

Biennial Review: Keith R. Wilder, Dean of Student Success

Drug-Free Schools and Community Act



PUEBLO COMMUNITY COLLEGE

October 1, 2014
Dean of Student Success

Pueblo Community College

Drug Free Schools and Community Act
Biennial Review 2014
AY 2012-2013 and AY 2013-2014

Keith R. Wilder
Dean of Student Success
Office of the Division of Student Services
10.1.14

Keith R. Wilder, Dean of Student Success

Dennis Trujillo Johnson, Judicial Affairs

Pete Cesar, Chief of Police

President's Review and Approval:

The Pueblo Community College 2014 Drug-Free Schools and Communities Act Biennial Review has been reviewed and approved for release and posting to the PCC website.

Patty Erjavec,
President

Date

Introduction/Overview

Table of Content: Biennial Review 2014

| | |
|---|----|
| President’s Review and Approval..... | 2 |
| Introduction/Overview..... | 5 |
| Introduction..... | 5 |
| Time Frame that the Biennial Review is Covering..... | 6 |
| Biennial Review Process..... | 6 |
| Where Biennial Review Report(s) is/are kept on Campus..... | 7 |
| How one may Request/Receive Current and Past Biennial Report(s)..... | 7 |
| How Long Biennial Review Reports are Kept..... | 8 |
| Description of Which Students get Policy..... | 8 |
| Annual Policy Notification Process: Primary Method Utilized to Distribute to all Students and Employees..... | 9 |
| Dates/times in which Policy is Distributed..... | 9 |
| All Methods of Distribution Used..... | 9 |
| Content of Policy/Copy of Policy..... | 11 |
| How are Students Notified of Policy after Distribution..... | 11 |
| How Data will be Collected..... | 11 |
| Annual Policy Notification Process: Primary Method Utilized to Distribute to all Employees Only (Continued)..... | 12 |
| Description of which Employees get Policy..... | 12 |
| Dates/times in Which Policy is Distributed..... | 12 |
| How all Employees/Volunteers get the DAAPP or Request a Copy..... | 12 |
| All Methods and Additional Methods of Distribution Used..... | 13 |
| Content of Policy/Copy of Policy..... | 13 |
| AOD Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data..... | 14 |
| The Number of Drug and Alcohol-Related Incidents and Fatalities that Occur on Campus..... | 14 |
| Alcohol and other Drug Data..... | 14 |
| Alcohol and other Drug Related Ambulance Transports..... | 14 |
| Other Assessment Data..... | 15 |
| Trends..... | 15 |
| Surveys..... | 16 |
| AOD Policy, Enforcement & Compliance Inventory & Related Outcomes/Data..... | 17 |
| Policy Related to Alcohol and other drug use for your Students, Staff, and Faculty..... | 17 |
| General Oversight of each Policy, Particularly if not Noted with the text of the Policy..... | 19 |
| Methods used for General Enforcement..... | 26 |
| AOD Comprehensive Program/Intervention Inventory and Related Process and Outcomes/Data..... | 29 |
| Prevention Efforts..... | 29 |
| Programs/Interventions/Type and Classification..... | 29 |
| Group Based and Individual Based Offerings..... | 29 |
| Reflection of the staff who Administered the Services..... | 32 |

Universal or Entire Populated Base Programs/Interventions.....32
 Universal Programs Geared for all staff and Faculty.....32
 Environmental/Socio-Ecological Based Programs.....33

AOD Comprehensive Program goals and Objectives for Biennium Period Being Reviewed.....34

AOD Goal Achievement and Objective Achievement.....35

AOD SWOT/C Analysis.....36

Recommendations for Next Biennium.....37

Recommendations for Improvements AOD Prevention Program.....38

Conclusion.....41

Appendices.....42

Abbreviations:

- AA – Alcohol Anonymous**
- AOD - Alcohol and Other Drugs**
- AOI - Areas of Interests**
- AQIP – Academic Quality Improvement Program**
- ASR – Annual Security Report**
- BIT – Behavior Intervention Team**
- BP - Board Policy**
- CCCS – Colorado Community College System**
- CE - Concurrent Enrollment**
- CEMT – College Emergency Management Team**
- CQI – Continuous Quality Improvement**
- CS – Counseling Services**
- CSEAP – State Employee Assistance Program**
- CSSO - Chief Student Services Officer**
- DAAPP - Drug and Alcohol Abuse Prevention Program**
- DFSCA – Drug Free School and Communities Act**
- DOE – Department of Education**
- FAFSA – Free Application for Federal Student Aid**
- FB - Facebook**
- FSA – Federal Student Aid**
- IHE – Institution of Higher Education**
- IR - Institutional Research**
- N/A to PCC - Not Applicable at PCC**
- NSO – New Student Orientation**
- PS – Public Safety**
- PCC - Pueblo Community College (all branch campuses included)**
- SP - System Policy**
- VAWA – Violence against Women’s Act**

Introduction/Overview

Introduction/Overview:

The Pueblo campus, located in Pueblo, Colorado, serves students in Pueblo County. The main campus for Pueblo Community College provides oversight of all college operational functions; eight buildings on 33 acres where over 5,000 students attend classes working towards their degrees or certificates. The campus is wireless and has up-to-date technology in classrooms, laboratories, and extensive student support services towards academic excellence. The extensive degree and certificate offerings can be located in the Degree and Certificate Programs section that will lead towards a career in business and industry or transfer to a four-year university. There are two other branch campuses our Fremont Campus, located in Cañon City, Colorado, provides educational programs and services to the citizens of Fremont and Custer Counties. The SCCC sites provide educational programs and services to the citizens of Archuleta, Dolores, La Plata, Montezuma, and San Juan counties in the southwest corner of Colorado. We have also developed a studio campus in the Downtown district to fulfill its mission to grow and support the veteran community by reaching out to all generations of veterans and actively helping them transition from military service to college life. The site is staffed by PCC personnel knowledgeable about veterans' issues while providing a small, comfortable environment aimed at providing the "bridge" that many vets and displaced workers need to make the transition to college life on PCC's main campus. Services available include academic advising, educational testing as well as GED, developmental education and other educational program opportunities. Pueblo Community College (PCC) understands the Drug Free Schools and Communities Act (DFSCA) is a condition that must be applied if we are to receive funds and other forms of financial assistance under federal programs. An Institution of Higher Education (IHE) such as PCC is required to verify that it is in compliance and has adopted and implemented prevention methods for the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply with the Drug-Free School and Communities Act may forfeit that institutions eligibility for these vital federal funds.

In order to be in Compliance PCC Must:

- Have written policies on alcohol and other drugs.
- Develop sound methods for the distribution of the policies to all its students', staff, and faculty members each year.
- Prepare the biennial review on the effectiveness of its alcohol and drug (AOD) programs and the consistency of policies authorized and required.
- Make sure to keep a Biennial Reviews on file just in case U.S. Department of Education (DOE) asks for a review.

Background on Drug-Free Schools and Communities Act:

In order to meet compliance, the 2014 Biennial Review of Pueblo Community College alcohol and other drug related policies and programs for the 2012-13 and 2013-14

academic years were conducted (April 15, 2014 - September 30, 2014). The objectives of the review as identified by the U.S. Department of Education include:

- Determining the effectiveness of AOD programs.
- To implement any needed changes to alcohol and other drug programs.
- Ensuring that the disciplinary sanctions for violating standards of conduct are enforced consistently.

Office of the Dean of Student Success Office in cooperation with the Judicial Affairs Office of Pueblo Community College is required to supply a signed statement certifying the Biennial Review to acknowledge awareness of the recommendations within the report. The President and the Dean of Student Success along with the Chief of Police and the Judicial Officer signed a statement and a final copy of the 2014 report is kept on file in the Dean of Student Success Office. Also if you visit our website you can find the Biennial Report at the student life tab under the media communications link.

<http://www.pueblocc.edu/cmsinternet/xml/studentnetwork/studentnetwork.htm> in the event the college is audited by the Higher Education Center for Alcohol and Other Drug Prevention, a designee of the U.S. Department of Education. Institutions of Higher Education are not required to submit the certification or report to the U.S. Department of Education.

