

Biennial Review of Northeast Iowa Community College's Drug and Alcohol Program

2016/2017 – 2017/2018



INTRODUCTION

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Northeast Iowa community College (NICC) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of its activities.

The College acknowledges its obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act, and authorized an administrative review to be conducted to determine if the college fulfills the requirements of these Federal regulations. Risk Management, Compliance, Operations and Human Resources and Student Learning and Success review and collaboratively report on the findings.

The intention of this document is to summarize and evaluate the effectiveness of the programs and activities related to alcohol and drug prevention during the 2016-2017 and 2017-2018 academic years.

Review Committee Membership

- Connie Kuennen, Executive Director of Human Resources
- Kelly McMahan, Executive Director for Risk Management
- Rhonda Seibert, Vice President of Operations
- Chris Woodson, Dean of Student Development

The following College departments provide information for the Biennial Review:

- Human Resources
- Operations
- Risk Management/Compliance
- Student Learning and Success

COMPLIANCE WITH DRUG FREE SCHOOLS AND COMMUNITIES ACT

The College continued to remain in compliance with the requirements of the Drug-Free Schools and Communities Act and adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by its students and employees as demonstrated by this biennial review. The College maintained written policies on alcohol and other drugs and developed a thorough method for distributing this policy to every student and employee. Written materials were distributed by Northeast Iowa Community College and contained the following information:

- 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
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state or federal law
- A description of counseling or treatment programs
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

As a part of the biennial review, the following data, resources and programs were examined:

- *Complying with The Drug-Free Schools and Campuses Regulations (EDGAR Part 86), A Guide for University and Campus Regulations prepared by the Higher Education Center.*
- *Higher Education Amendments of 1998, (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989, (P.L. 101-226)*
- Local, state and federal laws pertaining to drugs and alcohol violations
- Northeast Iowa Community College's:
 - 2016/2017 catalog
 - 2017/2018 catalog
 - Annual Campus Crime Report (Clery Report)
 - Drug and Alcohol Policy
 - Academic Program Compliance Requirements
 - Counseling website
 - Student Code of Conduct Policy
 - Tobacco Free Policy
 - Employee Drug and Alcohol Policy
 - Student Life Policy/Campus Events Alcohol Use Policy and Procedure

COMPLIANCE, CONTINUED

In compliance with the Drug-Free Schools and Communities Act, the College implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The Program included annual distribution of information to students and employees concerning the possession, use, or distribution of alcohol and illicit drugs at the College.

Venues where alcohol and drug safety and prevention messages are routinely shared with students and/or employees include:

- New employee orientations
- New student orientations
- Program orientations
- Academic advising appointments
- Faculty and staff convocation
- Student clubs and organizations
- Intranet resources
- Internet resources

ANNUAL NOTIFICATION

NICC is committed to providing a safe and secure learning environment for students and employees. As required, NICC disseminates policies to students and employees. During the 2016-17 and 2017-2018 academic years, annual notification of the college's drug and alcohol policies was distributed by email to students and employees and was part of the college's annual campus crime and security report, which includes statistics for the previous three years concerning crimes that occurred on the NICC campuses and center locations as well as on public property immediately adjacent to the sites. The report also included institutional policies concerning campus security, including but not limited to policies concerning sexual assault and drug and alcohol use, as well as emergency response and evaluation procedures for all locations. The email provided a direct link to the report which can also be accessed here for the 2017 calendar year:

<https://www.nicc.edu/studentresources/campuslife/safetyandsecurity/>

A link to the 2016 calendar year report is below:

<https://drive.google.com/open?id=1hrfmupvnh6leCUzYoPtTKjeOEj9mQGVl>

The College Catalog is accessible at all times via the college website:

<https://www.nicc.edu/catalog/>

The student code of conduct is accessible at all times via the college website:

<https://www.nicc.edu/studentcodeofconduct/>

Violations

Crimes are reported to the Associate Vice President for Operations and records are maintained by that office. Students, staff and the public have the ability to report an incident at <https://www.nicc.edu/incidentofconcern/>. Any criminal activity reported or observed is promptly reported to local law enforcement authorities. Our professional counseling staff is trained to help individuals in the most appropriate way which includes informing them of their right to voluntarily report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics if applicable.

