

COLUMBIA STATE COMMUNITY COLLEGE

Drug-Free Schools and Campuses Act



Alcohol and Other Drug Abuse Prevention Program

Biennial Review

2015-2016 and 2016-2017 Academic Years

Contents	
INTRODUCTION	3
ALCOHOL AND OTHER DRUGS PREVENTION PROGRAM GOALS	5
ALCOHOL AND OTHER DRUG PREVENTION PROGRAM	6
ANNUAL NOTIFICATION	8
DISCIPLINARY SANCTIONS.....	9
INCIDENTS ON CAMPUS.....	10
STRENGTHS AND WEAKNESSES	11
RECOMMENDATIONS.....	12
APPENDIX I	13
APPENDIX II	19

INTRODUCTION

Purpose of the Report

In order to comply with the 1989 Amendments to the Drug-Free Schools and Communities Act as described in Part 86 of the Education Department General Administrative Regulations (EDGAR)--the Drug Free Schools and Campuses Regulations, Columbia State Community College conducted a biennial review of its alcohol and other drug (AOD) prevention programs. This report is a product of that review, and it covers the 2015-2016 and 2016-2017 academic years.

This report describes the efficacy of the Columbia State Community College Alcohol and other Drug Prevention program. Also, this report reviews the enforcement and disciplinary sanctions imposed on violators of the College's AOD policies and determines whether these enforcement efforts and sanctions were applied in a consistent manner.

Biennial Review Committee Members

The Behavioral Intervention Team of Columbia State Community College served as the Biennial Review Committee. The current members of this committee are:

Joni Lenig	Interim Vice President, Academic Affairs
Ruth Ann Holt	Vice President, Student Affairs
Victoria Gay	Dean, Humanities and Social Sciences
Marilia Gerges	Director, Instructional Support, Distance Learning and University Services
Tim Hallmark	Director, Facilities Services and Safety
Adam Robertson	Director, Student Engagement and Services
Christie Miller	Director, Human Resources
Dr. Phillip Owens	Counselor, Student Success & Veterans
Wynn Gooch	Counselor, Disability Services
Robyn O'Neal	Counselor, Disability Services
Randy Carroll	Chief of Public Safety

Materials Reviewed

- Student Handbook
- College Catalog
- *Student Rights, Conduct & Safety Brochure*
- Drug-free Workplace and Campus Policy 05:27:00
- Employee Conduct Policy 05:22:00
- Drug and Alcohol Prevention Program (DAAPP)
- Website/Consumer Information
- Annual Campus Crime/Security Report
- Right Start Orientation Presentation

ALCOHOL AND OTHER DRUGS PREVENTION PROGRAM GOALS

Goals for Columbia State Community College's Alcohol and Other Drugs Prevention Program are as follows:

1. To ensure a safe, healthy, and welcoming campus community free from alcohol and other drug use and abuse.
2. To provide information for students, faculty, and staff regarding alcohol and other drug issues for the purpose of education and prevention.
3. To make available alcohol and other drug intervention services, referrals, and support for members of the campus community.

Achievement of these goals will be measured by the number of incidents on campus related to alcohol and other drug violations, results of student surveys intended to measure satisfaction with services as well as student retention rates. During the review period, there have been no incidents on campus related to alcohol and other drug violations. The student retention rate increased by approximately 4% from 2015-2016 to 2016-2017. Additionally, satisfaction surveys indicate that students report a 95.81% satisfaction rate in 2016.

ALCOHOL AND OTHER DRUG PREVENTION PROGRAM

In order to meet the goals of the College's Alcohol and Other Drug Prevention Program, the Student Services and Human Resources departments distribute information annually to students and employees regarding policies related to alcohol and other drugs. The Drug and Alcohol Abuse Prevention Program disclosure includes the required elements:

1. A statement of standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees
2. A description of legal sanctions imposed under federal, state, and local laws for unlawful possession or distribution of illicit drugs and alcohol
3. A description of the health risks associated with the use of illicit drugs and alcohol abuse
4. Resources for drug and alcohol counseling, treatment, and rehabilitation that are available to students and employees
5. A statement that disciplinary sanctions will be imposed on students and employees for violations of the institution's codes of conduct and a description of the sanctions

Columbia State student programs, activities, and events are provided in a substance-free environment. Columbia State offers students, faculty, and staff a variety of programs designed to provide education regarding the use of alcohol and other drugs. Columbia State also maintains a list of local resources for alcohol and other drug rehabilitation and counseling treatment.

