sells, ships, delivers or gives alcoholic liquor to any minor, by any means, including but not limited to, the Internet or any other on-line computer network, except on the order of a practicing physician, shall be fined not more than $1,500 or imprisoned not more than 18 months, or both.

2. Inducing Minors to Procure Liquor (see CT General Statutes §30-87)

   c) Any person who induces any minor to procure alcoholic liquor from any person permitted to sell the same shall be fined not more than $1,000 or imprisoned not more than one (1) year or both.

3. Misrepresentation of Age (see CT General Statutes §30-88a)

   a. Any person who misrepresents his age or uses or exhibits for the purpose of procuring alcoholic liquor an operator’s license belonging to any other person shall be fined not less than $200 or more than $500 or imprisoned for not more than 30 days, both.

4. Procuring Liquor by Persons Forbidden and Public Possession of Liquor by Minors (see CT General Statutes §30-89)

   a. Any person to whom the sale of alcoholic liquor is by law forbidden who purchases or attempts to purchase such liquor or who makes any false statement for the purpose of procuring such liquor shall be fined not less than $200 nor more than $500.

   b. Any minor who possesses any alcoholic liquor on public or private property shall, for a first offense, have committed an infraction, and for any subsequent offense, be fined not less than $200 or more than $500.

5. Dram Shop Act (see CT General Statutes §30-102)

   a. If any person, by himself or his agent, sells any alcoholic liquor to any intoxicated person, and such purchaser, in consequence of such intoxication, thereafter injures the person or property of another, such seller shall pay just damages to the person injured, up to the amount of $250,000, or to persons injured in consequences of such intoxication up to an aggregate amount of $250,000 to be recovered in an action under this section, provided the aggrieved person or persons shall give written notice to such seller of such person’s or persons’ intention to bring an action under this section.

If a student engages in repeated behavior in violation of the Student Code of Conduct which is indicative of likely substance abuse problems, he or she may be required to attend a meeting or hearing with the Dean of Student Affairs as appropriate. The result may be expulsion or suspension from campus. Acceptance of a referral to a counseling agency for substance abuse treatment may serve to suspend the implementation of such sanction. In such case, probation regarding future behavior will be imposed, and documentation of an on-going relationship with the agency may be required.
2. A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students.

Campus resources and personnel work with students facing problems associated with drug and alcohol abuse. The College provides prevention and intervention training programs for students and employees, through the use of workshops, symposiums, written materials and flyers. The Counseling Office provides referral assistance for substance abuse. Counselors will make referrals to licensed facilities whenever there is a need for in-patient care. In-patient facilities are operated independently of the College and are staffed by trained substance abuse counselors and mental health specialists.

Each semester, the Counseling Office offers a number of workshops and activities designed to help students struggling with substance abuse.

**On Campus Resources**

**Resources available for students:**
Personal and social counseling available in the Academic Advising Center located in the 100 building. 860-773-1510.
Faculty member Dr. Harriet Cianci, Psychology, 860-773-1611

**Resources available for employees:**
Employee Assistance Program
1-800-1-526-3485
[www.solutions-eap.com](http://www.solutions-eap.com)

**Off Campus Resources Available to Students and Employees**

Bristol Hospital
41 Brewster Road
Bristol, CT 06011
860-585-3000
[www.bristolhospital.org](http://www.bristolhospital.org)

University of Connecticut Health Center
263 Farmington Avenue
Farmington, CT 06030
860-679-2000
[www.uchc.edu](http://www.uchc.edu)

Wheeler Clinic, Inc.
91 Northwest Drive
Plainville, CT 06062
888-793-3500
[www.wheelerclinic.org](http://www.wheelerclinic.org)
3. A clear statement that the institution will impose disciplinary sanctions on students and employees consistent with local, state, and federal law, and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Tunxis Community College will impose appropriate disciplinary sanctions on students found to be in violation of standards of conduct as follows:

Information that a student may have violated the Policy on Student Conduct should be submitted to the Dean of Student Affairs or other designee or the President normally within thirty (30) days of the date of a possible violation. The procedures that follow a submission are detailed at the link below:

Fall 2013 – Spring 2014 Catalog (Policy on Student Conduct, pp. 196 – 201)

Action by the Dean of Student Affairs does not preclude the possibility of action by civil authorities under the Connecticut Penal Code, Connecticut Alcoholic Beverage Control Law or rules of the Connecticut Liquor Control Commission. Civil prosecution may be sought in addition to, in addition to, or in lieu of any referral to campus judicial bodies.

4. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol (for students and employees)

Local Sanctions
Town of Farmington
Ordinances, Chapter 76 – Alcoholic Beverages: http://ecode360.com/7270592

City of Bristol
Code of Ordinances, Part II, Section 15, Article III Alcoholic Liquor:
http://library.municode.com/index.aspx?clientId=10284

State Sanctions
The State Penal Code has numerous penalties for the possession and sale of controlled substances; stimulants, LSD, hallucinogenic substances, and marijuana. Possession and sale of controlled substances sanctions range from misdemeanor to felony, with penalties ranging from one year to life. Marijuana possession and sale sanctions range from violations to felonies, with penalties from fines up to $5,000 for possession and up to 20 years in prison.
http://norml.org/laws/item/connecticut-penalties
Federal Sanctions
Federal law has numerous penalties for the illegal possession of controlled substances, possession of crack cocaine and trafficking in methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue.

Federal trafficking penalties range from not more than five years and fine not more than $250,000 and not more than 20 years and fines up to $5 million. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance can be a sanction for convictions. Sanctions can also include denial of federal benefits, such as student loans, grants, contracts, public housing tenancy, eligibility to receive or purchase firearms, and professional commercial licenses.


5. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Illicit Drugs
The use and overdose of illicit drugs, and withdrawal, can lead to physical and psychological dependence, behavioral changes, physical and psychological damage, and possible death.

Possible effects from the use of illegal narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Narcotic overdoses can produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal symptoms can include tremors, panic, cramps, nausea, chills, and sweating. Mothers who use drugs during pregnancy may give birth to infants with physical abnormalities and mental retardation.

The unlawful use of depressants can cause slurred speech, disorientation, and drunken behavior. Overdoses can produce weak and rapid pulse, coma, and possible death. Withdrawal symptoms can include tremors, delirium, convulsions and possible death.

Illicit use of stimulants can cause increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite. Agitation, increase in body temperature, hallucinations, convulsions, and possible death are the effects of stimulant overdose. Withdrawal syndrome can include apathy, long periods of sleep, irritability, depression, and disorientation.

Alcohol
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions,
severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large consumption of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

6. **A biennial review by the institution of its program to:**

   - Determine its effectiveness and implement changes to the program if they are needed.
   - Ensure that its disciplinary sanctions are consistently enforced.

The Dean of Administration’s Office will conduct a biennial review of program effectiveness and consistency. The report will propose program changes as necessary for administrative consideration.

For further information on college substance abuse programs, contact:

   - Dean of Administration, 860-773-1302
   - Human Resources, 860-773-1417
   - Counseling, 860-773-1510

The biennial review will be completed by December 31, 2014.
Appendix 2
PART 86 COMPLIANCE CHECKLIST

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes ☐  No ☑
If yes, where is it located? ________________________________

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

   a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities
      Students: Yes ☑  No ☐  Staff and Faculty: Yes ☑  No ☐

   b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
      Students: Yes ☑  No ☐  Staff and Faculty: Yes ☑  No ☐

   c. A description of applicable legal sanctions under local, state, or federal law
      Students: Yes ☑  No ☐  Staff and Faculty: Yes ☑  No ☐

   d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs
      Students: Yes ☑  No ☐  Staff and Faculty: Yes ☑  No ☐

   e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
      Students: Yes ☑  No ☐  Staff and Faculty: Yes ☑  No ☐

3. Are the above materials distributed to students in one of the following ways?

   a. Mailed to each student (separately or included in another mailing)
      Yes ☑  No ☐

   b. Through campus post offices boxes
      Yes ☑  No ☐

   c. Class schedules which are mailed to each student
      Yes ☑  No ☐

   d. During freshman orientation
      Yes ☑  No ☐

   e. During new student orientation
      Yes ☑  No ☐
An email is sent to every student's CSCU issued email as well as their personal email. A hard copy is posted on the Dean of Administration's bulletin board in the cafeteria. Hard copies are also available from various offices on campus: Counseling, Admissions, Continuing Ed, etc.

