

**Drug Free Schools and Campuses
Biennial Review**



**Central
Arizona
College**

**Academic Years
2014-2015 and 2015-2016**

Reviewed & Approved
by the CAC Drug & Alcohol Abuse Prevention Task Force
July 2016

Certified by CAC President/CEO
September 2016

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Background

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 Central Arizona College to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by CAC students and employees both on its premises and as a part of any of its activities. At a minimum each IHE must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determine that the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed; and,
- Ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- the number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and,
- the number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Central Arizona College acknowledges its legal 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 the aforementioned Federal regulations.

A task force was convened in May 2016 to formalize Central Arizona College's efforts in preventing and responding to drug and alcohol abuse or violations. At minimum, the

task force was charged with examining the institution's compliance with the requirements of Part 86. The members of the task force were:

- James Moore, Acting President
- Jenni Cardenas, Interim Vice President of College Affairs
- W. Tramaine Rausaw, Assistant Dean of Student Life
- Brandi Clark, Executive Director of Human Resources
- Angela Askey, Executive Director of Marketing and Public Relations
- Sgt. Wallace Kenney, Interim Chief of Police
- Chuck Schnoor, Athletic Director
- Sherrie Licon, Director of Student Retention
- Rosemary Ramirez, Director of Residence Life
- Jeremy Loos, Police Officer/Clery Compliance Officer
- Deseri Lopez, Administrative Assistant/Task Force Recorder

Members of the task force reviewed their individual departmental programs and reported back to the committee those items that are related to Part 86 of the DFSCA. These items provided the task force with the information to determine the status of compliance and recommendations for the future.

The Dean of Students Office serves as the primary office responsible for prevention education and catalogues the institution's efforts in compliance with the DFSCA.

The intention of this document is to meet the legal requirements of conducting a biennial review related to alcohol and drug prevention on CAC's campuses for the fiscal years 2015 and 2016 which include the 2014-2015 and 2015-2016 academic years.

The group utilized the Part 86 Drug Free Schools and Campus Compliance Checklist for the review. Tramaine Rausaw, Assistant Dean of Student Life, prepared the final report.

Campus Policies

Statement

Central Arizona College complies with all federal, state and local laws, including those that regulate the possession, use and sale of alcoholic beverages and controlled substances. The distribution, possession or use of any alcoholic beverage, illegal drug or controlled substance is strictly prohibited on College premises. Students, faculty staff and visitors are subject to arrest and criminal prosecution for any drug or alcohol violation on campus. In addition, disciplinary sanctions may be applied to students, faculty and staff to include educational sanctions, administrative probation, suspension, expulsion, or termination from the College.

The abuse of alcohol and other drugs is of serious concern to the college community because it can interfere with the well-being and education of students and the job performance of faculty and staff. Drug and alcohol abuse can cause serious and long lasting damage to an individual's health. Drug and alcohol abuse may endanger the safety and well-being of the abuser, the abuser's family and friends and of students, staff, faculty and the general public.

The abuse of alcohol and illicit drugs may have profound health consequences. Consumption of illicit drugs and alcohol may significantly impair judgment and coordination, increasing the risk of vehicle accidents and the incidence of a variety of aggressive acts, including criminal assaults. The consequences of drug abuse may include disorientation, convulsions, psychosis and other severe mental disturbances, respiratory depression, coma and possible death. Consumption of certain drugs or moderate to high amounts of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember. In very high doses, alcohol may cause respiratory depression and death. When drugs and alcohol are combined, much lower amounts can produce these effects. Drug abuse and long-term alcohol abuse can also lead to permanent damage to vital organs, such as the brain and liver.

Policies

Drug, Alcohol, Smoke Free Workplace, Policy 509

The College maintains a drug, alcohol and smoke-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in any part of any facility operated by the College, (whether owned, rented, or donated), or in any vehicle owned by the College and used by the employee either as a driver or passenger.

1. As a condition of employment all employees of the College, whether full or part-time, are required to abide by the terms of this Policy.

Employees violating this Policy are subject to a wide range of personnel actions which include reprimand, probation, suspension, termination, or

required satisfactory completion of a drug or alcohol rehabilitation program.