Listed below are some of the programs that have been offered:

Alcohol Awareness Week display and distribution of literature – DrunkBusters alcohol and drug impairment goggles, alcohol use assessment

Distributed information by email and fliers regarding Drug Take Back Day (for disposal of old and unused prescriptions)

Alcohol Myth Busting and Safety Event – Root beer pong, DrunkBusters goggles, resources

Education Programs

Participation in TBR Campus Climate Survey for college students – included questions regarding alcohol and drug use

Individual personal counseling

Employee Assistance Program provides electronic newsletters containing information regarding alcohol and other drugs to employees.

Health insurance providers send electronic newsletters to covered members regarding health issues including those related to abuse of alcohol and other drugs.

Healthy College wellness program promotes health consciousness throughout the campus.

EAP provider attended employee Benefits Fair.

Haven training for students and Haven training for faculty and staff includes information regarding alcohol and drugs.

ANNUAL NOTIFICATION

Employees – New employees are directed to read Columbia State policy 05-27-00 Drug-free Workplace and Campus and DAAPP and return a signed certification to Human Resources. Annually, Human Resources sends a copy of these documents to all employees by email with instructions on how to obtain a paper copy.

Students – a copy of the DAAPP is included in the *Student Rights, Conduct & Safety* brochure provided to students each semester in their orientation materials. A copy of the DAAPP is included in the consumer information email that is sent to all new students and to all students and employees annually.

DISCIPLINARY SANCTIONS

Disciplinary sanctions range from a warning to permanent expulsion or termination from the College. Sanctions are determined on the circumstances of the case as well as the perceived learning needs of the student or employee.

In addition to warnings, probation, suspension/expulsion, and termination of employment, educational sanctions may also be imposed such as:

- Community service
- Completion of training courses
- Writing an essay or reflection paper
- Compiling an assortment of educational videos

INCIDENTS ON CAMPUS

As the chart below indicates, there were no alcohol and other drug violations that occurred during the 2015-2016 and 2016-2017 academic years.

CoSCC ALCOHOL/DRUG INCIDENTS/COMPLAINTS							
Date	Year/Semester	Allegation/Violation	Sanction	Campus	Location	Student or Employee	Initiated by
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

STRENGTHS AND WEAKNESSES

The Biennial Review Committee's review identified the following strengths and weaknesses in the College's Alcohol and Other Drug Program.

Strengths

- All student events and activities are conducted in accordance with Columbia State's Drug-free Workplace and Campus Policy 05:27:00.
- Columbia State has policies related to alcohol and other drugs and regularly distributes these policies.
- Students, faculty, and staff have access to campus-based and community resources related to alcohol and other drugs.
- The College administers the TBR Student Climate Survey to gain insight into student use of alcohol and other drugs.
- The *Student Rights, Conduct & Safety* document is distributed to all students at New Student Orientation.
- There is an Employee Assistance Program (EAP) for all regular employees
- Columbia State has a licensed counselor on staff to assist students.
- Columbia State's campus became smoke and tobacco free as of January 1, 2015.
- 24/7 Security presence on campus.
- Columbia State seeks out community resources such as NAAMI and MADD.

Weaknesses

- EAP is not available to part-time faculty and temporary employees.
- Additional programming is needed for students and employees.

RECOMMENDATIONS

Based on its review of the College's Alcohol and Other Drug Prevention Program, the Biennial Review Committee recommends the following:

- Provide a minimum of one program in fall semester and one program in spring semester of alcohol and other drug prevention educational programming for students.
- Use Healthy College program to provide information to employees.
- Continue the administration of TBR Student Climate Survey.
- Investigate use of Collegiate Recovery Network.