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually? Yes ☑ No ☐

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes ☑ No ☐

6. Are the above materials distributed to staff and faculty in one of the following ways?

   a. Mailed
      Staff: Yes ☑ No ☐
      Faculty: Yes ☑ No ☐

   b. Through campus post office boxes
      Staff: Yes ☑ No ☐
      Faculty: Yes ☑ No ☐

   c. During new employee orientation
      Staff: Yes ☑ No ☐
      Faculty: Yes ☑ No ☐

   d. In another manner (describe) An email is sent to all employees. HR distributes a hard copy to new employees during new employee orientation.

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually? Staff: Yes ☑ No ☐

   Faculty: Yes ☑ No ☐

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution? Staff: Yes ☑ No ☐

   Faculty: Yes ☑ No ☐

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

   a. Conduct student alcohol and drug use survey
      Yes ☑ No ☐

   b. Conduct opinion survey of its students, staff, and faculty
      Students: Yes ☑ No ☐
      Staff and Faculty: Yes ☑ No ☐

   c. Evaluate comments obtained from a suggestion box
      Students: Yes ☑ No ☐
      Staff and Faculty: Yes ☑ No ☐

   d. Conduct focus groups
      Students: Yes ☑ No ☐
      Staff and Faculty: Yes ☑ No ☐

   e. Conduct intercept interviews
      Students: Yes ☑ No ☐
      Staff and Faculty: Yes ☑ No ☐
f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees
   Students: Yes [ ] No [X]  Staff and Faculty: Yes [ ] No [ ]

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and
   employees
   Students: Yes [ ] No [X]  Staff and Faculty: Yes [ ] No [ ]

h. Other (please list)
   *See below.

10. Who is responsible for conducting these biennial reviews?

   The Tunxis Community College Behavioral Intervention Team

11. If requested, has the institution made available to the Secretary and the public, a copy of each requested item
    in the drug prevention program and the results of the biennial review? Yes [ ] No [X]

12. Where is the biennial review documentation located?

   Name: Charles Cleary
   Title: Dean of Administration
   Department: Dean of Administration
   Phone: 860-773-1302  E-mail: ccleary@tunxis.edu

13. Comments

   The Behavioral Intervention Team receives input from Counseling, the Dean of Student Affairs, Director of Student Activities & Human Resources. Evening Administrator and Security reports are reviewed for possible AOD violations or concerns. The Dean of Student Services is responsible for imposing student disciplinary actions. Counseling makes referrals to service agencies for students struggling with alcohol and drug issues. Human Resources works with supervisors to impose disciplinary action in accordance with union guidelines, makes EAP referrals when appropriate & oversees and alcohol and drug screenings that may be required of employees.
SUPPLEMENTAL CHECKLIST
Drug-Free Schools and Campuses Regulations (EDGAR Part 86)

The Drug-Free Schools and Campuses Regulations require an institution of higher education (IHE) to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.

EDGAR Part 86 establishes a set of minimum requirements for college substance use programs. Colleges and universities may have additional obligations under state law, including recent court decisions in lawsuits brought against IHEs by college and university students and employees. Consultation with an attorney knowledgeable in this area is highly recommended.

A. Description of the AOD Program Elements

1. Alcohol-Free Options
How does your campus provide an environment with alcohol-free options? Please check all that apply:

☒ Alcohol-free events and activities are created and promoted.
☒ Student service learning or volunteer opportunities are created, publicized, and promoted.
☐ Community service work is required as part of the academic curriculum.
☒ The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings.
☐ The student center, fitness center, or other alcohol-free settings have expanded hours.
☐ Nonalcoholic beverages are promoted at events.
☐ Does not promote alcohol-free options.
☒ Other: Alcohol must be pre-approved by the President and Dean of Administration. All events – Halloween Party, Spring Fling, etc. are alcohol free.

Examples of campuses that offer alcohol-free options can be found at www.higheredcenter.org/ideasamplers: Pennsylvania State University, Ohio State University, and University of North Carolina.

