

Independence Community College

Drug and Alcohol Program Biennial Review

June 2021

Introduction

The Drug-Free Schools and Communities Act of 1989 requires institutions of higher education to certify that, as a condition of receiving federal funding, it has adopted and implemented a drug prevention program. This program must include the following elements, which are to be distributed annually, in writing, to each employee and student within the institution:

- 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; and
- A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and the description of those sanctions, up to and including expulsion or termination of the employment and referral for prosecution, for violations of the standards of conduct required. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

In addition to these program requirements, the institution must complete a biennial review of the program, both to determine the effectiveness of the program (and implement changes as necessary), and to ensure that disciplinary sanctions are consistently enforced. This document is to serve as the biennial review for the 2019-20 and 2020-21 academic years at Independence Community College. This review includes ICC Drug and Alcohol policies, prevention programs/efforts of the institution, and enforcement and discipline practices, relevant to drug and alcohol use at ICC. It is the purpose of this document to show that Independence Community College is in compliance with the required elements of the Drug-Free Schools and Communities Act of 1989. Furthermore, this document is to provide comprehensive assessment of ICC's Drug and Alcohol program, with the intent to assess both strengths and areas of improvement.

Annual Notification

ICC is required by the Drug-Free Schools and Communities Act of 1989 to annually notify all students, staff, and faculty of its alcohol and other drug policies and programming. This is achieved primarily through the electronic distribution of the Annual Consumer Information Notice. All students, staff, and faculty receive an email with a link to The Annual Security and Fire Safety Report which contains a detailed outline of the college's Alcohol Policy. The Annual

Consumer Information Notice reflects all information any person at ICC would need—including, but not limited to the Alcohol and Drug Policy. In summary, the annual notification process contains these elements:

- Description of which students receive the policy;
 - Everyone enrolled in at least one course for academic credit, including continuing education students.
- Description of which employees receive the policy;
 - Every employed individual, including part-time/temporary employees, as well as those employed off-campus (outreach centers, online instructors), receive the Annual Consumer Information Notice.
- Method of distribution used;
 - Distributed by email, containing a link to the report.
 - Emails are sent biennially to make sure to reach every student, faculty, and staff no matter the time they start, Fall, Spring, or Summer.
- How is the policy provided to students, faculty, and staff who join ICC in between the email distribution?
 - The Alcohol and Drug Abuse Prevention Policy, as well as the Annual Fire and Safety Report, are accessible at any time online.
 - All students are provided access to the ICC Student Handbook, which provides information regarding the college's alcohol policies and programs and references the Annual Fire and Safety Report.
- Content/Copy of policy;
 - Standards of conduct that clearly prohibits, 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.
- Notation of how students who are taking classes off-campus, abroad, and online obtain the policy.
- Additional methods used to distribute the policy (online availability, inclusion in written materials, etc.). College Policies are available for review online at any time at <https://www.indycc.edu/student-life/right-to-know>

Steps in Review Process

ICC has a number of programs aimed at educating students on the dangers of alcohol and other drugs. These programs are offered collaboratively throughout campus through the offices of Student Affairs, Admissions and Retention, Recruitment, Campus Orientation, Campus Safety and can also be found in curriculum in courses throughout the college. Through these programs, ICC seeks to prevent the unlawful possession, use and distribution of illicit drugs and alcohol by students and employees.

As part of both the biennial review process and college accreditation process the following actions were conducted to review and check the overall efforts as related to drug and alcohol support services provided by the college.

- Review of Student Catalog/Handbook Policies and Procedures
- Review of Faculty/Staff Programming
- Completion of the Drug-Free Schools and Campus Regulations Compliance Checklist
- Review of Drug and Alcohol programming for 2019-20 and 2020-21
- Recommended Actions for Future

Data is collected and assessed on an ongoing basis from the Student Affairs Office, through presentation evaluations, and through the Annual Fire and Safety Report. The Biennial Review process began in May 2021 and will end June 2021. Biennial reviews are available online at: <https://www.indycc.edu/student-life/right-to-know>

Review of Student Catalog/Handbook Policies and Procedures

As part of an annual process the campus's Student Handbook is reviewed to ensure the accuracy of information as well as to ensure the presence of best practices for student operations. A SWOT analysis was conducted on policies and procedures to determine elements that were effective and those that need to be refined for future policy revisions. The complete Student Handbook is located at: <https://www.indycc.edu/student-life/index>. Specific drug and alcohol policies are stated in the following section.

SECTION V: DRUG-FREE CAMPUSES

As an educational and public service institution, Independence Community College (ICC) recognizes its responsibility to promote a productive learning and work environment. The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989 required the establishment of anti-drug programs and prohibited the use of illicit drugs in the workplace of an educational institution that received federal funds. In order to meet its responsibilities, the College has established the following policy.