Prepared by: Christie Miller Date: 5/15/18
Christie Miller, Director of Human Resources

Ruth Ann Holt Date: 5/15/18
Ruth Ann Holt, VP of Student Affairs

Approved by: [Signature] Date: 5-15-18
Dr. Janet F. Smith, President



Revision Responsibility: Director of Human Resources
Responsible Executive Officer: Vice President for Financial & Administrative Services

Source/Reference: Drug-Free Workplace Act of 1988
Drug-Free Schools & Communities Act of 1989

PURPOSE

To document Columbia State's commitment to be a drug-free workplace and campus and define consequences for individuals violating college policy concerning illicit drugs and alcohol.

POLICY

I. General

In accordance with local, state and federal law, Columbia State Community College students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of controlled substances, illicit drugs and/or alcohol on any Columbia State campus, or property owned or controlled by Columbia State, or as part of any Columbia State activity.

II. Health Risks

A. The use of alcohol can lead to serious health risks including:

1. loss of muscle control, poor coordination, slurred speech
2. fatigue, nausea, headache
3. increased likelihood of accidents
4. impaired judgment
5. possible respiratory paralysis and death
6. birth defects/fetal impairment

B. Heavy drinking can lead to:

1. alcoholism
2. damage to brain cells
3. increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach
4. hallucinations
5. personality disorders

C. Health risks associated with the use of illegal drugs include:

1. increased susceptibility to disease due to a less efficient immune system
2. increased likelihood of accidents
3. personality disorders

4. addiction
5. death by overdose
6. anemia
7. poor concentration
8. fetal impairment/addiction

III. Counseling, Treatment and Rehabilitation Programs

The director of counseling services will assist students and the Human Resources office will assist employees by providing information concerning treatment resources in the surrounding area and assisting individuals in making initial contact with treatment providers.

Regular employees may also use the Employee Assistance Program (EAP) by calling 1-855-437-3486 (1.855.Here4TN) seven days a week, 24 hours a day, or on the web at <http://www.here4tn.com>. Information concerning the Employee Assistance Program is available in the Human Resources office and the employee page of the college's internal web site.

IV. Penalties for Violation

A. Legal Sanctions Under Federal, State or Local Law

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver or sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines. Tennessee statutes provide that it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his or her employment), or consume alcoholic beverages, wine, or beer. Any violation of this law results in an offense classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days, or by a fine of not more than \$2,500, or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than \$50, or both.

B. Students

In addition to penalties students may be subject to under local, state or federal law, students violating this policy will be subject to disciplinary action, including, but not necessarily limited to:

1. Probation
2. Suspension
3. Required participation in, and satisfactory completion of drug/alcohol counseling or rehabilitation programs
4. Expulsion from school

C. Employees

In addition to penalties employees may be subject to under local, state or federal law, employees violating this policy will be subject to disciplinary action, including, but not necessarily limited to:

1. Probation
2. Suspension
3. Demotion
4. Required participation in, and satisfactory completion of drug counseling or rehabilitation programs
5. Termination

As a condition of employment, employees, including student employees, must abide by the terms of this policy and must notify their supervisor of any criminal drug statute or alcohol abuse conviction for a violation occurring in the workplace no later than five days after such conviction.

PROCEDURES

I. Violations

A. Supervisor Notification of Human Resources

Any supervisor becoming aware of an employee violation of this policy, whether by virtue of notification by an employee of a conviction or by other means, will immediately notify the director of human resources.

B. Employees Funded by Federal Grants

The director of human resources will notify the appropriate sponsor or granting agency within ten days after the College receives actual notice of an employee conviction.

II. Dissemination of Policy

A. Employees

1. During new employee orientation, the Human Resources office will direct new employees to read the Drug and Alcohol Abuse Prevention Program (DAAPP) (Appendix A) and Drug-Free Workplace and Campus Policy 05:27:00 and return a signed certification to Human Resources.
2. Annually, Human Resources will send a copy of the DAAPP and Drug-Free Workplace and Campus Policy to all employees and adjuncts by email and encourage them to review the policy. Instructions on how to obtain a paper copy will also be included.