1 This checklist can be found online at www.higheredcenter.org/dhsc/aod-checklist.html.
2. Normative Environment
How does your campus create a social, academic, and residential environment that supports health-promoting norms? Please check all that apply:

☐ College admissions procedures promote a healthy environment.
☐ The academic schedule offers core classes on Thursdays, Fridays, and Saturdays.
☒ Exams/projects increasingly require class attendance and academic responsibility.
☐ Substance-free residence options are available.
☐ The campus encourages an increase in academic standards.
☒ Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
☒ Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to illicit drug use.
☐ Faculty are encouraged to engage in a higher level of contact with students.
☒ Students are educated about misperceptions of drinking norms.
☐ Student leadership (e.g., orientation leaders, resident assistants, fraternity and sorority members, athletes, student organizations) promotes positive, healthy norms.
☐ Students have opportunities to advise and mentor peers.
☐ Pro-health messages are publicized through campus and community media channels.
☐ Does not promote a normative environment.
☒ Other: Human Resources provided a training by Alcoholics Anonymous to front-line supervisors on November 19, 2014

Examples of campuses that promote a normative environment can be found at www.higheredcenter.org/ideasamplers: Santa Clara University, Northern Illinois University, and University of Arizona.

3. Alcohol Availability
How does your AOD prevention program limit alcohol availability? Please check all that apply:

☒ Alcohol is banned or restricted on campus.
☐ Alcohol use is prohibited in public places.
☐ Delivery or use of kegs or other common containers is prohibited on campus.
☐ Alcohol servers are required to be registered and trained.
☐ Server training programs are mandatory.
☐ Guidelines for off-campus parties are disseminated.
☐ The number and concentration of alcohol outlets near campus are regulated.
☐ The costs of beer and liquor licenses are raised.
☐ The days or hours of alcohol sales are limited.
☐ The container size of alcoholic beverages is reduced.
☐ Alcohol is regulated by quantity per sale.
☐ Keg registration is required.
☐ State alcohol taxes are increased.
☐ Does not limit alcohol availability.
☐ Other: ________________________________

Examples of campuses that limit alcohol availability can be found at www.higheredcenter.org/ideasamplers: Lehigh University, Michigan State University, and University of Colorado.

4. Marketing and Promotion of Alcohol
How does your AOD prevention program limit marketing and promotion of alcohol on and off campus? Please check all that apply: N/A

☐ Alcohol advertising on campus is banned or limited.
☐ Alcohol industry sponsorship for on-campus events is banned or limited.
☐ Content of party or event announcement is limited.
☐ Alcohol advertising in the vicinity of campus is banned or limited.
☐ Alcohol promotions with special appeal to underage drinkers is banned or limited.
☐ Alcohol promotions that show drinking in high-risk contexts is banned or limited.
☐ Pro-health messages that counterbalance alcohol advertising are required.
☐ Cooperative agreements are endorsed to institute a minimum price for alcoholic drinks.
☐ Cooperative agreements are endorsed to limit special drink promotions.
☐ “Happy hours” is eliminated from bars in the area.
☐ The sale of shot glasses, beer mugs, and wine glasses at campus bookstores is banned.
☐ Does not restrict marketing and promotion of alcohol.
☐ Other: ________________________________

Examples of campuses that limit marketing and promotion of alcohol can be found at www.higheredcenter.org/ideasamplers: Baylor University, University of Minnesota; and University at Albany, State University of New York.
5. Policy Development and Enforcement
How does your AOD prevention program develop and enforce AOD policies on and off campus? Please check all that apply:

☐ On-campus functions must be registered.
☐ ID checks at on-campus functions are enforced.
☐ Undercover operations are used at campus pubs and on-campus functions.
☐ Patrons observe on-campus parties.
☐ Patrons observe off-campus parties.
☐ Disciplinary sanctions for violation of campus AOD policies are increased.
☐ Criminal prosecution of students for alcohol-related offenses is increased.
☐ Driver’s licensing procedures and formats are changed.
☐ Driver’s license penalties for minors violating alcohol laws are enforced.
☐ Sellers/servers are educated about potential legal liability.
☐ ID checks at off-campus bars and liquor stores are enforced.
☐ Penalties for sale of liquor to minors are enforced.
☐ Laws against buying alcohol for minors are enforced.
☐ Penalties for possessing fake IDs are enforced.
☐ Undercover operations are used at retail alcohol outlets.
☐ DUl laws are enforced.
☐ Roadblocks are implemented.
☐ Open house assemblies are restricted.
☐ Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.
☐ Does not develop or enforce AOD policies.
☐ Other: ____________________________

Examples of campuses that increased enforcement of policies and laws can be found at www.higheredcenter.org/idea-samplers: Boston College, University of Oregon, and West Texas A&M University.

