

Mohave Community College

2011-2013

**Drug and Alcohol Prevention Program
Biennial Review**

Mohave Community College

Biennial Review of MCC's Alcohol and Other Drug Programs 2011-2013

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 Mohave Community College to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by MCC students and employees both on its premises and as a part of any of its activities. At a minimum each institution of higher education 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 reentry programs that are available to employees or students; and
- 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:
- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To 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;
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Mohave Community 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 previously mentioned Federal regulations. The Executive Vice President's Office along with the Institutional Research Office and the Student Affairs office, is responsible for conducting the review and reporting on the findings. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

The following campus units provide information for biennial reports:

- Student Affairs Office
- Institutional Research Office
- Red Flag Committee Chair
- College Orientation Instructors
- Disciplinary Review Committee
- Human Resources Office

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on Mohave Community College's campus during the 2011-2012 and 2012- 2013 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided students

- *Student Handbook* policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- *Employee Handbook* policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- Various resources available to students and employees regarding drug and alcohol abuse
- Incident reports in the Student Affairs Office related to any possible infractions of the drug and alcohol policy presented to students
- Local, State and Federal Mandates

Compliance with Drug-Free Schools and Communities Act:

Mohave Community College strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the college's activities. MCC has a written policy on alcohol and other drugs and distributes this to students during orientation, through access to the online *College Catalog/Student Handbook*. The *Employee Manual* also contains the Drug and Alcohol Abuse Prevention Policy. The Employee Handbook also contains the Drug-Free Workplace Employee Notice annually and must sign and return the document each year when work agreements are awarded. The materials are located on the college website and contain the following:

- Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of counseling or treatment programs.
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be discussed in more detail with students during orientation. In addition, the alcohol and drug policy will be presented to all employees with the distribution of the Employee Handbook **Drug-Free Workplace**.

Workplace Policy:

Mohave Community College is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The college recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The college also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the college's ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility. Compliance with this policy is considered a condition of employment and attendance at MCC and monitored by the Human Resources Department. All employees and students have been notified of this policy by electronic publication and on our website as well as posters throughout the various campus locations.

Human Resources incident reports for staff: Year	Incidents in Workplace	Outcome
2011-2012	1 Incidents	Dismissed
2012-2013	0 Incidents	Not applicable

Student Life Summary:

All Mohave Community College students are responsible for complying with Arizona State laws and policies of MCC. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages is not permitted at social events attended by students, and on the campus grounds.

Campus Summary:

- Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior.
- Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the *Student Handbook/College Catalog* and can include:
- Warning and/or probationary period (Disciplinary)
- Contact with parent/guardian
- Referral to an alcohol education program
- Counseling services
- Suspension from MCC
- Termination fro MCC
- Possible arrest, imprisonment, or fine according to state alcohol laws

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited unless the student has a valid prescription for the use of the controlled substance is strictly prohibited by the MCC Code of Conduct. Furthermore, intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the MCC campus is prohibited.

Enforcement:

The primary sources on campus that enforce the alcohol and drug policies are the student services representatives and the Department of Human Resources. The Office of Human Resources works with the Office of Student Affairs to handle interventions and/or sanctions. It is the primary responsibility of the Dean of Student Affairs to assess instances of infractions by students and to determine sanctions or involve the Disciplinary Review Committee which will recommend any necessary sanctions. For 2011-12 and 2012-13 no referrals were made to the Disciplinary Review Committee for Drugs and/or Alcohol violations.

Mohave Community College has the following first offenses that were reported by Campus Personnel for drug and alcohol related offenses and sanctions were accessed on each by the as appropriate by the Student Code of Conduct.

Campus incident reports for Students	Number of Offenses	Outcomes
Year		
2011-12	1 Incidents	Non Student
2012-13	2 Incidents	Non Student

Intervention:

Mohave Community College has several options available for students and staff members who need to address alcohol and other drug abuse issues. The college works with local community health organizations to provide counseling for students and staff members. In addition, the college has a Employee Assistance Program for all employees with a 24/7 helpline that can be utilized as the employee desires. The college will bid a similar policy for its students during the spring of the 2013-2014 academic year.

Drug-Free Workplace Policy:

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Mohave Community College and published in the *Employee Handbook* and *MCC Catalog* each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by MCC on any property owned, leased, or controlled by MCC or during any activity conducted, sponsored, authorized by, or on behalf of Mohave Community College. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).
2. Mohave Community College has and shall maintain a drug-free awareness program to inform employees concerning the following:
 - a. The dangers of drug abuse in the workplace
 - b. Maintenance of a drug free workplace
 - c. Drug counseling and rehabilitation programs
 - d. Possible penalties of drug-abuse and rehabilitation violations.

Health Risks and Effects:

Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Significant Changes during this time period:

During the past year campuses provided workshops and a video presentation regarding the use of drugs and alcohol which were well attended. The college changed its policy from allowing alcohol during certain adult events on campus to a policy which prohibits alcohol of any kind at any MCC event or on any MCC campus.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources in the community for assistance. Questions should be directed to the Dean of Student Affairs or the Director of Human Resources. The college also publishes a complete community resource guide with additional locations for student and staff assistance.

. Some other resources include:

- Alcoholics Anonymous-<http://www.aa.org>

- Al-Anon – <http://www.nycalanon.org>
- Narcotics Anonymous – <http://www.na.org>
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800-662-4357
- Veterans – Locate the closest VAMC or VA Regional Office: 1-877-222-8387