Why PCC is Conducting a Biennial Review:

Pueblo Community College upholds the Drug Free Schools and Campus Act by complying with and understands the U.S. Department of Education's mandate for a Biennial Review. In keeping with this mandate, PCC has been committed to continual improvement of processes, programs, and notifications that inform our community about the Alcohol and Drug use and the policies that govern our response within the campus community. Prior to the inception of the biennial review and even before this mandate, we have notified our students and staff by annual postcards about where to find our policies and procedures on drugs and alcohol, the location of Clery information, and additional information regarding drugs and alcohol. We are committed to this process and understand the value in such a document.

Time Frame that the Biennial Review is Covering:

- AY 2012-13 and AY 2013-14.

Biennial Review Process:

Here are the individuals and departments participating within the review process we have identified the following core team to lead this biennial review:

Dean of Student Success
Director Financial Aid
Director of Judicial Affairs
Chief of Campus Police
Director of Health Clinic
Director Wellness and Counseling Services
Other Student Services Directors (as assigned)

In June of each even numbered year, the Dean of Student Success will assemble the Biennial Review team. The teams will:

1. Assure the College has conducted a statistical review of all of the elements of the College DAAPP.
2. Review to determine which elements of the program have demonstrated a positive result and which elements either need to be improved or revised.
3. Document the results of the review.

Complete and publish the results of the statistical review and the College review, stating the accomplishments (elements that demonstrated positive results) and recommendations for improvement (elements that need improvement or revision). The document will also include recommendations for new elements that the College wishes to include in the DAAPP during the following two years.

We are currently working on policies to get information to students who come after notice, getting notice to online students, additional ways to notify all, and a policy on how requests for a policy will be granted. Pueblo Community College is not unlike all other universities and colleges in the U.S. when it comes to AOD policies and procedures. We believe in assisting our students with the kind of reduction programs, awareness programs, educational programs, and counseling programs that will have a direct effect on a student's understanding of our position and our program offerings. Each review will begin in June of the year just before the review year and after graduation ceremonies.

Where Biennial Review Report(s) is/are kept on Campus:

Reports will be housed in the Dean of Student Success Office. Also if you visit our website you can find the Biennial Report at the student life tab under the media communications link.

<http://www.pueblocc.edu/cmsinternet/xml/studentnetwork/studentnetwork.htm>.

How one may Request/Receive Current and past Biennial Report(s):

Reports will be housed in the Dean of Student Success Office and anyone may go to the Student Center, Room 241 to request a copy. Also if you visit our website you can find

the biennial Report at the student life tab under the media communications link.
<http://www.pueblocc.edu/cmsinternet/xml/studentnetwork/studentnetwork.htm>.

How long Biennial Review Reports are Kept:

PCC will retain copies of the Biennial Review for seven (7) years.

Description of Which *Students and Staff* get Policy:

- All students and employees.

Annual Policy Notification Processes: Primary methods utilized to distribute to all Students and Employees

Dates/times in Which policy is Distributed:

On an annual basis Pueblo Community College will distribute to all students and staff the PCC Drug and Alcohol Abuse Prevention Program (DAAPP) information.

The following is a timetable that articulates how both students and staff receive this information:

FIRST DISTRIBUTION: All students and employees will receive a copy of the PCC DAAPP by October 1 of each academic year.

SECOND DISTRIBUTION: All students who are new to the College after October 1 and all new employees who begin working at the College after October 1 will receive a copy of the PCC DAAPP on or before February 1 of each academic year. This distribution is for new students who begin their enrollment during the spring Semester of each academic year.

THIRD DISTRIBUTION: All students who are new to the College after February 1 and all new student employees, and employees who begin working at the College after February 1 will receive a copy of the PCC DAAP on or before June 15 of each academic year. This distribution is for new students who begin their enrollment during the summer term of each academic year.

All Methods of Distribution Used:

The PCC DAAPP will be formatted as a PDF document and will be sent to students and employees via the College email addresses.

- Upon acceptance and enrollment at PCC, students are assigned a college student email address.
- Upon their hiring, employees are assigned a college employee email address.

NOTE: *At Pueblo Community College, email is the official means of communication*

In order to assure PCC's Policy is in line with the requirements PCC will print a limited number of copies of the PCC DAAPP and will place these copies in the PCC Human Resources office and in the Office of the Dean of Student Success. The College will print additional copies as needed.

The College will place a copy of the PCC DAAPP on the Human Resources page of the PCC Portal. In addition to this copy, the College will inform those visiting the site that

they may request a hard copy of the PCC DAAPP by contacting PCC Human Resources. Copies will either be hand delivered or mailed to those requesting hard copies.

The College will place the PCC DAAPP on the Student Life section of the PCC website. In addition to this copy, the College will inform those visiting the site that they may request a hard copy of the PCC DAAPP by contacting the PCC Office of the Dean of Student Success. Copies will either be hand delivered or mailed to those requesting hard copies.

How Students Get DAAPP Information:

The student code of conduct serves as a primary method by which students are informed about expectations and PCC standards of conduct. Along with this is the introduction of the Student Handbook during orientation. (See Student Handbook pages 9-13). A secondary method utilized has been Clery protocols, (use of postcards) sent to all students and distributed to all staff and faculty. PCC has been committed to this practice since the inception of Clery. These postcards summarize where to find our policies and procedures, (See URL's in the appendices below) on drugs and alcohol, notify all on the location of Clery information, and additional information regarding drugs and alcohol. In addition to the Student Handbook, many students are required by their specific area of study to follow drug and alcohol handbooks within their departments, and made aware of this in the application process for acceptance into the programs. (See handbooks in Appendices).

Pueblo Community College also holds New Student Orientations (NSO). We have been committed to informing students about conduct and community expectations each year (see list of 12-13 program below). Also there are many programs and events held through the office of the Counseling and Wellness Services. The student code of conduct or Student Handbook sets a standard of conduct expected of our students while the employee adheres to the State Board for Community Colleges and Occupational Education BP 3-24, Drug-Free Workplace Policy (Page.24 of the Student Handbook). The following are descriptors of the standard of conduct from our PCC Student Handbook Student Code of Conduct.

- i. Standards of conduct.
- ii. On an annual basis, Pueblo Community College will distribute to all students and staff the DAAPP information.
- iii. Legal sanctions for unlawful possession or distribution of illegal drugs and alcohol.

Content of Policies: See Appendices.

How are Students Notified of Policy after Distribution:

During distributions, all students who are new to the College will receive notification in one of the second and third distributions. All new students, student employees, and employees who begin working at the College after February 1 will receive a copy of the PCC DAAPP on or before June 15 of each academic year. This distribution is for new students who begin their enrollment during the summer term of each academic year. It is our plan to have a distribution at every start of all semesters. Online students will also have the post card delivered to their recognized mailing address.

How data will be Collected and Assessed:

At the beginning of June, the core team is assigned to assess specific tasks, i.e. SWOT, calendaring, assessing/updating policy, etc. This will begin the process of gathering data on alcohol and drug educational activities, statistical data, current updates, and other information via email, in person, or within departmental divisions. Each associate on campus who has ongoing awareness, educational and counseling (AOD) programs are asked to review data and to report it to the core team. This compiled data is then assessed by our Institutional Research (IR) office who will return it to us using national recognized tools in assessment. IR has currently developed a survey that will be going out to each campus to collect data on drugs and alcohol use on campus. PCC has also developed an assessment plan matrix to assess impact/effectiveness of some of its DAAPP program outcomes. (See appendix AQIP Outcomes 2013).

This data will then be written into the Biennial Review by the Dean of Student Success then by the biennial review team, and approved by the President of the college after thorough review.

Annual Policy Notification Processes: Primary methods utilized to distribute to all Employees Only (contd.)