B. A Statement of AOD Program Goals and a Discussion of Goal Achievement

Please state your AOD program goals:

The Behavioral Intervention Team approves adopting the five goals in the sample on the following page.
The following AOD prevention goals were written in 1995 by the Substance Abuse Education Initiatives: (1) Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse. (2) Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use. (3) Provide a reasonable level of care for substance abusers through counseling, treatment, and referral. (4) Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical, and physical well-being of the members. (5) Be vocal and visionary in combating the negative issues surrounding alcohol and other drug use and abuse on campus.

Please describe how the program's goals were achieved:

**Documented throughout the review process.**

Examples of specific program goals are demonstrated by the latest awardees of the Alcohol and Other Drug Prevention Models on College Campuses Grant Competition; please see www.higheredcenter.org/grants.

C. **Summaries of AOD Program Strengths and Weaknesses**

What are the strengths and/or weaknesses of your AOD prevention program?

**See attachment**

D. **AOD Policy***

1. **Policy Contents**
What information do you distribute to employees and students (taking one or more classes for academic credit, not including continuing education)? Please check all that apply:

- ☒ A description of the health risks associated with alcohol abuse and the use of illegal drugs.
- ☒ A description of applicable legal sanctions under local, state, and federal laws.
- ☐ A description of any treatment, counseling, rehabilitation, or re-entry programs available at your institution.  N/A
- ☐ A statement of the institution's disciplinary measures regarding alcohol and illegal drug use by students and employees.
☐ Other AOD policy-related information: __________________________________________

__________________________________________________________

☐ We do not have an AOD policy.

2. Policy Distribution
Where does your institution publicize its alcohol or other drug policy? Please check all that apply:

☐ Student handbook
☐ Staff and faculty handbook
☐ Admissions materials
☐ Course catalogs
☐ Class schedules
☐ Employee paychecks
☐ Student’s academic orientation
☐ Residence hall orientation
☐ Staff and faculty orientation
☐ Formal speaking engagements
☐ Other: __________________________________________________________

☐ We do not publicize our alcohol/drug policy.

Please see the publication Setting and Improving Policies for Reducing Alcohol and Other Drug Problems on Campus at the Website of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention at www.higheredcenter.org.

* Please attach copies of the policies distributed to students and employees.

E. Recommendations for Revising AOD Prevention Programs

Please offer any recommendations for revising AOD prevention programs and/or policies:

See attachment
• SUMMARY OF PROGRAM STRENGTHS
  ✓ There are very few documented instances of AOD violations on campus, due in part to TX not being a residential school.
  ✓ It is very rare for events on campus to have alcohol served. The serving of alcohol requires the consent of the President and Dean of Administration.
  ✓ Counseling staff are experienced in advising students struggling with AOD issues. They have a good list of off-campus resources that students may be referred to.
  ✓ EAP is available free of charge to employees.
  ✓ The annual Health Fair, held every October, offers information and AOD as well as a wide variety of health resources for employees and students alike.
  ✓ Events targeting students have included AOD, such as “beer goggles” and screening. These have been sponsored periodically from the Counseling Office or Criminal Justice Department.

• SUMMARY OF PROGRAM WEAKNESSES
  ✓ Although there are few documented instances, anecdotally AOD issues are present on campus.
  ✓ The college does not have written Program Goals.
  ✓ The college did not sponsor an event or speaker that specifically addresses AOD during 2012 or 2013.
  ✓ The college could better document its efforts in this area.
  ✓ Consequences for employees are not spelled out.

• RECOMMENDATION FOR REVISING AOD PROGRAMS
  ✓ Adapt/edit the Sample AOD Program Goals on page 54 for TX Program Goals.
  ✓ Ask the following areas to pledge to do one event/initiative per academic year on AOD.
    o Counseling/Dean of Academic Affairs
    o Dean of Student Affairs/Student Government/Director of Student Activities
    o Dean of Administrative Services
    o Health & Safety Committee
    o Human Resources
    o Criminal Justice/Criminal Justice Club
  ✓ For Employees
    o Send out an e-tip on AOD
    o Put AOD information in the Tatler periodically
    o AOD information could be included in the Administrative Service PSO report.
    o Employee Manual is being updated. Review how information is displayed and consider enhancing.
  ✓ For Students
    o Create a couple of AOD slides to be put in rotation on the hallway monitors.
    o Add information in the Course Schedule.