

Alpena Community College
2018-2020
Report of Biennial Review
Alcohol and Other Drugs (AOD) Program



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Purpose of Report

The purpose of this report is to comply with the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA). Institutions of Higher Education (IHE) receiving federal funds or financial assistance, such as Alpena Community College, are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Alpena Community College acknowledges its obligation to conduct a biennial review of its Alcohol and Other Drugs (AOD) program and policies to determine program effectiveness and consistency of policy enforcement and to identify and implement any changes needed.

This report is submitted as Alpena Community College's Biennial Review for 2018-2019 and 2019-2020 academic years.

Biennial Review Committee Members

In accordance with Board Policy 7010, the Clery/Title IX Task Force is required to conduct this biennial review. The Clery/Title IX Task Force meets regularly throughout the year to address matters related to campus safety and security. The Clery/Title IX Task Force currently consists of 20 members, including representatives of College administration, faculty, staff, students, law enforcement, and sexual violence prevention community service provider. The scope of activities of the Clery/Title IX Task Force includes the ongoing review, development and recommendations regarding programs, activities, training, education, awareness, policies, procedures and publications related to drug and alcohol abuse prevention programs.

In 2019, the Clery/Title IX Task Force created a separate Alcohol and Drugs Subcommittee which took on specific tasks and gathered information directly related to the biennial review. The members of the subcommittee are:

Karen Jo Bennett, College Attorney

Deborah Bayer, Vice President of Instruction (retired 2020)

Steven Fosgard, Vice President of Instruction (August 2020 - present)

Carolyn Daoust, Director of Human Resources, Title IX Coordinator

Nancy Seguin, Dean of Students

Cynthia DeRocher, Director of Student Life Activities and Campus Housing; Athletic Director

Jay Walterreit, Director of Public Information & Marketing

Mike Kollien, Director of Admissions

Jaimie LaBrecque, Assistant to Director of Human Resources

Overview of Alpena Community College

Alpena Community College (ACC) is a two-year institution of higher education. There were 1,989 total students enrolled in the Spring of 2020 and 1,502 total students enrolled in the Fall of 2020. Over the past 10 years, the average student age has decreased from 25.5 in 2010 to 21.1 in 2020. The younger average age is attributable, in part, to dual-enrolled high school students and early college students, some of whom are under the age of 18. In addition, the economic recession of 2008 resulted in an increase in older, non-traditional students who were seeking re-training. As employment conditions improved, this demographic has changed.

In addition to traditional academic courses and programs, Alpena Community College also offers several vocational/technical training programs, such as Utility Technology and Concrete Technology, as well as degrees in Nursing and Medical Assistant programs.

The College has two campuses. The Alpena campus is located within the City of Alpena. There are many recreational opportunities in the area, including an extensive bike/walking path system, Lake Huron, and the Thunder Bay River. Situated on the main campus is a townhouse-style apartment complex known as College Park Apartments. The apartment complex, owned by the College, has 16 units, each with four bedrooms to accommodate a maximum of 64 residents. During the Spring of 2020, these apartments were closed to students due to the COVID-19 Pandemic. The apartments re-opened to student residents in the Fall of 2020.

The vast majority of students reside in off-campus housing, with many living in their family homes in the community. The Oscoda Campus is located in Oscoda, Michigan (approximately 50 miles south of Alpena). The Oscoda Campus has no on-campus housing.

Alpena Community College does not have its own security force on any campus. It maintains a close working relationship with local law enforcement agencies. In January 2019, the College entered into an Agreement with the City of Alpena Police Department whereby the police provide a limited range of law enforcement activities and monitoring on the Alpena Campus on a part-time basis.

Summary of Biennial Review Process

During the 2018-2020 Biennial Review process, the Alcohol and Drugs Subcommittee and the Clery/Title IX Task Force accomplished the following tasks:

1. The Subcommittee and Task Force reviewed the incidents involving arrests and referrals for violations of liquor laws and drug laws from the Annual Security Report for calendar years 2017, 2018, 2019, as well as incidents which were reported in calendar year 2020. The committee reviewed the information to assess trends in behavior and determine the

uniformity of sanctions.