PART I: PHILOSOPHY

Independence Community College is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy. The maintenance of a drug-free campus is part of this commitment. The drug-free policy is designed to provide a drug-free environment for students and employees wherein intellectual, physical, and social activities may occur. The long-term well-being of students and employees is the objective of

the policy.

PART II: POLICY

The illegal manufacture, distribution, possession or use of illicit drugs or alcohol on the Campus or anywhere else as any part of the College's activities is strictly prohibited.

Employees are forbidden to perform safety, security, or image sensitive, functions for the College while a prohibited drug is in their system or possession. An employee must notify their supervisor in writing of a criminal conviction of a drug-related or alcohol-related offense no later than five days following the conviction.

A referral service for drug or alcohol counseling and treatment is available through the Student Affairs area to students and through Human Resources for employees. Treatment and rehabilitation programs will be conducted at the direction and the expense of the student or employee. Sick leave or other appropriate benefits may be available for treatment or rehabilitation services for benefits-eligible ICC employees. Seeking help from, being referred to or from these services is confidential and will not, alone, result in any disciplinary action. Individual privacy will be maintained in any counseling/ rehabilitation process. Satisfactory completion of a treatment or rehabilitation program may entitle the student or employee to re-enter a Campus program of study or employment. Drug and alcohol testing of applicants for regular positions (50% or more) and current employees shall be conducted in accordance with applicable federal and state law.

Students and employees will receive notification of the College's policy, applicable legal sanctions and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

A violation of this policy will be considered a major offense, which can result in the immediate recommendation for dismissal of an employee or expulsion of a student. Employees may be required to demonstrate satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

PART III: HEALTH RISKS

Serious health risks are associated with the use of illicit drugs and the abuse of alcohol and include, without limitation: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects follows:

ILLICIT DRUGS

Amphetamines/Methamphetamine Stimulants: (Speed, Uppers, Crank, Ecstasy, etc.)

Speed up the nervous system, which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to a stroke or heart failure.

Anabolic Steroids

Seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants/Benzodiazepines: (Downers, Quaaludes, Valium, etc.) Slow down the central nervous system, which can cause decreased heart and breathing rates, lower blood pressure, slow reactions, confusion, distortion of reality, convulsion, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack/Ice

Stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens: (PCP, angel dust, LSD, etc.)

Interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma and heart and lung failure.

Cannabinoids: (Marijuana, hashish, hash, etc.)

Impairs short-term memory, comprehension, coordination and motivation. May cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics: (Heroin, Morphine, Demerol, Percodan, etc.)

Initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

OTHER ADDICTIVE SUBSTANCES

Alcohol

Causes short-term changes in behavior, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain. Alcohol may cause such conditions as: ulcers, gastritis, malnutrition, delirium tremors and cancer. Alcohol combined with other

barbiturates/depressants can prove to be a deadly mixture.

Tobacco/Nicotine

Causes the death of an estimated 170,000 people in the United States each year from smoking-related coronary heart disease. About 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Further information concerning health risk may be found in the Student Affairs area. One's personal physician should also be consulted about the health risks associated with alcohol and drug use.

PART IV: REHABILITATION PROGRAMS

A referral service for students and employees is maintained in the Student Affairs area. In addition, the toll-free, hotline numbers listed herein may be of use to those needing help or advice:

Alcoholic Anonymous
620-332-9294

National Clearing House, Alcohol & Drug
Info
1-800-729-6686

Narcotics Anonymous
<https://www.na.org/meetingsearch/>

National Council on Alcoholism
1-800-622-2255

Four County Mental Health Center Crisis
Hotline
1-800-499-1748

National Institute on Drug Abuse
1-800-662-HELP or www.nida.nih.gov

Four County Mental Health Center
(620) 331-1748
<http://www.fourcounty.com>
3751 W. Main Street, Independence KS 67301

Reach-Out Hotline
or Alcohol, drug crisis intervention, & mental
health
1-800-522-9054

Montgomery County Health Department
(405) 321-0022

PART V: COLLEGE SANCTIONS

Disciplinary sanctions for violations of the standards of conduct required by this policy will be imposed on students and employees as identified in the Student Handbook (for students) and the Policies and Procedures Manual (for employees). Courts do not excuse individuals convicted

of these offenses from a prison sentence to go to college or work. A conviction for such an offense could seriously affect one's record and prevent entry into many careers. ICC requires students to abide by the terms of this policy as a condition of College attendance.