Description of Which Employees get Policy:

The Pueblo Community College Drug Free Workplace documents are available on the HR Webpage at <http://www.pueblocc.edu/HR/> and available to anyone who visits that site. In addition, it is also posted on the PCC Employment site at <https://puebloccjobs.silkroad.com/> and accessible to all potential applicants. The information includes the acknowledgement form an employee would be required to sign upon hire, which includes the responsibilities of an employee and the consequences for failure to abide by terms and conditions of the Drug Free Workplace. Additionally, it includes the Pueblo Community College Drug Awareness Program information, which defines roles and responsibilities, hazards, and resources available to employees. Finally, it includes a copy of the Drug Free Workplace Act of 1988.

Dates/times in Which Policy is Distributed:

Upon hire, every employee and volunteer is given a Drug Free Workplace Acknowledgement Form for signature indicating they understand and will abide the terms of the Drug Free Workplace Statement. They also receive a copy of the Colorado Community College and Occupational Education System Board Policy regarding on drug free workplace. In addition to the electronic copy of the program that is available on the websites and accessible to all employees and prospective employees. The Human Resources office will make available a hard copy upon request. This distribution is for new employees who begin their employment after February 1 of each academic year; these employees, faculty and staff, are generally hired to begin working for the College for the Summer Term. On an annual basic, Pueblo Community College will distribute to all students and staff the PCC Drug and Alcohol Abuse Prevention Program (DAAPP) information.

How all Employees/Volunteers get the DAAPP or Request a Copy:

Upon hire, every employee and volunteer is given Drug Free Workplace Acknowledgement Form for signature indicating they understand and will abide the terms of the Drug Free Workplace Statement. They also receive a copy of the Colorado Community College and Occupational Education System Board Policy regarding on drug free workplace. In addition to the electronic copy of the program that is available on the websites and accessible to all employees and prospective employees, HR will make available a hard copy upon request. (See Appendix E pages E-8 thru E-23).

All Methods and Additional Methods of Distribution Used: See above employees are the same as students.

Content of Policies: See Appendices.

AOD Prevalence Rate Incident Rate Needs Assessment and Trend Data

Number of violations observed/reported of drug related incidents and fatalities. No fatalities have been noted or reported at PCC.

| <u>Category</u> | <u>Cases</u> | <u>Found</u> | <u>2012-13/2013-14</u> |
|-----------------------------|--------------|--------------------------|------------------------|
| Alcohol | 4 | 1 | |
| Marijuana | 4 | 8 | |
| <u>Other drugs</u> 3 | | <u>1</u> | |
| TOTAL | 21 | 10 | |
| <u>Category</u> | <u>Cases</u> | <u>Found Responsible</u> | |
| Alcohol | 2 | 2 | |

Alcohol and other drug Data:

Currently, PCC is in the process of distributing for the first time a survey that had been developed in the Student Success division that will give us data on alcohol and drug related usage and knowledge of our student community and our staff. The timeline for distribution will be 9/15/2014 and the result will come out in mid-October. This data will be useful in a number of ways in that it could give us information on how we might proceed with respect to programs events and initiatives already planned in our DAAPP.

Alcohol and Other Drug Related Ambulance Transports:

Emergency room visits are minimal and the transport of drug and alcohol related incidents are small as seen here.

Department of Public Safety Medical Transports From Pueblo Campus Property.

| Medical Transports To Hospital | Number of People |
|-----------------------------------|------------------|
| Students-2012 | 20 |
| Staff-2012 | 0 |
| Students-2013 | 13 |
| Staff-2013 | 1 |
| Students-2014 | - |
| Staff-2014 | - |

Other Assessment Data:

The wellness counselor has seen more 200 students in the 2012-2014 school years. The following chart shows the amounts associated with students who visited the services to seek assistance on drug and alcohol related counseling and referral at last count 28 students have been seen or referred in the timeframe.

Chart: From January 1, 2013 to April 12, 2014:

| MONTH | 2012 | 2013 | 2014 |
|--------|------|------|------|
| JAN | | 2 | 2 |
| FEB | | 4 | 1 |
| MAR | | 2 | |
| APR | | 4 | |
| MAY | | 0 | |
| JUN | | 2 | |
| JUL | | 1 | |
| AUG | | 1 | |
| SEP | | 0 | |
| OCT | 3 | 1 | |
| NOV | | 3 | |
| DEC | | 2 | |
| TOTALS | 3 | 22 | 3 |

Trends:

One trend in Colorado is the legal use of medical and recreational marijuana with the passing of Amendment 64. The possession and use of marijuana is no longer a crime in the state of Colorado, the possession and use of marijuana does remain illegal under federal law, i.e. The Controlled Substance Act and the Drug Free Schools and

Communities Act and PCC recognizes and adheres to these federal acts. After Amendment 64 passed we saw an increase of use on campus. Also with the emergence of a notice was sent to the students soon after Amendment 64 was passed. (See Amendment 64 and FAQ in appendices http://en.wikipedia.org/wiki/Colorado_Amendment_64).

Surveys:

Here at PCC we have not assessed drug and alcohol usage in a formal survey such as the National College Health Assessment II; however, as mentioned above, we have developed one now and will be sending it to our community fall 2014. However, we do have some data that indicated the assistance and referral of students who have utilized our Counseling Services (CS). (As seen above in the chart).

See appendix on full policies of the following PCC Requirements:

- Federal drug free campus
- Amendment 64 Colorado Drug Policy
- Dear PCC Students and Community Letter (electronic smoking devices and marijuana)
- Policy and Procedure Plan/Process
- Drug and alcohol on campus programs materials
- DAAPP distribution policy

AOD Policy, Enforcement & Compliance Inventory & Related Outcomes/Data

Policy Related to Alcohol and other drug use for Students, Staff, and Faculty:

Amnesty/Responsible Action Protocol Policies N/A to PCC:

PCC has not developed an amnesty or responsible actions protocol due to the very low numbers of students with alcohol violations on campus it is not practical at this time. Also, PCC does not have an Athletics Department and therefore no policies applicable to team sport and drug testing as it relates to athletics.

Athletic Department Alcohol and Drug Use Policy:

If not universal and left to each N/A to PCC: Team/coach, then copies of each team's alcohol and other drug policy N/A to PCC: Athletic Department Alcohol and Other drug Testing Policy.

Employee Assistance Program Referral Policy:

Staff Program:

Pueblo Community College also cares and provides for its staff and faculty. As part of the overall benefits package is a State Employee Assistance Program (CSEAP). This State Employee Assistance Program will assist professionals in assessment, referral, and short term CS offered by the State of Colorado. One of the many offerings to staff from CSEAP is the Workplace Violence/Substance Abuse Risk Reduction assistance.

Student Concern Team - PCC Behavioral Intervention Team (BIT):

Often when students find themselves in violation of drug and alcohol policies the judicial affairs office staff will refer a student to our behavioral intervention team. This multidisciplinary team looks at each case and refers student to the counseling or intervention needed to be successful. PCC Health Clinic also provides a number of services to students and staff.

http://www.pueblocc.edu/CampusResources/Health_Clinic/.

Financial Aid Drug Convictions Policy is found in the 12-13 financial aid handbooks (1-14-1-15). <http://ifap.ed.gov/fsahandbook/attachments/1213FSAHbkVol1.pdf>. (Areas of interests) (AOI).

Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when she was a juvenile, unless she was tried as an adult. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

| Possession of illegal drugs | Sale of illegal drugs | |
|-----------------------------|---------------------------------|---------------------------------|
| 1st offense | 1 year from date of conviction | 2 years from date of conviction |
| 2nd offense | 2 years from date of conviction | Indefinite period |
| 3+ offenses | Indefinite period | |

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program or passes two (2) unannounced drug tests given by such a program. Further drug convictions will make him/her ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing rehabilitation program (as described below), passing two (2) unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two (2) convictions for sale or three (3) convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to you that he/she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.

When a student regains eligibility during the award year, you may award Pell grant, TEACH, and Campus-based aid for the current payment period and direct loans for the period of enrollment.