2. All employees of the College are required to report to the Office of Human Resources if they are convicted for violation of any criminal drug statute in the workplace. This report must be in writing and delivered no later than five (5) calendar days after the conviction.
3. The Office of Human Resources will conduct an annual drug and alcohol free awareness program. The program may be presented during employee meetings or in-service sessions. The awareness program will inform employees of damages caused by alcohol and drug abuse in the workplace, the College's Drug and Alcohol Free Workplace Policy, and information on drug counseling and rehabilitation programs. The awareness program will also notify the employees of the penalty for violating the Drug and Alcohol Free Workplace Policy.
4. Copies of this Policy are to be distributed, after adoption, to every current employee of the College. Thereafter, a copy of this Policy is to be distributed to each new employee as a part of his/her employment processing.
5. If an employee of the College, who is funded through a federal funding agency, is convicted of a criminal drug statute for conduct in the workplace, the College will notify any contracting or granting federal agency from which the College is currently receiving grants. This notice will be in writing and made within ten (10) days of the date the College receives notice of the conviction.
6. Smoking, use of smokeless tobacco, or other tobacco products are prohibited in buildings or close proximity of entrance doors of any building and in any vehicle which is owned or leased by the College. There shall be no exceptions. Appropriate signs will be posted to notify staff, students, and public of this restriction.

Student Code of Conduct, Policy 589

16. Violation of College Policy governing alcohol, including consumption, distribution and/or unauthorized sale or possession of alcoholic beverages. Alcohol is any fermented and/or distilled liquor or substance reasonably believed to be or portrayed by the student as fermented and/or distilled liquor.

No alcohol is allowed on campus. This applies to all students, visitors or guests. All students present in an environment where they are aware that alcohol is possessed and/or consumed, are considered to be in violation

of the rule. It is not acceptable to be in an area where alcohol is present even if you “are not drinking.”

17. Unauthorized use, transfer or possession of any controlled substance. A controlled substance is:

- a. Alcohol;
- b. Any narcotic or dangerous drug;
- c. Glue, paint, or any intoxicating substance that may excite or stupefy an individual or diminish the individual’s physical or mental capacity when possessed for such purpose;
- d. Any other potential mind-altering substance including marijuana;
- e. Drug paraphernalia, as defined by A.R.S. 13-3415; or
- f. Any other substance enumerated in A.R.S.13-3401, as well as any imitation controlled substance listed in A.R.S. 13-3451.

Medication shall not be considered a controlled substance so long as the medication is either (1) prescribed by a physician and used in accordance with the prescription, or (2) a nonprescription drug as defined in A.R.S. 32-1901(49) when used in the manner intended by the medication.

Drug Test Policy for Athletes, Policy 591

Student-athletes will be subject to drug-screening tests as part of the required, annual physical at the beginning of the academic year. Thereafter, all student-athletes will be subject to random testing during the academic year.

1. The Department of Intercollegiate Athletics will give the same consideration to student-athletes who abuse drugs as it does to student-athletes having other medical problems. This Policy addresses the use of alcohol and/or drugs which interfere with any student-athlete’s health and performance. This Policy is also designed to maintain the integrity of the athletic program.
2. The athletic department has the responsibility to require student-athletes to seek assistance in the treatment and rehabilitation of any identified problem. Mandatory screening for drug abuse will be required as a means of identifying problems. Assistance is intended to be cooperative and non-threatening; however, disciplinary action is an alternative when a student-athlete with an identified problem refuses to participate in available treatment and counseling programs.

Compliance Checklist (EDGAR, Part 86)

1. Does the Institution maintain a copy of its drug prevention programs? Yes.

Central Arizona College offers comprehensive drug and alcohol prevention programming which spans departments, including but not limited to, those programs offered through Student Engagement, Residence Life, CAC Police Department and external community partners. A detailed list of those programs can be found in the *Departmental Programming & Prevention Efforts* section of this report. Copies of the drug prevention program summary can also be found on the CAC website through the Dean of Students or Police Department.

2. Does the institution provide annual notification to all employees and students written materials that adequately describe and contain the following? Yes.

Annual notification is distributed via email to all students and employees no later than September 1 of each year. The information is also distributed to all new employees during new employee orientation on the first day of employment. Each employee must sign and acknowledge they have reviewed the information. The web link to the annual brochure is directly below:

http://www.centralaz.edu/Documents/ipr/SystemsPortfolio_2012/2015%20Drug%20Free%20Student%20Brochure.pdf

Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities?