2. The Subcommittee reviewed the College website and prepared an inventory of all the policies, procedures, handbooks, documents and publications related to drugs and alcohol.
3. The Subcommittee reviewed the policies and documents identified in the inventory for inconsistencies in language and procedure. Areas recommended for correction or modification were highlighted.
4. The Task Force implemented the delivery of an on-line safety and security training and awareness program for students and staff known as SafeColleges in 2018, 2019 and 2020.
5. The Subcommittee and Task Force reviewed the SafeColleges training modules related to alcohol and drugs and the level of program attendance and completion by students and staff.
6. The Subcommittee considered whether the College should require all students to complete SafeColleges modules. Currently completion is mandatory for College Park residents and ACC student athletes, as well as all ACC employees. Other students are strongly encouraged to access and complete the modules.
7. The Task Force reviewed and updated its Alcohol and Drug Prevention Annual Prevention Disclosure in December 2018, following the legalization of recreational marijuana in Michigan. College policy continues to prohibit the use or possession of marijuana on College campuses in compliance with federal law.
8. The Subcommittee reviewed and discussed the specific sanctions that may be or have been imposed for violation of drug and alcohol policies to assure that such sanctions are specifically described and uniformly applied. This project has begun but remains to be completed.
9. The Task Force reviewed prevention programming efforts of other colleges, including the model programs published by the U.S. Department of Education. This project has begun but remains to be completed.
10. The Task Force considered implementation of additional prevention programming, such as "e-checkup", but has made no recommendation at this point.

Some of the planned work of the Subcommittee and Task Force was delayed as a result of the COVID-19 pandemic, which forced closure of both campuses in March 2020 and required that all College personnel devote their attention to the critical tasks related to the health crisis. The College converted entirely to online and remote delivery of courses in March 2020 and conducted its first virtual commencement ceremony in May 2020. By the Fall of 2020 the College was delivering many courses online, while also conducting in-person classes and hybrid courses, with significant restrictions and safety precautions in place.

In addition, the Task Force was also required to develop and implement significant changes to its policies due to sweeping changes in Title IX rules which were announced in May 2020 and became effective in August 2020.

Due to the delays created by the unusual and unprecedented events of 2020, the Subcommittee will continue its work in 2021 and update this report accordingly.

Alcohol and Other Drugs Prevention – Policy and Program Goals

The policies and programs of Alpena Community College are designed to create a safe and healthy learning environment free from alcohol and other drug use/abuse and to develop and disseminate information to the campus community about the health risks associated with use and abuse in order to make available intervention strategies/services. In addition, the College provides information and makes referrals to external treatment facilities, and offers on-going support to students, faculty, and staff.

The goal of the College is to create a climate that discourages destructive use of alcohol and drugs, in the following manner:

- implement programs which encourage health and wellness;
- encourage and support alcohol-free activities;
- implement ongoing prevention/awareness programs;
- enforce consistent and uniform sanctions for violations of drug and alcohol policies.

Reported Drug and Alcohol Violation and Fatalities

During the academic years of 2018-2019 and 2019-2020 there were no liquor law or drug law referrals or arrests at the Oscoda Campus.

On the Alpena Campus during academic year 2018-2019 and 2019-2020 there were no arrests or disciplinary referrals for alcohol violations. This was a dramatic decrease from prior years. In calendar year 2017, there were 12 liquor law arrests, all of them occurring at College Park Apartments.

The Task Force attributes the improvement to the fact that College Park Apartments were privately owned and managed until the College purchased the apartments in 2017. At that time, the College created a new position to oversee student activities and housing. The Director of Student Life Activities and Campus Housing, together with the Dean of Students and others, has implemented many new measures, including mandatory completion of alcohol and drug awareness modules. The office of the Director of Campus Housing is now located at the apartment complex to reinforce the presence of on-site management. The focus has had a significant positive impact on the prevention of alcohol and drug arrests and referrals for disciplinary action.

In addition, the Task Force notes that the College has effectively used resident assistants (RAs) at College Park Apartments since it took over management. The RAs receive training as Campus Security Authorities (CSAs) and also are required to complete the SafeColleges modules.

During calendar year 2018, there were two drug-related arrests on the Alpena Campus. One of these occurred at College Park Apartments.

During calendar year 2020, one employee was referred for disciplinary action due to reasonable suspicion that the employee reported to work while under the influence of alcohol or other drugs. The employee agreed to voluntary testing and was referred to the Employee Assistance Program.

There were no other employee referrals for discipline related to drugs or alcohol during the period 2018-2020.

There were no fatalities related to violations of AOD policies at either the Oscoda or Alpena Campus.

Data regarding alcohol and drug arrests and policy violations are recorded in accordance with Jeanne Clery Campus Crime Reporting requirement.

Distribution of Annual Disclosure on Alcohol and Drug Prevention

The Annual Disclosure on Alcohol and Drug Prevention is distributed via email to all employees and students annually at the beginning of the Fall Semester. It is also distributed at the beginning of the Spring Semester to all new students and employees. It is distributed in paper form at the following sessions to students and staff:

- New Student Orientation
- Start-Up Meeting for Staff

The Annual Disclosure is also posted on the College website at the following link:

https://discover.alpenacc.edu/safety/docs/acc_alcohol_and_drug_prevention_annual_disclosure.pdf

New employees also receive a copy of the Annual Disclosure in their new hire packet.