Alcohol/Drugs use in Classroom:

Student suspected of using drugs in the classroom are written up by the observing individual/s i.e. faculty, staff, and students are able to access the forms to report on the portal and on the judicial affairs website

Alcohol Poisoning/Drunk Students:

Student who places themselves and others at risk is in violation of campus code of conduct (Conduct that is detrimental to the college or the safety of self and others. Student who is incapacitated due to alcohol poisoning will be escorted to the local medical facility campus public safety will initiate this call. If a student is a minor, parents will be called and all students will also be sent through the disciplinary process. (Areas of Interests) (AOI).

General Oversight of each Policy, Particularly if not Noted Within the Text of the Policy:**Description of whom Oversees Administration of Policy:**

The Dean of Students is responsible for the administrative planning and execution of the Biennial Review and its biennial recommendations.

Description of whom Oversees Monitoring of Policy:

The Dean of Student Success office works in collaboration with a small cohort of measurement managers to monitor the progress and keep us up to date on information. The Institutional Research group, Judicial Affairs officer and the Public Safety Office share certain responsibilities tied to the appropriate context of their tasks.

Description of whom Oversees Discipline/Sanctioning/Adjudication of Policy:

The Office of Judicial Affairs is the primary facilitator of the discipline sanctioning and Adjudication of student cases at PCC. (Areas of interests) (AOI).

Methods used for General Enforcement:**Description of Law Enforcement/Security Forces and Authority/Jurisdiction:**

PCC values the safety of its staff, faculty, and students. One way we show our commitment is through our Public Safety Department which has two officers including the chief and several security guards who monitor activity on campus 24/7. PCC's Public Safety Office works very closely with the Pueblo County Sheriff's Office, local police and other law enforcement agencies. The primary jurisdiction is the immediate surrounding property. That includes streets, sidewalks, and byways, parks, and fields that intersect with campus facilities; however, PCC's Public Safety is a partner with local

police who hold the primary jurisdiction over sidewalks opposite the campus property and the whole of the Pueblo City.

Description of Relationships with off-campus Law Enforcement/Security:

PCC Public Safety sees the local law enforcement agencies as working partners and maintains a year round working relationship. This includes PCC participation in local law enforcement training, Hosting law enforcement trainings, attending weekly and monthly committees that assist the campus in building effective relationships. Public Safety (PS) office also attends many on campus meetings such as the College Emergency Management Team (CEMT) or BIT Teams.

Number of Violations for each Judicial/Discipline Policy:

Here you see that the prevalence with respect to alcohol is minimal; however, here we did notice a spike in the interest around Amendment 64 with our marijuana violations. We sent a letter out to the campus to make sure that all students and staff were aware of our campus commitment to a drug free campus and the federal mandate that we follow. We have also seen a rise in usage of smoking devices of which we have had to inform our community that they are not permissible in buildings on campus and that designated smoking areas are available to them.

Behavior Reporting Forms – Charges per 2014 Terms and Total

| CHARGES | Spring 2014 | Summer 2014 | Fall 2014 | Total 2014 |
|-----------------------|-------------|-------------|-----------|------------|
| Alcohol | | | | 3 |
| Marijuana | | | | |
| Narcotics | | | | |
| TOTAL PER TERM | | | | 3 |

Behavior Reporting Forms Charges per 2013 Terms and Totals

| CHARGES | Spring 2013 | Summer 2013 | Fall 2013 | Total 2013 |
|-----------------------|-------------|-------------|-----------|------------|
| Alcohol | 2 | 0 | 1 | 3 |
| Marijuana | 3 | 0 | 4 | 7 |
| Narcotics | 2 | 0 | 0 | 2 |
| TOTAL PER TERM | 7 | 0 | 5 | 12 |

Conduct Summary Report Drugs and Alcohol Charges Resolutions- Sanctions

| | Fall 2012 | | Spring 2013 | | Fall 2013 | | TOTALS | |
|------------------|-----------|---------|-------------|---------|-----------|---------|--------|---------|
| Charge | Drugs | Alcohol | Drugs | Alcohol | Drugs | Alcohol | Drugs | Alcohol |
| Cases | 0 | 2 | 6 | 3 | 5 | 2 | 11 | 7 |
| No Resolution | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 |
| Not Responsible | 0 | 0 | 2 | 1 | 2 | 1 | 4 | 2 |
| Responsible | 0 | 2 | 4 | 2 | 2 | 0 | 6 | 4 |
| Sanctions | | | | | | | | |
| Warning | 0 | 0 | 1 | 1 | 1 | na | 2 | 1 |
| Probation | 0 | 2 | 1 | 2 | 0 | na | 1 | 4 |
| Suspension | 0 | 0 | 2 | 0 | 2 | na | 4 | 0 |
| Expulsion | 0 | 0 | 1 | 0 | 0 | na | 1 | 0 |
| | | | | | | | | |

Number of Sanctions:

For each violation of policy (need 12/13 and 13/14,) year 2013 is in the chart above.

Though these numbers are relatively small it is certainly interesting that in the spring and fall after amendment 64 passed we had an increase in drug violations four of which ended in suspensions. There is also some data here indicating that students found responsible for

alcohol incidents remains steady. The sanctions in these areas also seem to be consistent with the type of finding or violation, .i.e. student suspended, all had similar cases.

Number of Requests for Permission/Authorization:

There are no violations as these events and programs that serve alcohol are 100 percent community events, not student events. Data on this can be collected as there are only two (2) departments on campus that execute and provide these services to the campus and community events. Our conference and event services has the data on applications for events and our bartending class and Culinary Arts Program have licenses to serve.

Federal Drug Free Campus Policy:

Students Convicted of Possession or Sale of Drugs:

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; you're not required to confirm this unless you have conflicting information.

Standards for a Qualified Drug Rehabilitation Program:

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally- or state-licensed hospital, health clinic, or medical doctor.

PCC's drug conviction policy is found in the 12-13 Financial Aid Handbook (1-14-1-15). <http://ifap.ed.gov/fsahandbook/attachments/1213FSAHbkVol1.pdf>.

Sanctions for Drug & Alcohol Use:

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Convictions can lead to imprisonment, fines and assigned community service. In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the College will handle all cases which come to its

attention within the guidelines of the applicable policies and procedures of the College as well as local, state, and federal regulations.

Sanctions will be imposed on *students or employees* who violated State Board or College drug and/or alcohol policies. Sanctions may include up to suspension or expulsion for students and, for employees, disciplinary action up to and including termination. Student Handbook, Page16. (SP4-30).

Drugs and Alcohol on Campus or as Part of any College Activity:

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), PCCs students, staff, or faculty shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as part of any college activity. Any student, staff, or faculty who are convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. These penalties range in severity from a fine of \$100 up to \$8,000,000 and/or life imprisonment.

The exact penalty assessed depends upon the nature and the severity of the individual offense. The possession and/or consumption of alcohol by a minor are addressed in Appendix A, 18-13-122. (Student Handbook). The College will impose penalties against students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include but are not limited to probation, suspension, or expulsion from the college, termination of employment, and referral to authorities for prosecution, as appropriate. Employees may be subject to corrective and/or disciplinary action as per State Personnel Rules and Regulations, up to and including termination.

Drug and Alcohol Abuse:

Alcohol Use & Abuse:

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 of a traffic accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Alcohol use also affects the body. Repeated use can lead to dependence. Long-term consumption can lead to permanent damage to vital organs such as the brain and liver. Mothers who drink 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 greater risk than others of becoming alcoholics themselves.

Other Issues:**Dry Campus Policy**

Persons under 21 years of age cannot legally possess or consume malt (6 percent beer), fermented malt liquor (3.2 percent beer), or vinous or spirituous liquor. The furnishing of alcoholic beverages to under-age persons is prohibited.

No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.

Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area. (Drug & Alcohol (BP 3-24). Student Handbook 2013–2014, Page 22.