SWOT Analysis policies/procedures

- Strengths of polices/procedure
 - Strong process
 - The overall process is well defined and works collaboratively between housing and conduct office.
 - Each component has helped establish their role in the chain of events.
 - Process examined on a regular basis to update effectiveness.
 - Student representation
 - Students have a direct and indirect impact on policy and procedure.
 - Conduct process allows students to be active participants in sanctioning.
 - Various student representation is used to help aid and advise policy/procedure maintenance.
 - Evolving communication
 - Multiple stakeholders help bridge policy/procedure across campus.
 - Enforcement of policy/procedure has created an increased focus to help with knowledge and understanding across relevant parties.
 - Conduct process creates direct communication with students to educate them more in depth about policies.
- Weakness of policies/ procedures
 - Recurring process involvement
 - Lack of process established for students who must use certain policy/procedure more than once.
 - Areas of recurring behavioral issues lack distinct policy procedure direction.
 - Internal structure
 - Policies need to be renewed to reflect current disciplinary practices.
 - In depth policy/procedure left up to interpretation.
- Opportunities present in part of policies/procedure
 - Collaboration
 - The continued ability to collaborate with key stakeholders is still central to policy/procedure.
 - Chance to aid additional areas of campus life for students and staff.
 - Chance to connect with like-minded professionals for ongoing growth.
 - Potential policy change
 - Flexibility of college allows policy revisions and change to happen quickly.
 - Continued education for Conduct Officers allows for a more holistic conduct process.
- Threats presented in part of policies/procedures
 - Legislative changes
 - Ongoing changes to the legislative landscape directly impact our policy.

- Marijuana decriminalization
 - Covid-19
 - Pandemic will have lasting impact on policy/procedure campus wide.
 - Funding/Federal Requirements
 - Budget cuts
- Overarching review of Policies/Procedures
 - The college has strong policies and processes in place.
 - More awareness across campus could reduce incidents.
 - Collaborative efforts from stakeholders are present and continue to help strengthen overall policy/ procedure process.
 - Conduct officers could use more resources to create meaningful resolutions to cases.

Review of Faculty and Staff Programming

All Independence Community College employees have free access to a wide range of educational, resources- based, or referral-based assistance to help meet their needs, free of charge.

The resources cover education about choosing physicians, selecting programs, and preparing for physician visits. Resources offered include self-help tools for Emotional Wellbeing, Relationships, Health, Resilience, and Assessments. There are tools for community resources from Addiction to Utility Bills, and much in between. Additionally, ICC has partnered with Virtual Care Group to provide access to telehealth services to doctors and therapists, along with on demand crisis counseling.

Completion of the Drug-Free Schools and Campus Regulations Compliance Checklist

The Completion of the Drug-Free Schools and Campus Regulations Compliance Checklist is an instrument provided the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention. This is a 13-question checklist that was used to appraise the overall efforts of the campus drug and alcohol prevention programming. For items that were not currently being done or for items that could be improved plans were made for the coming year. The completed checklist can be located in (Appendix 1).

Review of Drug and Alcohol programming for 2019 and 2020

Independence Community College provides various programming and resource services to the campus community. These efforts are provided through campus presentations, surveys, community events, and materials available from the Director of Student Life.

Dorm Rules Presentation

At the beginning of every semester all dorm residents are required to participate in housing orientation to familiarize students with the expectations of living in a housing community. Additionally, students are made aware of policies and risks associated with the use of alcohol and drugs on campus.

College success class

All incoming freshmen are required to take a College Success Class. During the Healthy Mind and Body portion of the course students are given information on how to manage stress and promote healthy behaviors in college.

Student Code of Conduct Presentations

All athletic teams attend presentations from the Director of Student Life on code of conduct, consent, bystander intervention, and risks associated with the use of alcohol and other drugs. These presentations are also offered to other programs across campus such as Band, Theater, and Technical programs.

Healthy Minds Survey

Nearly 50% of on campus residents participated in the Healthy Minds Survey. The survey assesses a wide range of factors including mental health and the use of drugs and alcohol. The data collected in this survey will help with assessment between review periods.

Sexual Assault Awareness Softball Game

The softball team partnered with opposing team to host a sexual assault awareness event. Promotional materials were provided prior to the game, and the teams issued shirts and bracelets to attendees of the game.

Get Inclusive Webinar Module Voices for Change

Students participated in the module to learn healthy behaviors, and the effect of alcohol and drug use in college. The module isolates 6 areas of importance that help students navigate the college environment.

SWOT Analysis Programming

- Strengths of programming
 - Collaboration and community
 - Ability to work hand in hand across multiple departments.
 - Chance to assist and aid an AOD incorporation with alternative programming.
 - Engaging and extensive
 - Programming provides students with a relevant and hands on experience.
 - Dedicated cohort programming to deliver relevant content.
 - Ability to adapt programming has grown.
 - Innovation
 - Shifted focus onto digital platforms allows for deeper reach.
 - Use of various mediums helps with engagement and interaction.
- Weaknesses of programming
 - Stakeholder issues
 - Unequal buy in from key stakeholders cause issues in planning and implementation.