Violation Statistics

Reported AOD crimes at NICC centers:

Criminal Violation	2015	2016	2017
Liquor law	0	0	0
Drug Abuse	0	0	0

Reported AOD crimes at the Calmar and Peosta campuses:

Criminal Violation	2015	2016	2017
Liquor	0	0	0
Drugs	0	0	0

Reported AOD policy violations in safety sensitive academic programs:

Policy Violation	2016	2017	2018
Liquor	0	0	0
Drugs	4	12	13

Reported Human Resource AOD policy violations:

Policy Violation	2016	2017	2018
Liquor	0	1	0
Drugs	0	0	0

FRAMEWORK TO ADDRESS DRUG AND ALCOHOL USE

The College utilized a four-part framework to address alcohol and other drug use by implementing the following strategies: policy, enforcement, education and intervention. An overview of each strategy is described below.

Policy

The College's policies on drugs and alcohol were implemented across the College community. Most commonly, it was articulated in the College Catalog, in the Employee Handbook, the Drug and Alcohol Policy and the Student Code of Conduct. The Catalog, Drug and Alcohol Policy and Student Code of Conduct can be found at:

<https://www.nicc.edu/aboutnicc/studentandconsumerinformation/drugandalcoholpolicy/>

Northeast Iowa Community College's Drug and Alcohol Policy

The possession, use or distribution of illicit drugs, or misuse of prescription drugs and alcohol, by students (regardless of the length of the student's program of study) or employees on the property of Northeast Iowa Community College, or as part of any of its activities, will subject the student or employee to immediate disciplinary action, up to and including expulsion or termination of employment and referral for prosecution. Disciplinary sanction may include the completion of an appropriate rehabilitation program. The College complies with all of the requirements of the Drug Free Workplace Act of 1989, P.L. 101-226 and the Drug-Free Schools and Communities Act (DFSCA). Clear sanctions can be found in the [student code of conduct](#) and in the [NICC catalog](#).

In order to provide a safer and healthier environment for students, employees and visitors, Iowa law and the Board of Trustee Policy prohibits the use of any/all nicotine products at all properties, including buildings, vehicles and grounds, owned or leased by the college. This prohibition is in effect both indoors and out-of-doors. The use of any device that simulates the smoking experience such as e-cigarettes is also prohibited in college buildings, on college grounds and in vehicles. Any student or employee of the college who violates this policy will be subject to disciplinary action.

Safety Sensitive Programs Drug and Alcohol Testing Policy and Procedure

This policy requires students in safety sensitive programs to remain free the use of all illegal drugs, free from the use and effects of alcohol, and aware of the effect of prescription medication. Students are required to submit to drug and alcohol screens. The goal of this policy is to ensure a drug and alcohol free learning environment and to reduce accidents, injuries and fatalities.

https://drive.google.com/open?id=174h4LI--hE-PxP_2dktotoDcFbHZDw9p

Employee Handbook 2014 Section 2.5 Alcohol, Drugs, and Tobacco

In order to provide a safe, drug-free college environment, the Board of Trustees of Northeast Iowa Community College has adopted two policies which address drug and alcohol use by employees and students while at work and on the campus. Upon hire, all employees of Northeast Iowa Community College are asked to sign a form that indicates they have read and understand the Board Policy 204 and that they have been informed of the dangers of drugs and drug abuse in the workplace.

Disciplinary action for any violations of this policy may include written reprimand, suspension or dismissal, and referral for prosecution under local, state and federal law. Rehabilitation may become a condition of continuing association with the College.

Enforcement

The College sought to uphold drug and alcohol related policy and laws, and would impose disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with local, State or Federal law. Enforcement of the College's Drug and Alcohol policy was facilitated by the Dean of Student Development, the Executive Director of Human Resources and the Executive Director for Risk Management. A focus on educational and intervention support opportunities continued to remain a priority of the College. Since the last report, an employee assistance program (EAP) has been implemented.

Students

Sanctions for students can include: warning, conduct probation, restitution, loss of rights and privileges, eligibility restrictions, educational or behavioral requirements (project, paper, counseling, community sponsored activity, etc.), community service, suspension, and expulsion. The College maintained a progressive sectioning protocol. Students may also be referred for prosecution under local, state and federal law.

Employees

Disciplinary action for any violations of this policy may include written reprimand, suspension or dismissal, and referral for prosecution under local, state and federal law. Rehabilitation may become a condition of continuing association with the College. Since the last biennial report NICC implemented an employee assistance program (EAP). Employees may self-refer or have a Human Resource's referral to the Employee Assistance Program (EAP) for assistance in dealing with drugs or alcohol.

Education

In its development and implementation of educational interventions, the College acknowledged the diverse needs of its community of learners.

NICC cares about students' well-being and recognizes that college is a challenging and often stressful environment in which students may encounter pressure to experiment with drugs and/or alcohol. Several programming measures occur throughout the academic year to provide AOD information, awareness, support and intervention to students.

College Experience Course

Beginning in the fall term of 2014, NICC began offering a College Experience course to first time students enrolled under an arts and sciences degree. This course exposed students to information, ideas and policies that are designed to enhance and increase student success. Substance use/abuse and personal safety is one of the many topics captured in this course. Additionally, students become aware of resources and supports not only on campus, but within surrounding communities as well. Students completing this course showed increased retention rates and the college moved to require the College Experience course for students enrolled in any credit program who were first-time, degree seeking students.

Counseling

NICC employs licensed counselors at both of its main campuses, who are closely involved with AOD programming efforts. The [Counseling Office](#) at NICC provides students information and activities throughout the academic year related to education and the prevention of alcohol and drug abuse including wellness events, information tables, speakers, handouts. The [Counseling Office](#) also provides information on community and wellness resources. The Counseling office organizes community health fairs annually.

Program Specific

The Safety Sensitive Programs Drug and Alcohol Testing Policy and Procedure is shared at applicable program orientations and is included in program policy and procedure manuals. Students are required to acknowledge receipt and understanding of this policy.

Employees

All new employees, regardless of employment status, are invited to new employee orientation. Orientation includes policy review and instruction on where to find policy related information. Human Resources developed a day 1, week 1, month 1 document to guide supervisors in training new employees on important topics. Human Resources organized monthly supervisors meetings to address employment related topic.

Evaluation Plan

Program Strengths

The College provided clear and comprehensive guidelines for students, faculty and staff regarding its drug and alcohol policies.

The College maintained records of student and staff violations and sanctioning processes that employee tools for the consistent implementation of these sanctions.

The College provided alcohol and drug prevention to its students by developing prevention education efforts that are responsive to the student population.

The College implemented an Employee Assistance Program (EAP) with a third-party vendor to provide counseling and support services free of charge.

The College maintained online web resources for students and staff related to drug and alcohol use and abuse.

The College continues to use a centralized reporting and recordkeeping system for incidents of concern, CARE Team referrals, student conduct, and complaints. This software helps connect the dots and prevent students from falling through the cracks.

Human Resources hired a full-time Wellness staff person, encouraging attention to individual health and wellbeing while increasing awareness of support services for staff and faculty.

The College has been promoting SafeCollege's which is a free, online training resource for all employees. Training topics include drugs and alcohol awareness and prevention.

Program Weaknesses

Education and training opportunities are limited for online students. They receive the annual notification via email and have access to online information but most of the prevention efforts are on campus.

Prevention, education and wellness events are poorly attended. The College shifted to a common hour schedule to allow more people to attend these types of events. The impact on attendance will be reported during the next biennial report.

The College does not have a formalized prevention plan that includes students, staff and faculty wellness initiatives.

SUMMARY

Northeast Iowa Community College conducted a review of compliance with the Drug-Free Schools and Communities Act. This review summarized and evaluated the effectiveness of the College's programs and activities related to alcohol and drug prevention during the 2016-2017 and 2017-2018 academic years.

The College continues to remain in compliance with the requirements of the Drug-Free Schools and Communities Act and has adopted and implemented programs to prevent the abuse of alcohol and the use or distribution of illicit drugs by its students and employees as demonstrated by its comprehensive approach to addressing alcohol and other drug issues in the community. NICC remains committed to creating a safe and healthy environment for its students, faculty and staff.

The Biennial Review of Northeast Iowa Community College's Drug and Alcohol Program has been prepared by Kelly McMahan, Executive Director for Risk Management.