Student Code of Conduct – Particularly Relating to Alcohol and Other Drugs:

- **General Oversight of each Policy:** The Office of Student Judicial Affairs is the primary office dedicated carrying out to disciplinary action and sanctions.
- **Description of whom Oversees Monitoring of Policies:** The Office of Dean of Student Success, Student Judicial Affairs, Public Safety, and BIT are all key overseers of the policies.
- **Description of whom Oversees Administration of Policy:** The Dean of Student Success in conjunction with the President’s office. Policies 100, 300 and 800 have student relevant policies.
- **Description of whom Oversees Monitoring of Policy:** CCCS, the President of the College, and all the Academic Deans and the Dean of Student Success all have oversight of the policies in their areas.
- **Description of whom Oversees Discipline Sanction and Adjudication:** This is the Director of Student Judicial Affairs along with all other staff, faculty, and students who report violations.
- **Methods used for Enforcement:** The responsibility of administering the PCC student discipline system is delegated to the Dean of Student Success Office through the Director of Student and Judicial Affairs. The Dean of Student Success Office through the Director of Student and Judicial Affairs may delegate authority to other groups or individuals for handling violations of the College Code of Conduct. The College believes that all cases should be resolved at the lowest level possible, and all discipline related activities should be monitored by a central administrative authority to ensure fairness and consistency. Therefore, all disciplinary proceedings and sanctions imposed by any designated discipline

officer will be reported to the Dean of Student Success Office through the Director of Student and Judicial Affairs or designee for record-keeping purposes.

When a case is not resolved at the lowest possible level, other persons may become involved in the discipline process as identified herein. The following procedures summarize the process for all disciplinary cases which are a reflection or student behavior. Included in such behaviors are allegations of Academic Dishonesty. Any member of the College community may file a complaint or charges against any student for proscribed conduct, misconduct, or violations, hereby referred to as misconduct. Charges shall be prepared in writing and submitted to the Chief Student Services Officer (CSSO), (Dean of Student Success Office through the Director of Student and Judicial Affairs). Any charge should be submitted as soon as possible after the event takes place. College disciplinary proceedings may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activity or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct.

- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The procedural rights afforded to students may be waived by the student. The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on Federal or State Civil Rights Laws, the college will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedure (SP) 4-31a.
- Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the CSSO or designee shall render a sanction decision. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the Decision.
- In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely.

Methods Used for Enforcement:

- The responsibility of administering the PCC student discipline system is delegated to the Dean of Student Success Office through the Director of Student and Judicial Affairs. The Dean of Student Success Office through the Director of Student and Judicial Affairs may delegate authority to other groups or individuals for handling violations of the College Code of Conduct. The College believes that all cases should be resolved at the lowest level possible, and all discipline related activities should be monitored by a central administrative authority to ensure fairness and consistency. Therefore, all disciplinary proceedings and sanctions imposed by any designated discipline officer will be reported to the Dean of Student Success Office through the Director of Student and Judicial Affairs or designee for record-keeping purposes.
- When a case is not resolved at the lowest possible level, other persons may become involved in the discipline process as identified herein. The following procedures summarize the process for all disciplinary cases which are a reflection or student behavior. Included in such behaviors are allegations of Academic Dishonesty. Any member of the College community may file a complaint or charges against any student for proscribed conduct, misconduct, or violations, hereby referred to as misconduct. Charges shall be prepared in writing and submitted to the CSSO, (Dean of Student Success Office through the Director of Student and Judicial Affairs). Any charge should be submitted as soon as possible after the event takes place. College disciplinary proceeding may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activity or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The procedural rights afforded to students may be waived by the student. The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the college will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedure (SP) 4-31a.
- Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the CSSO or designee shall render a sanction decision. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate. The student shall receive

written notice of the decision and be advised of his/her right to appeal the Decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the decision.

- In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely.
- Alcoholic Beverages – Payment from college accounts. (N/A to PCC).

Alcoholic Beverages – Sale, Serving, and Consumption:

Pueblo Community College will take immediate action if any student or employee is violating a law related to the use and sale of alcohol and/or drugs. The possession, sale, and use of any illegal drug are strictly prohibited on the PCC Campus. Any violations will be immediately referred to the Pueblo County Sheriff's Office. Alcohol sale, use, and possession are dictated by Colorado law and PCC Policies and Procedures. PCC will strictly enforce these laws and policies. The following applies to all students, employees, and guests of the College.

The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by PCC Administrators and licensed by the Colorado State Department of Revenue.

- Persons under 21 years of age cannot legally possess or consume malt (6 percent beer), fermented malt liquor (3.2 percent beer), or vinous or spirituous liquor. The furnishing of alcoholic beverages to under-age persons is prohibited.
- No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.
- Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area. Drug & Alcohol (BP 3-24) Student Handbook 2013 – 2014, Page 22.

Health Risks:

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration, associated with the prolonged use of alcohol. Among the risks are the following: Student Handbook, Page.23.

Available Counseling, Treatment, and Rehabilitation Programs:

List of programs offered relating to drug and alcohol uses and referral:

- Parkview Medical Center: adult chemical dependency program offers our students Confidential Care, 12 step programs, Family programs, Individual Family therapy, Relapse support, Workshops treatment on co-occurring disorders all with a holistic approach. It important to PCC that we offer services that will deliver support that is timely and appropriate for each students need.
- Addict2Athlete
- Alano Club (support & referral)
- Alcoholics Anonymous: PCC works to connect to local AA classes and groups throughout the local counties we serve.
- Awareness Institute
- Crossroads Turning Point
- Spanish Peaks
- Substance Abuse Program
- Special Women's Services

Collaborations with Local Agencies:

The Family Crisis Shelter: We are pursuing a multidimensional outreach to Pueblo area assistance programs in conjunction with the local health and human services group. (Appendix: See letter communication to assistance programs).

Employee/Program - CSEAP:

Pueblo Community College also cares and provides for its staff and faculty. As part of the overall benefits package is a State Employee Assistance Program or CSEAP. This State Employee Assistance Program will assist professionals in assessment, referral, and short term CS offered by the State of Colorado. One of the many offerings to staff from CSEAP is the Workplace Violence/Substance Abuse Risk Reduction assistance.

PCC Behavioral Intervention Team:

Often when students find themselves in violation of drug and alcohol policies the judicial affairs office staff will refer a student to our behavioral intervention team. This multidisciplinary team looks at each case and refers student to the counseling or intervention needed to be successful. PCC Health Clinic also provides a number of services to students and staff.

[\(http://www.pueblocc.edu/CampusResources/Health_Clinic/\)](http://www.pueblocc.edu/CampusResources/Health_Clinic/).

AOD Comprehensive Program/Intervention Inventory and Related Process and Outcomes/Data

Prevention Efforts

Programs/Interventions/Type and Classification:

The Judicial Affairs Office and the Wellness counseling staff member was the primary conduit for the following drug and alcohol offerings here at PCC during this current Review Period. NOTE: Currently we have no counselor but are working on a new and groundbreaking path with our local Department of Health and Human Services. A team of three professional are currently helping students. In all of the programs listed here the target audiences are PCC students. Also, these programs during this review period were not well documented or assessed in a meaningful way. We will be recommending new and innovative ways to assess these programs and add some new ones, in the coming new review period of 2014-16.

Group Based and Individual Based Offerings:

- Addict 2 Athlete Outreach to athletes who have struggled with addiction. **Group Based Classifications.**
- Addicts 2 Athletes program: on campus roughly every eight weeks (1/24/13, 4/3/13, 6/5/13,) anywhere from 10 to 20 students participated. **Group Based Classifications.**
- Alano Club: This support & referral program was helpful for older student who wanted to connect with older addicts. **Group Based Classifications.**
- Alcoholics Anonymous: (Each semester) The City of Pueblo offers classes and PCC often works with class coordinators to refer students to the meetings. **Group Based Classifications.**
- Awareness Institute (two event each year) 100 student and staff each event participated. **Group Based Classifications.**
- Crossroads Turning Point: While very few students took advantage of this very effective residential drug and alcohol program it helps rehabilitates addicts and then give them the resources to get a good start. (No reliable data). **Individual Based Classifications.**
- Individual counseling sessions were run by PCC Counselor up until March 2014 where the Trans-Theoretical model and/or harm reduction model was followed, with students referred out mainly to **Crossroads.. Individual Based Classifications.**
- Spanish Peaks is a full service assistance program. **Individual Based Classifications.**

- Substance Abuse Program (No data). **Group Based Classifications.**
- Hope Bridge is an alcohol and drug class offered at PCC students who have been convicted felons at correctional facilities or who have been released and is still under the supervision of the state or on probation. **Individual Based Classifications**
- Coping Skills Mini info sessions: PCC Counseling and Wellness Coordinator spoke about coping skills every two (2) weeks – not necessarily drug and alcohol addiction, but about how to cope with the problems that arise from abuse. (See data below in chart). **Group Based Classifications.**
- YWCA Kate Booth: YWCA spoke about relationships and the effects alcohol and drug addiction has on an individual's health.
- The following records were compiled from the previous employed counselor here at PCC during the review period. **Individual Based Classifications.**

See chart on all campus activities and AOD prevention service and events.

| Activity Report-Counselor for Wellness Services | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|
| Fiscal Year 2013-2014 | | | | | | | | |
| Duty | Jul-13 | Aug-13 | Sep-13 | Oct-13 | Nov-13 | Dec-13 | Jan-14 | Feb-14 |
| <i>Pueblo Campus Counseling:</i> | | | | | | | | |
| Student Appointments | 18 | 12 | 15 | 20 | 18 | 15 | 22 | 10 |
| Staff Appointments | 1 | 1 | 1 | 3 | 0 | 0 | 0 | 2 |
| Student Walk-Ins | 4 | 3 | 5 | 2 | 7 | 1 | 3 | 1 |
| Staff Walk-Ins | 2 | 0 | 0 | 4 | 0 | 0 | 0 | 1 |
| <i>Fremont Campus Counseling:</i> | | | | | | | | |
| Student Appointments | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 1 |
| Staff Appointments | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |

| | | | | | | | | |
|---|---|---|-------------------|---|---|---|---|---|
| Student Walk-Ins | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 |
| Staff Walk-Ins | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Workshops and Seminars: | | | | | | | | |
| Open to General Population | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Mini Info Session-College Survival | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Mini Info Session-Study Tips for Success | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Mini Info Session-Crisis & Stress Management | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Mini Info Session-Test Taking Tips for Test Anxiety | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Classroom Presentations | | | | | | | | |
| AAA Class | 0 | 1 | 1- Fremon t | 0 | 0 | 0 | 0 | 0 |
| Communication Class | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Committee Meetings: | | | | | | | | |
| BIT | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 |
| Diversity Activity | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 |
| DV Task Force | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| Mental Health America | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Search & Screen | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 3 |
| SO Task Force | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Meetings with staff | | | | | | | | |
| Pueblo Campus | 3 | 2 | 7 | 3 | 7 | 3 | 6 | 4 |
| Fremont Campus | 3 | 1 | 1 | 1 | 0 | 0 | 0 | 0 |

The demographics of the students served were a real cross-section of the campus population. Many of these students were in desperate situations and had they not been affiliated with PCC they may have gone unnoticed all together. Each PCC campus has a unique student body and they all reflect the urban, country, and rural communities.

Reflection of the Staff who administered the Services:

“The counselor felt that the most effective part of the counseling services was the network of agencies that supported her efforts and that in a time of economic downturns students with depression and in need of psychotropic medications were much better served”.

These numbers may appear small and ineffective however when you look at the number of visits and times in which students accessed these services they were in mid-summer and during and after the holidays. Mrs. Thorsen often expressed that student came in for assistance with drug and alcohol abuse and depression during this highly vulnerable times of the year for some students.

Keith R. Wilder, Dean of Student Success

**Interviewed
Tere Thorsen**

Universal or Entire Populated Based Programs Programs/Interventions that you may be offering on campus which may be offering on campus which may be considered:

- On-Line Alcohol Education Programs (such as Alcohol/Edu,MyStudentBody), etc.
- Social Marketing Campaigns in the next Biennial Report we will be working closely with our marketing team to explore ways to optimize our reach at all sites.
- Awareness campaigns: we are working closely with our student government and Student Activities board to deliver a number of Awareness programs in 15-16.
- Social media campaigns develop a counseling FB page and attach events to the campus page.
- Working closely with our Human Resources office to develop strategies on trainings and awareness of drug and alcohol programs and events on campus.

Universal Programs Geared for all Staff and Faculty:

- Human resource offerings and trainings.

- Development of a universal consortium of Pueblo Health and Human Services Professionals.

Environmental/Socio-Ecological Based Programs:

- Alcohol and other Drug Task force, Campus coalition or Campus/Community coalition.
- Alcohol-Free Social Options.
- Social Norms Campaign.
- Alcohol-free Residence Facilities/Wellness Programming Facilities.
- Increased Service Learning/Volunteer Opportunities.
- Alcohol Minimization of Tailgating and other Campus/Community Celebratory Events.
- Social Host Ordinance Development/Creation.
- Responsible Beverage Service/Server Education Programs.
- We have the opportunity in the next two (2) years to create programs that educate students about responsible drinking. Also, programs for minor or concurrent enrollment (CE) students that teach and show them with mock-tails and a dinner how drinking looks and behaves.
- Enforcing Underage Drinking Law Programs
 - Developing a relationship with local liquor stores (on the lookout for students).
 - Security patrols at adult events.
 - Developing policies on campus that restrict alcohol amounts i.e. (Kegs) DUI enforcement.
 - Place a (no serve to minors clause) in our contracts to community members.
 - ID Checks at on and off-campus bars and establishment.

All of these are ways in which PCC can enforce laws of underage drinking. And we are practicing a few of them currently.

AOD Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed

Here at PCC we have not located a prior Biennial Review report; therefore, this report is our only source of recommendations and goals for the next cycle. In PCC's case, we were unable to locate these or prove that the biennial was ever done. The new Dean of Student Success which oversees Student Services and his Biennial Team have devoted time to prepare this document in order to get Pueblo Community College on a path to successful implementation of our PCC DAAPP.

AOD Goal Achievement and Objective Achievement

The rationale as to why PCC did not meet its goals, achievements, and objectives was that PCC's Deans office was unable to identify if it had been done and with a new Dean in a transition year and the uncertainty of those files and the place they were stored, this has made it very difficult for him/her to determine if his predecessor had done this work. It was concluded that it had not been done as a committee never came forward to confirm anything.

AOD SWOT/C Analysis

Overall discussion of institutional, divisional, departmental/office and program level strengths, weaknesses, opportunities and threats/challenges (SWOT/C) related to policies, programs and interventions. This template is our SWOT of this program currently,

Dean of Student Success Biennial Review (SWOT)

| 2014 | | | |
|---|--|--|---|
| <p><i>Strengths</i></p> <ul style="list-style-type: none"> Drug and alcohol partners Counseling staff Judicial Affairs officer Maxient reporting software BIT Support of the president Excellent Staff <p>We Capitalize on them</p> | <p><i>Weaknesses</i></p> <ul style="list-style-type: none"> Consistency of programs Secure MOU's No systems to maintain our awareness of our responsibilities. Need to understand Policy Need to develop DAAPP To many have the wrong idea about BIT's role in Adjudications decisions Lack of effective record keeping and not distributing notifications beyond the initial period. <p style="text-align: center;">We Fix them</p> | <p><i>Opportunities</i></p> <ul style="list-style-type: none"> To develop a multi-dimensional, multi-disciplined services model that will meet most of PCC drug and alcohol issuers and mental and emotional health issues. <p style="text-align: center;">We invest in them</p> | <p><i>Threats</i></p> <ul style="list-style-type: none"> Our in ability to be intentional about what it is we need and what it is we want <p style="text-align: center;">We identify them</p> |
| | | | |
| | | | |

Recommendations for Next Biennium

Broad recommendations for the institution to consider addressing during the next biennium:

Goals and objectives for next Biennium:

- Develop new comprehensive list of protocols on delivery of DAAPP (*developing the wellness consortium.*)
- Survey will be conducted in 2014 to gain a baseline for assessing the program.
- We are currently working to establish MOU's with local drug and alcohol rehabilitation offices, the department of health, the options program that teaches addicts and users to find new options instead of using drugs and alcohol. And several other agencies that will assist our students in a holistic way.
- Improvement of quality treatment for students needing assistance.
- Develop new code of conduct sanctions the AOD uses and steady our focus on retaining and graduating students of concern.
- Improvement of programs and educational offering
- Develop embedded processes/ protocols that will improve our current record keeping practices.
- Actualize and build upon two way communications with our system offices
- We are currently working on an annual calendar that is our guide throughout the year to send out notifications and any reports.
- Actual goals and objectives that will receive specific focus during the next biennium period.
- If possible, action, plan, or steps to be taken to help meet goals and objectives, including time lines, individual/office being responsible, etc.

Recommendations for Improvements AOD Prevention Program

Pueblo Community College is a commuter institution, serving many adult students; we do not experience the alcohol problems that exist at residential campuses. Nonetheless, PCC has infrequent complaints about students smelling of alcohol and drugs or in possession of it. At PCC we understand there are many of our students who probably are dealing with the negative effects of alcohol and drug abuse. This means that we need to meet not only the academic needs of our students but the social and cultural needs as well. So below is a summary of recommendations that we are committed to keep our focus on for the next two (2) years.

Focus on Notifications of our Drug and Alcohol Programs:

We provide a number of extracurricular opportunities and programs that can help students deal with their drug or alcohol abuse. PCC is pro-active in providing information to students as well as faculty and staff about the risks associated with alcohol and drugs abuse. We provide a long list of local community health organizations to assist employees as well as students with the professional referrals they need to overcome addiction and abuse. PCC is committed to continual quality improvements in the delivery, of services to student and employee, and of notification of our DAAPP policies procedures and offerings the recommendation is to develop a more fluid and seamless process for students to get information and to utilize the services. To this end the committee will focus on the following:

- Developing new protocols in the delivery of PCC DAAPP.
- CQI of all programs and service through the development of pueblo city health and human services agencies.
- Develop new relationship with our IR department to find effective ways to evaluate the effectiveness of our offerings
- Smoking cessation classes for students and a push to get students eating better and utilizing the recreation center are already paying off in the number of participants and in revenue of healthier food choices at Pueblo Joe's, our food service.
- We will be assessing alcohol and drug national recognition days and campaigns to initiate more awareness and better choices.

Focus on Strengthening our Sanctions/Offerings on Drug and Alcohol Related Incidents:

PCC has established a balanced approach when it comes to students who are found responsible for violating drug and alcohol policies and protocols. Our promise to students and employees is seeking to understand this balance of the student or employees own reality with his or her perception of their situation. For instance, in the case of students, many want to abuse our financial aid offering without taking into account the lifelong consequences of debt. Students who are more interested in their addiction than their opportunities to graduate from PCC have shown us that our job must balance the individuals circumstance with tough decisions that we hope will drive students to

success. Here are just a few of the recommended strategies in developing CQI in this area:

- Broaden our sanctions by looking at the best practices in interim suspensions.
- Develop alcohol and drug related classes for students found in violation of student code or staff in violation of employee standards.
- Look at leaves categories and brainstorm possible short and long term leaves that will give flexibility to students in the process of adjudication.
- We will also be considering online resources for students who violate the student drug and alcohol policy and seek to find new and effective sanctions.

This past year President Erjavec decided along with members of the cabinet to shut down one of our programs. We did this knowing that our enrollment might be negatively affected, out of principle, she said to us, “What good is it to have this program if students who want to be in the program are influenced by other students who are creating a hostile class environment?” This is why we set the standard high. We know that students don’t rise to low expectations. Now this program will be reopened in fall 2014 with a whole new look and feel of quality.

Judicial Affairs a New Look:

PCC offers a judicial process that puts the students first and student success as the goal. Whether it’s success at a college, or success in overcoming some of life’s biggest obstacles students deserve to be respected and valued as they move and thrive toward their goals. The challenge of adjudication is that it is a job that is often criticized by those who have information via the grapevine. While we work to communicate a more concise message about this process we recognize that we have an obligation also to impress upon the campus faculty and staff that we are making decisions whether they agree or not that are in the long term or short term interest of the student, employees, and the institution itself. In an effort to realign the judicial process here are a few recommendations that could make a difference:

- Initiate an infrastructure assessment process to evaluate the judicial process and position to align it with peers and national trends.
- Develop a positive marketing around the process and its impact on student.
- CQI on the communication to campus about process changes and instructions.

A Focus on Collaboration:

In the coming year we hope to increase our drug and alcohol educational programs with the continued *development of a wellness consortium*. On this consortium is to be representatives of the Pueblo City Health Assistance Programs. Our strategic intention, we feel will take this support to the next level.

VAWA Focus:

Our Violence against Women’s Act or (VAWA) initiatives will also be a priority that will be housed with our wellness consortium. Drugs and Alcohol are a key reason for the

problem of violence against women in our society today. PCC is committed to developing programs that will address and educate our community about violence and the use of drugs and alcohol.

- Education and awareness programs that focus on drug and alcohol related violence.
- Possible development of a smoking cessation program in the Health Center
- CQI of Awareness programs
- CQI of Prevention Education efforts on campus

Assessment Focus:

Another area to improve will be the evaluation of Alcohol and Drug program offerings. PCC has already developed several strategies on how to gather better data from these events. Surveys, learning outcomes rubrics (that gauge changes in attitude, beliefs and behaviors), taking better attendance will also be a priority. (See appendices for learning outcomes rubric).

Conclusion

This review of our drug and alcohol policies has been a tremendous opportunity for us to continue to build upon our strong drug and alcohol program. The Department team review of our programs and data has helped us see more clearly our strengths and weaknesses with these programs. It has given us a renewed sense of direction and purpose for the next two (2) years. As mentioned in this report, the challenge we face in Colorado with the new marijuana laws will continue to pose a threat to Pueblo Community College students and staff, so we will work diligently to improve our programming and educate our community on the use of this drug. Our campus' new interest in drugs and alcohol policies will serve as a catalyst for us to gain the momentum to more effectively impact our students, staff, faculty, and community members.

The strengths of this institution are many and our drug and alcohol programming is one of our strengths. We look forward to initiating a new and improved consortium of support from within the institution and from our alcohol and drug partners in the community. The security and safety of the measures of the institution are a strength of PCC. We work on a daily basis to provide the kind of service that will reflect our commitment to safety. Our drug and alcohol programs are very good and we work to improve them continually. We are a campus with a promise. This promise is to every student, staff, and community member who sets foot on our campus. We are committed to the promise. It goes like this: ***To always recognize & greet you with a smile . . . To listen to you . . . To respond to your needs To respect & value you . . . To celebrate your accomplishments & successes.***

We are not a perfect organization and we have much room for growth and improvements within our processes and protocols. This is a weakness that we intend to change in the coming years. We need to work on a solid plan for notifications and in this document you can see how we plan on addressing this. Our consistency of services for students is an issue we want to also improve.. Creating step-by-step processes can better define what we offer to the student. We look forward in the coming year to build our VAWA programming around drug use, drug and alcohol programs, seek assistance from our community supporters, and build on our longstanding tradition of engaging our community in the lives of students.

In summarizing, our goals and objectives we will be focusing on strengthening our Drug and Alcohol Policies, build our judicial sanctioning to support students in crisis, who are struggling with drug and alcohol abuse. We want to collaborate with the professionals. We will be developing a consortium of partners in the Pueblo area to serve our students with state of the art services. We want to focus all of our attention on quality assurance of all things drug and alcohol related on campus. We plan on assessing and measuring our progress with the hope two (2) years from now we will be in compliance but a model for our system schools.

Appendices

- Copies of actual policy distributed to all students, staff, and faculty
Postcards, Letter of marijuana usage, new protocol to go out October 1 for DAAPP
- Copies of actual emails to all students, staff, and faculty
- Copies of survey results/executive summaries (None now but will have results by mid-October)
- Copies of any policy related materials and supporting data/references
- Copies of any program/intervention related materials and supporting data/references

New Protocols: To be Adopted 2014 (New)

Addressing calls regarding alleged criminal activity, harmful activity, and/or violations of the PCC Student code of conduct.