Students: Yes Staff: Yes

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

Students: Yes Staff: Yes

A description of applicable legal sanctions under local, state, or federal law.

Students: Yes Staff: Yes

A description of applicable counseling, treatment or rehabilitation programs

Students: Yes Staff: Yes

A clear statement of the disciplinary sanctions the institution will impose on students and employees and a description of those sanctions

Students: Yes Staff: Yes

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

Mailed to each student (separate from other emails): Yes, electronically.

Through campus post office boxes: No

During freshman orientation: Yes

During new student orientation: Yes

In another manner: The Office of Student Life sends emails each year to all CAC students regarding the alcohol and drug policies. Additionally, Residence Life distributes policies on drug and alcohol use to all on-campus housing residents at the annual all-resident meeting and at individual RA meetings at the beginning of the semester. The Student Handbook is also made available to all students online and the Resident Handbook, The Compendium, is also made available to all on-campus residents. These handbooks include detailed information about alcohol and drug policies, sanctions related to those policies, and state laws regarding use and possession of alcohol and drugs.

4. Does the means of distribution provide adequate assurance that each student receives the materials annually?

Because the notification is sent to all students via email at least once per year, it is likely that the large majority of students have received the information.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

The policy is distributed via email every semester to all students. The Office of Student Life will work to ensure the notifications are sent out after the final day for students to enroll in order to reach all enrolled students.

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

Mailed: Yes, via email at least once annually at the beginning of the academic year.

Through campus post office boxes: No

During new employee orientation: Yes. New employees are required to sign a form confirming receipt of the policy regarding alcohol and drug use.

7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?

Because the annual notification is sent to all employees via email at least once per year, it is likely the large majority of staff and faculty have received the information. Also, new employees sign an agreement that they received notification of policies. Also, the

annual notification is printed as a brochure and distributed across the campuses in various buildings, including those buildings with employees who may not check email regularly, such as maintenance.

8. Does the institution's distribution plan make provisions for providing those materials to staff and faculty who are hired after the initial distribution?

Yes. Employees receive this information during new employee orientation regardless of the time of year hired.

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

Conduct alcohol & drug use surveys: No

Conduct opinion surveys of students & staff: Yes

Evaluate comments from a suggestion box: Yes

Conduct focus groups: No

Conduct intercept interviews: No

Other: Students are often requested to evaluate employee performance and institutional processes which include conduct officers and conduct processes. Student Leadership is also charged with soliciting feedback from students related to campus policies/programming and reporting those concerns to the appropriate administrators.

Assess effectiveness of documented mandatory drug treatment referrals for students and employees:

Students: No

Staff: No

Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: Yes

Staff: yes

Other: Student disciplinary sanctions were tracked via Tracker prior to Fall 2015, when the Maxient system was implemented. The systems allow tracking of all students for conduct and behavioral purposes. Employees routinely go through evaluation processes. Any student or employee that has violated campus alcohol or drug policies are subject to follow-up meetings and/or evaluation to determine change in behavior, if any.

10. Who is responsible for conducting these Biennial Reviews?

The Alcohol and Other Drug Committee will be responsible for conducting the Biennial Review for CAC. The committee is chaired by the Assistant Dean of Students

and has wide representation from other campus departments. The report is compiled and maintained by the Dean of Students Office.

11. If requested, has the institution made available to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the Biennial Review?

Yes. If requested, these materials can be made available to the Secretary. An online version is also readily available to the public at http://www.centralaz.edu/Home/Student_Resources/Student_Affairs/Dean_of_Students.htm.

12. Where is the Biennial Review documentation located?

Assistant Dean of Student Life, M-102N, 520-494-5345

Violations & Sanctions

Students referred for disciplinary action for alcohol and drug violations are scheduled to meet with conduct officers in either Residence Life or Dean of Students offices.

Students may be found responsible or not responsible. The numbers below are for those incidents where a student was found responsible for the particular violation.

Sanctions for these types of violations typically range from education (paper, bulletin board, poster, or online assessment) to disciplinary probation, eviction from on-campus housing, suspension or expulsion.