B. Students

1. Students will be provided a copy of the DAAPP (Appendix A) in their orientation materials.
2. As students register each semester, a system-generated email message will be sent providing consumer information which contains the DAAPP. The messages will be sent nightly and will provide a record of student receipt of this information.

III. Developing and Updating the Program and Policy

A. Drug and Alcohol Abuse Prevention Program (DAAPP)

The vice president for student affairs is responsible for developing and updating the Columbia State Community College Drug and Alcohol Abuse Prevention Program (DAAPP) documentation in accordance with the requirements of the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Education Department General Administrative Regulations (EDGAR).

B. Columbia State Drug Free Workplace and Campus Policy

The director of human resources is responsible for developing and updating the Columbia State Drug Free Workplace and Campus Policy 05:27:00 in accordance with the requirements of the Drug-Free Workplace Act of 1988 or future Act revisions.

- C. Policy Review is to be completed annually in the month of December.

IV. Annual Review of Program

A. Purpose

An annual review of the DAAPP will be conducted to determine its effectiveness and to insure consistent enforcement of applicable drug and alcohol-related statutes, ordinances, and institutional policies against students and employees found to be in violation. The review will also identify any needed changes to the DAAPP.

B. Individuals Responsible for Review

The annual review will be conducted by the College's Behavioral Intervention Team. The Behavioral Intervention Team is appointed by the President and may include the following positions:

Executive Vice President-Provost
Vice President, Student Affairs
Dean, Humanities and Social Sciences
Director, Instructional Support, Distance Learning and University Services
Director, Facilities Services and Safety
Director, Human Resources
Director, Student Success Counseling
Faculty member with 12-month appointment
Coordinator, Disability Services
Chief of Security
Faculty - with 12 month appointment

C. Timing

The committee will meet each year by May 31 to conduct the review for the academic year which ended in the prior year. The review process will conclude within 30 days of the first meeting.

D. Collection of Information Regarding Programs

1. The director of human resources will be responsible for maintaining a log of programs and activities related to drug and alcohol awareness programs for employees.
2. The vice president for student affairs will maintain a log of student programs and activities.
3. The director of human resources and vice president for student affairs will meet with the director of facilities services and safety to provide information regarding the programs prior to the preparation of the Campus Security Report each year.

V. Biennial Report of Review Findings

A. Content and Timing

In each **even-numbered** year, within 30 days of completing the review, the vice president for student affairs and the director of human resources will prepare a report of the findings for the two preceding academic years which will include:

1. Statement of program goals and summary of goal achievement
2. Activities implemented to achieve program goals and outcomes
3. Analysis of strengths and weaknesses of the program
4. A list of cases and the disposition of each case
5. Procedures for distributing the policy and program information to employees and students along with copies of the information that was distributed
6. Recommendation for revisions to the program

B. Approval

The Biennial Report will be approved and signed by the President of the College.

C. Distribution

The vice president for student affairs will send the request to the Public Relations and Marketing office to post the report to the Consumer Information webpage. The exact URLs or PDF documents to be linked will be sent with the request.

February 1989; Revised: January 20, 1990; February 14, 2003 (new policy format and revised policy name); July 27, 2004 (removed references to "college nurse" and renumbered policy); July 2011 (updated links, EAP information and policy language); January 26, 2015 (policy updates, new policy format and updated titles); February 23, 2016 (updated procedure section and added Appendix); December 19, 2016 (updated EAP information)

Drug and Alcohol Abuse Prevention Program

Columbia State Community College strictly prohibits the unlawful manufacture, distribution, possession, use, or abuse of alcohol and illicit drugs on all Columbia State campuses, any off-campus site, and at any College functions at off-campus locations. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of Columbia State's Drug-Free Workplace and Campus Policy will result in disciplinary actions as set forth in Columbia State student disciplinary rules in the Student Handbook and in Columbia State Policies and Procedures.

Legal Sanctions

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors, including the type and amount of the controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:

- the distribution or possession at or near a school or college campus, or
- distribution to persons under 21 years of age.