1. If a person at Pueblo Community College receives a call where the caller alleges that a PCC employee and/or student has or is planning to commit a criminal activity, an activity that could harm the College, and/or an activity that would be a violation of the PCC Student Code of Conduct, that person needs to:

- a. Attempt to obtain the name of the caller
- b. Attempt to obtain the phone number of the caller
- c. Attempt to find out the reason why the person is making the call
- d. Gather all information possible about the alleged action
- e. Forward all of the above information to the PCC Department of Public Safety

At this point, the recipient of the call has fulfilled her/his responsibility. The College asks that the recipient of the call not discuss the call or the allegation with others on or off campus.

2. The College will have the Department of Public Safety will investigate the allegation(s).
- a. The Department of Public Safety will involve the PCC Student Judicial Affairs office if the allegation involves a student.

The Department of Public Safety will defer to the PCC Student Judicial Affairs office if the allegation involves academic misconduct.

- ii. For all other allegations that involve a student, the department of Public Safety will investigate the allegation together with the PCC Student Judicial Affairs office.
- b. The Department of Public Safety will involve the Human Resources office if the allegation involves an employee who is not a student.
 - c. The PCC Department of Public Safety will be responsible for notifying any PCC office that might have a direct interest in the allegation.

For example:

The Department of Public Safety will notify the PCC Financial Aid office if the allegation is credible and involves the use of financial aid funds.

The Department of Public Safety will notify the Library if the allegation is credible and involves the theft or destruction of Library materials.

The Department of Public Safety will notify Admissions and Records if the allegation involves misuse or doctoring of college transcripts.

The Department of Public Safety will notify Admissions and Records if the allegation is that a student has provided false information for an application.

d. The Student Judicial Affairs office will be responsible for notifying any PCC office or department that might have a direct interest in the allegation

For example:

The Student Judicial Affairs officer will notify the specific academic department and/or division if the allegation is that a student has been, is, could be, or is planning to commit an act of academic misconduct on a test or an academic activity

3. All allegations relating to students will be documented in the student conduct manager system, which at present is Maxient.

POSTCARDS:

URLS: Primary and Secondary Notifications on Postcard

Alcohol and Drugs

<http://www.pueblocc.edu/StudentServices/Security/DrugAlcohol.htm>

Clery *CRIME STATS*:

2013: <http://www.pueblocc.edu/NR/rdonlyres/DF6231A8-1087-458F-9149-4B50AB1B0FA0/0/CrimeStats2013.pdf>

2012: <http://www.pueblocc.edu/NR/rdonlyres/6069460E-A18A-408A-BACB-3D18B57CB1BC/0/CampusCrimeSurvey2012.pdf>

STUDENT HANDBOOK:

Student Handbook quick link on home pages 22-24.

<http://www.pueblocc.edu/StudentServices/StudentHandbook/>

HEALTH SERVICES:

http://www.pueblocc.edu/CampusResources/Health_Clinic/

COLORADO COMMUNITY COLLEGE SYSTEM:

<http://www.cccs.edu/about-cccs/>

DEPARTMENTAL PROGRAM HANDBOOKS:**Background and Drug Checks:**

Criminal background and drug checks are required of students entering all health certificate and/or degree programs. Certain offenses will preclude you from enrolling in a health program. Students should check with the program chair for specific requirements and due dates.

<http://www.pueblocc.edu/CMSInternet/Templates/Secondary.aspx?NRMODE=Published&NRNODEGUID=%7b2002A6C9-965E-4E31-9703-C1C873D10BFF%7d&NRORIGINALURL=%2fdisclaimer%2ehrm&NRCACHEHINT=NoModifyGuest#BackgroundDrugs>

| | |
|--------------------------------|---|
| PROGRAM | |
| ACT & ASE | |
| COS | |
| DEA | |
| DMS | |
| ECE | |
| EMS | |
| PLEA | |
| Law Enforcement Academy | SWRLEAD (Southwest Regional Law Enforcement Academy-Durango) |
| | |
| MST | |
| NUR | |
| NURSE AIDE | |
| Nurse Aide-SCCC | |
| Radiologic Tech | |
| RCA | |

(in s-drive Biennial Review folder)

Copy of Amendment 64 and FAQ (in s-drive Biennial Review folder)

Colorado Amendment 64 was a [popular initiative](#) ballot measure to amend [Colorado's constitution](#), outlining a [statewide drug policy](#) for [cannabis](#). The measure passed on November 6, 2012, and along with a [similar Washington measure](#) marked "an electoral first not only for America but for the world."^[2] Now enacted as [Article 18, section 16 of the state constitution](#), the law addresses "personal use and regulation of [marijuana](#)" for adults 21 and over, as well as commercial cultivation, manufacture, and sale, effectively regulating cannabis in a manner

similar to [alcohol](http://en.wikipedia.org/wiki/Colorado_Amendment_64).^[3] The first stores officially opened on January 1, http://en.wikipedia.org/wiki/Colorado_Amendment_64

PCC's drug conviction policy is found in the 12-13 financial aid handbooks (1-14-1-15). <http://ifap.ed.gov/fsahandbook/attachments/1213FSAHbkVoll.pdf>.

RESOURCES LIST:

Pueblo Campus:

Addict2Athlete – 2041 Pepper Lane, Pueblo, CO 81005 – 719.250.7805
Alano Club (support & referral) - 320 Clark Street, Pueblo, CO 81003 – 719.542.6347
Alcoholic Anonymous - 4035 Club Manor Drive, Suite A, Pueblo, CO 81008 – 719.546.1173
Awareness Institute - 1245 Palmer Avenue, Pueblo, CO 81004 – 719.546.0904
Crossroads Turning Point - 509 E. 13th Street, Pueblo, CO 81001 – 719.546.6666; Special Women's Services - 3500 Baltimore, Pueblo, CO 81008 – 719.545.1181
Parkview-Chemical Dependency Program - 58 Club Manor Drive, Pueblo, CO 81008 – 719.584.4876; Adolescent Substance Abuse Program - 56 Club Manor Drive, Suite 104, Pueblo, CO 81008 – 719.584.4876
Pueblo Alliance for Healthy Teens (support & referral) – 2414 N. Grand, Pueblo, CO 81003 – 719.924.9511
Pueblo Suicide Prevention Center Help Line – 719.544.1133
Suicide Prevention – Teen Hot Line – 719.564.5566
Student Handbook 2013 – 2014 Page 24

Fremont Campus:

Alcoholics Anonymous – 719.275.7089
Family Crisis Services, Inc. - 3228 Independence Road, Cañon City, CO 81212 – 719.275.2429
Rocky Mountain Behavioral Health - 3239 Independence Road, Cañon City, CO 81212 – 719.275.7650
West Central Mental Health; Canon City call 719.275.2351; Westcliffe call 719.783.9064

Mancos and Durango Sites:

Al-Anon and Al-Ateen Family Groups SW Groups – 970.259.2982
Alcohol & Drug Treatment Referral – 800.454.8966
Balance Counseling Service/Mike Johnston, Durango, CO – 970.799.4238
Cortez Addictions Recovery Services – CARS, Cortez, CO – 970.565.4109
Detox of La Plata County, Durango, CO – 970.259.8732
New Day Counseling, Durango, CO – 970.259.5820
NORA Clinic, Durango, CO – 970.247.7753
Peaceful Spirit Alcohol Treatment, Ignacio, CO – 970.563.4555
Preferred Counseling Services, Durango, CO – 970.739.8970 or 970.259.3952
Rio Blanco Counseling, (Same as NORA Clinic) – 970.247.7753
Axis Health System (formerly Southwest Colorado Mental Health Center, Inc.) – For Emergencies and 1st time appointments please call Crossroads First:

Cortez, CO – 970.565.7946

Durango, CO – 970.259.2162

Pagosa Springs, CO – 970.264.2104

Emergency Suicide Prevention – 970.247.5245

Crossroads – Emergencies, Durango, CO – 970.403.0180

The Treatment Center – 877.392.3342