2014-2015	
Alcohol Violations	8
Drug Violations	15
Alcohol-Related Deaths	0
Drug-Related Deaths	0
Sanctions	
Educational Sanction	11
Disciplinary Probation	16
Eviction from Housing	5
Suspension	0
Expulsion	0

2015-2016	
Alcohol Violations	21
Drug Violations	15
Alcohol-Related Deaths	0
Drug-Related Deaths	0
Sanctions	
Educational Sanction	19
Disciplinary Probation	16
Eviction from Housing	8
Suspension	0
Expulsion	0

Disciplinary referrals for alcohol and drug related offenses for calendar years 2014 and 2015 can be found in the latest Annual Security Report published by CAC Police Department. Please view the current report at <http://www.centralaz.edu/Documents/police/ANNUALSECURITYANDFIREREPORTCurrent.pdf>.

Departmental Programming & Prevention Efforts

1. Academic Affairs
 - a. Courses Offerings- Many CAC courses cover high-risk behaviors and alcohol/drugs. These courses, some of which are included as core curriculum options are found in Community Public Health, Allied Health programs, and Physical Education.
2. Athletics
 - a. Annual Student Life Meeting- At the beginning of each school year, representatives from Student Life/Affairs meet with individual athletic teams to cover pertinent policies, including alcohol, drugs, and tobacco. The team coach, at least one representative from the Dean of Students office, and Residential Life staff are present to deliver content and answer questions.
 - b. Drug Testing- Student athletes are subject to drug/alcohol testing as determined by association standards on testing and/or reasonable suspicion. Any student athlete determined to be in violation of college alcohol and drug policy are subject to disciplinary action up to removal from the team and suspension/expulsion from the College.
3. CAC Police Department
 - a. Alcohol and Other Drug (AOD) presentations and programming in conjunction with Dean of Students, Engagement, and Residence Life departments
 - b. Clery Report- CACPD is responsible for the annual submission, publication and distribution of the Clery Campus Crime and Fire Safety statistics and reports.
 - c. Provide Residence Hall staff training
 - d. Silent Witness Program- Allows for anonymous reporting of campus crimes or safety concerns
4. Dean of Students
 - a. Semester notification of policies
 - b. Behavior Intervention Team
 - c. Assist in collecting information for Clery report
 - d. Conduct Process includes possible forced referrals, risk assessments, parent notification for medical transports involving alcohol/drugs
 - e. Online Student Handbook
 - f. Student tracking for behavior and conduct via Tracker (pre 2015) and Maxient (post 2015)
 - g. Maintains list of off-campus resources to assist students with addiction and abuse programs.

5. Desert Wellness Program- Central Arizona College's Desert Wellness Program offers on-site wellness checks, annual flu shots, physical challenges and other events to employees on the College's medical plan and their covered dependents free of charge.
 - a. Smoking Education Program- Each October the Desert Wellness Program hosts an information table about health risks associated with smoking, including some interactive events. Information content includes tips and resources for those wanting to quit using tobacco.
 - b. Cardiac and Vital Organ Screenings- Each February employees can get on-site and/or schedule appointments for vital organ screenings.
6. Financial Aid
 - a. Eligibility Notification- Federal Title IV fund eligibility statements, which include no convictions for sale or possession of illegal drugs, are included in the Course Catalog, in financial aid deliverables, and on the CAC website.
7. Human Resources
 - a. New Employee Orientation- Each new employee is presented with policies related to drug use/abuse (Drug Free Workplace, Drug Free Schools and Campuses, Institutional policy/procedure/sanctions) during their employee orientation. Employees must sign and agree that they have received and understand the policies as a condition of employment.
 - b. Passive programming at annual All College Day and/or in-service promoting Drug Free Workplace
8. Residence Life
 - a. Professional staff and Resident Assistant trainings include information on: Crisis intervention, emergency response, policy education, peer mentoring
 - b. Parental notification may be sent to parents of students who violate alcohol and drug policies
 - c. Annual all-resident meeting covers alcohol and drug policies and sanctions in detail
 - d. Wing/floor meetings occasionally address alcohol and drug use
 - e. Passive hall programming includes informational bulletin boards and electronic notifications about alcohol and drug use
 - f. Active hall-based programming/campus-wide programs
 - g. RA/Staff policy enforcement and follow up (on call system)
 - h. Hall Watch program with CAC Police Department, discontinued in 2015
9. Student Engagement
 - a. Welcome Week- Entertainment and informational events geared at acclimating students to campus and promoting safe ways to be engaged on campus

- b. Campus Activities- All activities promoted on campus are alcohol and drug free
- c. SCO Eligibility- All student clubs and organizations must adhere to all College policies. The SCO Handbook specifically states violations of the College alcohol and drug policies may result in registration termination.
- d. Mike Green, Alcohol Speaker- "The Four Stages of Drinking" presentation. Mike Green has presented to more than 2,000 campuses nationwide. Mike's background as an athlete, coach, and educator, helps him to connect with students. He is a recovering alcoholic which gives him the credibility to honestly relate to the dangers drugs and alcohol can pose to students. This is an interactive presentation where Mike shares funny and serious stories to help demonstrate the dangers of drugs and alcohol. CAC has had Mike on campus each year since 2012.
<http://www.mikegreeny.com/index.html>

10. Student Retention

- a. New Student Orientation- All prospective and new students attending orientations throughout the year are educated on the College's policies for alcohol and drugs, including the consequences for violating those policies and state laws.
- b. TRIO and WIOA Grants- All participants and mentors under the federal TRIO and WIOA grants are subject to removal if they violate alcohol or drug laws and policies. Students participating in the annual summer TRIO bridge program will be removed from housing and the program.

Summary

Program Strengths

- The College has a strong policy and is annually reviewed prior to the preparation of the Student Handbook, Residence Life Compendium, and Annual Security Report. The College's Policy & Procedure Committee reviews policy updates and submits them to the Board of Governors for final approval.
- Policies are easily accessible online and across campuses in various buildings. Drug Free Campus pamphlets are available in all major services areas for prospective students and community members to obtain freely.
- College faculty and staff consistently enforce alcohol and drug policies and report violations accordingly. Student conduct cases are heard and resolutions are consistent. The numbers of disciplinary referrals for alcohol and drug incidents can be found in the Annual Security Report at <http://www.centralaz.edu/Documents/police/ANNUALSECURITYANDFIREREPORTCurrent.pdf>.
- Campus departments work well together in promoting events for the prevention of abuse.

Program Weaknesses

- Prior to May 2016, there was no designated group to monitor progress and make suggestions for improvement, aside from annual policy review and/or edits.
- Activities are coordinated by various offices, but with no follow-up reporting on successes and/or failures.
- A focused programming approach is necessary with ongoing efforts over the entire academic year and across all campuses.
- Aside from repeat offender numbers, there are few indicators that can prove any changed behaviors or beliefs about alcohol/drug use by students as a result of programming or intervention. An evidence-based program could be useful for pre and post assessment.

Recommendations

The Drug & Alcohol Abuse Prevention Task Force has made the following recommendations for the next biennium period.

1. The Task Force recommends a standing AOD committee be established by CAC Administration. The committee should still include a cross-section of employees from invested departments, including faculty and student representation. The committee should oversee the College's prevention efforts and also maintain goals/objectives for each year. The committee should be chaired by a representative from the Dean of Students Office.

2. Consider a cost-effective method for assessment. Programs like MyStudent Body, eCHUG, eTOKE, and Judicial Educator might be reviewed to determine best fit.
3. There should be an ongoing program element to achieve better results and exposure of prevention efforts. Consider adopting a calendar of events which coincides with national movements and/or observances such as Collegiate Alcohol Awareness Week, or National Drugs and Alcohol Facts Week.
4. Student attendance at the Mike Green event has been low and during the biennium review period was only presented in person at the Signal Peak campus. While the presentation was made available via video, attendance has been low making the program cost prohibitive. Residence Life staff found the Buzz program through University of Arizona, which is used for alcohol education/prevention on multiple campuses nationwide. Multiple CAC staff will be trained to present Buzz program beginning with 2016-2017 year, which will allow for ongoing programs at all campuses. <http://thebuzz.arizona.edu/>

CENTRAL ARIZONA COLLEGE
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes –

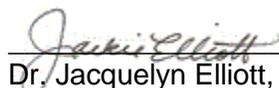
1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:

- Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed
- Ensure that its disciplinary sanctions are consistently enforced.

Central Arizona College
8470 N Overfield Rd
Coolidge, AZ 85128



Dr. Jacquelyn Elliott, President/CEO

9/26/2016
Date