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor. If there is an exchange between a minor, the offense is classified as a felony as provided in T.C.A. 39-17-417, (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of twenty-one (21) to buy, possess, or transport alcoholic beverages for any purpose unless it is in the course of employment. It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21). These offenses are classified as Class A misdemeanors (T.C.A. 39-15-404) and are punishable by imprisonment no greater than eleven (11) months and twenty-nine (29) days or a fine not to exceed two thousand five hundred dollars (\$2,500) or both, unless otherwise provided by statute. The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than \$50, or both (T.C.A. 39-17-310).

Institutional Sanctions

Columbia State will impose the appropriate sanction(s) on any employee or student who fails to comply with the Columbia State's Drug-Free Workplace and Campus Policy.

Employees - See Columbia State Policies [05:27:00 Drug-Free Workplace and Campus](#) and [05:22:00 Employee Conduct](#).

As a condition of continued employment, each employee, including student employees, must abide by the terms of Columbia State's Drug-Free Workplace and Campus Policy and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. A conviction includes a finding of guilt, a plea of *nolo contendere*, or imposition of a sentence by any state or federal judicial body. Any employee who fails to report a conviction will be subject to disciplinary sanctions. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

- termination
- suspension
- mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program
- recommendation for professional counseling
- referral for prosecution
- letter of warning; and/or
- probation

Students - See Columbia State Policy [05:27:00 Drug-Free Workplace and Campus](#) and [Student Handbook](#).

Possible disciplinary sanction for failure to comply with the terms of Columbia State's Drug-Free Workplace and Campus Policy, including failure to notify of conviction, may include one or more of the following:

- expulsion
- suspension
- mandatory participation and satisfactory completion of a drug/alcohol abuse program or rehabilitation program
- recommendation to professional counseling
- referral for prosecution
- probation
- warning and/or
- reprimand

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Alcohol

Alcoholism is a complex, progressive disease that interferes with health, social and economic functioning. Untreated alcoholism results in physical incapacity, permanent mental damage and/or premature death. Alcohol is involved in one-third of all suicides, one-half of all traffic accidents and one-fourth of all other accidents, and is involved in over 50% of all arrests. Alcohol is the third leading cause of birth defects involving mental retardation. Use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, gastrointestinal disease and other illnesses. Alcoholism has been estimated to reduce life expectancy by twelve years.

Beverage alcohol can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, change in personality, reproductive problems and central nervous system disorders such as poor vision, loss of coordination, memory loss, loss of sensation, mental and physical disturbances and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar drugs.

Illicit Drugs

The use of illicit drugs results in many of the health risks that are involved with alcohol use. Illicit drug use increases the risk of mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of flashback phenomenon, hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to lungs, brain, kidneys and liver, death from suffocation or choking, anemia, amnesia, AIDS and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs and Employee Assistance Programs

Columbia State's director of student success counseling will assist students and/or employees by providing information concerning treatment resources in the surrounding area and in assisting individuals in making initial contact with treatment providers. Contact: Dr. Phillip Owens at 931.540.2572 or powens5@columbiastate.edu. He is located in Jones Student Center, Room 157.

Health insurance plans available to employees provide varying levels of coverage for alcohol and substance abuse programs. For information on plan coverage, contact the Human Resources office.

Drug and Alcohol Resources

Agency	Website	Phone
Alcoholics Anonymous	www.aa.org	615.831.1050
Buffalo Valley Inc. Hohenwald, TN	www.buffalovalley.org	800.447.2766
Centerstone Community Health Centers, Inc.	www.centerstone.org	800.681.7444 (crisis line) 888.291.4357 (information and appointments)
Cocaine Anonymous	www.ca.org www.tennca.com	310.559.5833
Employee Assistance Program	www.Here4TN.com	855.437.3486
Narcotics Anonymous	www.nanashville.org	888.476.2482
Place of Hope	www.placeofhopetn.org	931-388-9406
Tennessee Department of Mental Health and Substance Abuse Services	www.tn.gov/mental/	855.CRISIS.1
TN Crisis Center		855-274-7471
Williamson County Council on Alcohol and Drug Abuse Prevention, Inc.		615.790.5783