The Annual Disclosure includes the following required information:

1. Standards of conduct
2. Possible legal sanctions and penalties
3. Statements of the health risks associated with AOD abuse
4. AOD programs available to students, staff and faculty
5. Disciplinary Sanctions for violations of the standards of conduct

Alcohol and Drug Prevention Policy 7010

The Alcohol and Drug Prevention Policy 7010 was adopted by the Board of Trustees on April 16, 2014. It is found on the College website at the following link:

https://discover.alpenacc.edu/safety/docs/acc_policies_and_procedures_7000_series.pdf

The procedure associated with the policy was updated in December 2019.

The Subcommittee and Task Force do not currently recommend any changes to the Policy or procedure, but will continue to review it on a biennial basis.

Employment Policies

The ACC Employee Handbook includes specific policies for a drug-free workplace, prohibiting illegal use of alcohol and drugs, as well provisions for discipline and employee assistance. The Handbook is found at the following link:

https://discover.alpenacc.edu/faculty_staff/acc_employee_handbook.pdf

The Task Force recommends that the College employment procedures be revised to provide for employee testing for alcohol and other drugs upon reasonable suspicion that the employee is working under the influence of alcohol or other drugs. The implementation of such procedures has been discussed by the Administration with the leadership of all collective bargaining units, who are supportive of such procedures. The Subcommittee is currently reviewing policies of other colleges and will develop a proposed procedure by the end of 2021.

Other Policies and Procedures

The Subcommittee has developed an Inventory of all current procedures, documents and information related to drugs and alcohol as discussed in the Summary section of this report. During the remainder of 2021 the Subcommittee will review and make recommendations regarding any discrepancies or suggested modifications.

Effectiveness of Programs, Policies and Consistent Enforcement of Disciplinary Sanctions

The programs and policies implemented by ACC appear to be generally effective in fostering the goals set forth in this report. During the review period, there were no reported incidents involving violation of alcohol policies by students and only two drug-related incidents, which occurred in 2018.

Alpena Community College provides an environment where alcohol-free events are encouraged and promoted. Pro-health messages are publicized throughout campus. Coaches encourage off-season training. Use of alcohol by athletes is not permitted.

There is a high level of contact between faculty and students. Students have opportunities to advise and mentor peers. Due to the relatively small size of the College, there is a feeling of closeness and community. The use and training of RAs at the College Park Apartments has proven to be effective to monitor potential issues and develop a positive culture. Likewise, the location of the Office of the Director of Campus Housing at the College Park Apartments helps to integrate the presence of an on-site College official in the residential environment.

All incoming students receive access to the resources available through the SafeColleges on-line training modules. Students are reminded and strongly encouraged to access the modules for assistance with a variety of issues, including study skills, time management, and sexual assault prevention, in addition to awareness and prevention of problems concerning alcohol and drugs. These reminders are reinforced and discussed during mandatory orientation sessions. Orientation also includes information about the College's Alcohol and Drug Prevention Policy.

The College publicizes and disseminates its Alcohol and Drug policies through a variety of means, including hand-outs at in-person meetings, website postings, email, and on-line delivery of CSA training and SafeColleges modules.

Recommendations for improvement are as follows.

Recommendations

1. Continue to review and assess the effectiveness of SafeColleges training for students and monitor attendance/completion by both students and employees. Determine whether mandatory completion should be recommended for all students. Assure that employee SafeColleges modules include training on Drugs and Alcohol.
2. Additional representation from athletics, College Park Apartments, and students as members of the Task Force or a subcommittee of the Task Force.
3. Update and revise procedures and policies in the Employee Handbook to provide for testing on reasonable suspicion of alcohol or drug use.
4. Update the Annual Disclosure to add more specific description of sanctions.
5. Consider the addition of an online tool such as “e-checkup.”
6. Remove or correct any inconsistencies in language or procedures as identified by the Subcommittee in the inventory of ACC policies, procedures, and publications.

Materials Reviewed

The Subcommittee and Task Force used the following materials to help produce this report and assist in the determination of its recommendations:

- Alcohol and Drug Prevention Policy 7010
- Student Code of Conduct
- Student Handbook
- ACC Employee Handbook
- ACC Annual Security Reports
- Alcohol and Drug Annual Disclosure
- Academic Catalog
- College Park Apartments Housing Application
- College Park Apartments Housing Agreement
- Athletic Code of Conduct
- Part-Time Faculty Handbook
- Application for Admission
- SafeColleges Modules
 - Alcohol Awareness
 - Drug Awareness and Abuse

- Drug-Free Schools and Communities Act Compliance at Michigan Community Colleges (Community College Journal of Research and Practice)
- Complying with the Drug-Free Schools and Campuses Regulation; A Guide for University and College Administrators
- The Handbook for Campus Safety and Security
- Michigan Compiled Laws
- Compliance Checklist Part 86
- Policies and programs offered by a variety of colleges and universities
- Alcohol and Other Drug Prevention on College Campuses - Model Programs, U.S. Department of Education Office of Safe and Drug-Free Schools

Dated: December 30, 2020

Approved: March 4, 2021