- Lack of consistent communication across stakeholders.
 - Recovery programming
 - Lack of programming targeted toward recovery.
 - Knowledge accessibility
 - Necessary component for process evolution and programming efforts are not readily available.
 - Follow-up procedures for process evaluation and programming efforts are minimal.
- Opportunities presented in part of programming
 - Support from administration will allow more robust future programming.
 - Community collaboration efforts
 - Community partnerships can provide deeper sense of reach off campus.
- Threats presented in part of programming
 - Parental influence
 - Ability to program hurt by over involvement in student transition.
 - Parental value and beliefs can directly affect student involvement mind set.
 - College culture
 - Shift in party culture provided stronger urge to use AOD areas.
 - Enforcement and education programing strained in part by growing sense of party culture.
 - Technology adaptation
 - Program primarily takes place on campus, must adapt for tech use.
 - Shift in educational environment can provide lower engagement and interaction numbers.
 - Legislation
 - Differences in legislation across the country create value and beliefs that directly affect student involvement mind set.

Establishment of Recommended Actions for Future

1. Improve the process for notifying students and employees about information related to alcohol and other drugs,
2. Create a centralized compliance process that helps monitor the effectiveness of drug and alcohol prevention programs and ensures compliance,
3. Development of a student survey instrument to allow for annual monitoring of drug and alcohol by students,
4. Create a more comprehensive process for gathering data on causes of policy violations.

Conclusion

A comprehensive review of Independence Community College's Drug and Alcohol program reveals that the college is in compliance with all federal regulations. Overall, the college was successful in improving efforts to address alcohol and other drugs on campus. There are

opportunities for improvement where programming efforts could be increased, and where more data can be collected to better analyze efficacy of programs.

ICC is doing well with the policies and programs we have in place. We cover a variety of populations and topics with our efforts. As the College's alcohol and drug policies have been revised, we continue to assess enforcement of the policies, and work toward greater communication about the programs that are offered. We know that by continuing to collaborate, we will be able to sustain and improve our efforts with alcohol and other drug prevention.

Over the next biennium period we will work to build relationships with key stakeholders, streamline data collection and analysis, and consider best practices in prevention programming and intervention strategies. With a comprehensive and collaborative approach, we will continue to be in compliance with the federal regulations and provide a more holistic experience to students and employees both on and off campus.

Appendix 1

1. Does the institution maintain a copy of its drug prevention program? Yes
 - a. If yes, where is it located? Student Affairs Office
2. Does the institution provide *annually to each employee and each student*, who is taking one or more classes for anytype of academic credit except for continuing education units, written materials that adequately describe and contain the following?
 - a. 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 and Faculty: Yes
 - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol. Students: Yes Staff and Faculty: Yes
 - c. A description of applicable legal sanctions under local, state, or federal law. Students: Yes Staff and Faculty: Yes
 - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs. Students: Yes Staff and Faculty: Yes
 - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions. Students: Yes Staff and Faculty: Yes
3. Are the above materials distributed to students in one of the following ways?
 - a. Mailed to each student (separately or included in another mailing). No
 - b. Through campus post offices boxes. No
 - c. Class schedules which are mailed to each student. No
 - d. During freshman orientation. Yes
 - e. During new student orientation. Yes
 - f. In another manner (*describe*) :
4. Does the means of distribution provide reasonable assurance that each student receives the materials annually? Yes
5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes
6. Are the above materials distributed to staff and faculty in one of the following ways?
 - a. Mailed- Staff: No Faculty: No
 - b. Through campus post office boxes- Staff: No Faculty: No
 - c. During new employee orientation- Staff: Yes Faculty: Yes
 - d. In another manner (*describe*)
7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?
Staff: Yes Faculty: Yes

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
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 student alcohol and drug use survey– **Yes**
 - Conduct opinion survey of its students, staff, and faculty-Students: Yes Staff and Faculty: No
 - Evaluate comments obtained from a suggestion box-Students: Yes Staff and Faculty: Yes
 - Conduct focus groups-Students: Yes Staff and Faculty: No
 - Conduct intercept interviews- Students: No Staff and Faculty: No
 - Assess effectiveness of documented mandatory drug treatment referrals for students and employees–Students: No Staff and Faculty: No
 - Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees-Students: Yes Staff and Faculty: Yes
 - Other (*please list*)
10. Who is responsible for conducting these biennial reviews?
The Director of Student Life conducts the biennial review in collaboration with various departments across campus including, Institutional Research, Athletics, and Campus Committees.
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**
12. Where is the biennial review documentation located?
Name: Cody Westerhold
Title: Director of Student Life
Department: Student Affairs
Phone: 620-332-5496
E-mail: Cwesterhold@indycc.edu
13. Comments: