
GTCC

GUILFORD TECHNICAL
COMMUNITY COLLEGE

**Drug and Alcohol
Abuse Prevention Program
with the 2016 Biennial Review**

Biennial Review of Compliance with the Drug-Free Schools and Communities Act

September 2014 thru May 2016

Guilford Technical Community College

- I. The Drug-Free Schools and Communities Act of 1989, Public law 101-226, requires Guilford Technical Community College to certify that it has adopted and implemented a program to prevent the possession, use or distribution of illicit drugs and alcohol by students and employees. This statement is being published to clearly define the following items set forth by the statute:
1. The annual distribution in writing to each employee and to each student who is taking one or more classes for any kind of academic credit, except for continuing education units, regardless of the length of the student's program of study, of a:
 - Description of the 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 College property or as part of any of its activities"
 - Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol
 - Description of the health risks associated with the use of illicit drugs and the abuse of alcohol
 - Description of any drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students
 - Clear statement that the College will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution
 2. A biennial review by the institution of its program to:
 - Determine its effectiveness and implement changes to the program if needed
 - Ensure that disciplinary sanctions are consistently enforced

Biennial participants include representatives from the following areas of the College:

- Campus Police
- Counseling Services
- Financial Aid
- Human Resources
- Student Conduct
- Student Life

Material Reviewed

- College Website: www.gtcc.edu
- Counseling Services Literature
- Management Manual: <http://home.gtcc.edu/management-manual/>
- New Employee Orientation Material
- Student Handbook: <https://issuu.com/gtccpublications/docs/gtcc-student-handbook-2015-2016?e=15359398/14786985>
- Annual Notification to Students
- Annual Notification to Employees
- Student Life Literature
- DAAPP: <http://supportservices.gtcc.edu/student-code-of-conduct/#toggle-id-4>

Primary participants and authors of this Biennial Review are

- James Phillips, Chief of Campus Police
- Dr. Chris Chafin, Director of Counseling Services
- Berri Cross, Director of Student Life
- Angela Campbell, ACA/Benefits Coordinator, Human Resources
- Lisa Koretoff, Director of Financial Aid
- Michael Hughes, Chief Disciplinary Officer

The Office of the Vice President for Student Support Services is the primary office responsible for overseeing the Biennial Review. The Biennial Review was completed on May 31, 2016.

Table of Contents

<u>Section</u>	<u>Page Numbers</u>
Introduction	1
Biennial Review Process	1
Annual Policy Notification Process	1-3
AOD Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data	3
AOD Policy, Enforcement & Compliance Inventory & Related Outcomes/Data	3-13
AOD Comprehensive Programs	13-14
AOD Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed	14-15
Measures Taken to Improve the College's DAAPP	15
Conclusions and Recommendations for next Biennium	16-17
List of Appendices	17

Introduction

IHEs receiving federal funds or financial assistance must develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The program must include annual notification of the following: standards of conduct; a description of sanctions for violating federal, state, and local law and campus policy; a description of health risks associated with AOD (alcohol and other drugs) use; a description of treatment options; and a biennial review of the program's effectiveness and the consistency of the enforcement of sanctions.

September 2014 thru May 2016 is the period covered in this Biennial Review of Guilford Technical Community College's DAAPP (Drug and Alcohol Prevention Program).

Biennial Review Process

- The process of conducting this Biennial Review began May 9, 2016, and was completed May 31, 2016
- Data for completing this report was requested from the following areas of the College:
 - Campus Police Department
 - Counseling Services
 - Human Resources
 - Student Conduct
- The College's Biennial Review will be kept in the Office of the Executive Vice President
- A request for a copy of the Biennial Review should be made through the Office of the Executive Vice President
- Each Biennial Review Report will be kept on file for five years.

Annual Policy Notification Process

Annual Notification Process for Students

Annual notification is sent to every student taking one or more classes for any type of academic credit, except for continuing education units, regardless of the length of the student's program of study. This includes students only enrolled in online courses.

On September 22, 2015 the College sent each student (see above) an email notifying them of GTCC's DAAPP and provided them with the hyperlink to view the details of the program. Our DAAPP states that distribution is to occur on or before October 1st of each year.

Methods for Notification to Students

- Annual notification is distributed to students through each student's College email account

- The DAAPP is posted on the College's website
- Students are also able to request a print copy of the GTCC DAAPP. Print copies can be mailed or made available for pick up from the Office of the Vice President for Student Support Services. Response is based on requester's preference.

The Hyperlink Included in the College's Annual Notification to Students Provides A:

- Description of the 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 College property or as part of any of its activities
- Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol
- Description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- Description of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students
- Clear statement that the College will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion from the College and referral for prosecution

Annual Notification Process for Employees

Annual notification is sent to all current employees of the College via email. Our DAAPP states that distribution should occur on or before October 1st of each year. On October 2, 2014 and September 24, 2015 the College sent each employee an email notifying them of GTCC's DAAPP. In addition to the annual notification sent to each employee via email:

- The College's DAAPP is posted on the GTCC website
- Employees are made aware that they can request a print copy of the GTCC DAAPP from Human Resources. Print copies can be mailed or made available for pick up from Human Resources. Response is based on requester's preference.
- Employees are to be provided with a copy of the Annual Notification through their College email account no later than October 1st of each year
- New employees receive the attached Drug-Free Workplace brochure along with the attached GTCC DAAPP disclosure form during new employee orientation (NEO). NEO is held on the 1st, 10th and 20th of each month. The disclosure form is signed by each new employee and the signed document is placed in their personnel file

The Content of our Annual Notification to Employees Includes:

- Description of the 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 College property or as part of any of its activities

- Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol
- Description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- Description of any drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students
- Clear statement that the College will impose disciplinary sanctions on employees for violations of the standards of conduct and a description of those sanctions, up to and including termination of employment and/or referral for prosecution

AOD Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data

Student data for review period (April 2014 thru August 2014)

- There were 8 total student AOD-related incidents that occurred on College property. Only 1 of these incidents required transport to a medical facility

Factors that can be attributed to the College having a relatively low number of student AOD violations during the review period may include the following:

- The College is not a residential campus
- The College does not have social Greek organizations/houses
- College Disciplinary Officers have a history for diligent enforcement of the Student Code of Conduct
- Very few students are provided with storage (lockers) on campus that could be used to store/access illegal contraband

Employee data for review period (September 2014 thru May 2016)

- There were no AOD-related incidents on campus

Factors that can be attributed to the College having no employee AOD violations during the review period may include the following

- The new employee orientation is apparently effective in communicating the College's disposition on alcohol and drugs.

AOD Policy and Enforcement

The Vice President for Student Support Services provides general oversight of AOD policies that affect students regarding:

- Administration of the policies
- Monitoring of the policies
- Discipline/sanctioning/adjudication of students in violation of the policies

If discipline is being administered to an employee by their manager as a result of violation of AOD policies, the manager consults with HR, but remains responsible for the discipline due to the reporting relationship between manager & employee.

Definition of Alcohol and Controlled Substances

Policy I 1.2.1.7

“Alcoholic beverage” means any beverage containing at least one-half of one percent (0.5%) by volume, including beer, malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission (NCABC) under Chapter 18B of the North Carolina General Statutes.

“Controlled substances” means any drug included in 21 CFR Part 1308, Article V of Chapter 90 of the North Carolina General Statutes or any other drugs or substances regulated under any federal or state laws or regulations, including but not limited to heroin, cocaine, methamphetamine and all of its derivatives, marijuana, PCP, and crack, and otherwise legal drugs when possessed or used by persons without a prescription.

Guilford Technical Community College Policy I- 2.1.7

No person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Guilford Technical Community College (GTCC) except as otherwise provided in in this policy. No person shall manufacture, distribute, dispense, sell or illegally possess or illegally use alcoholic beverages or controlled substances at any location while engaged in activities on behalf of GTCC.

Exceptions

Subject to compliance with the procedures set forth below, the above prohibitions shall not apply to the following circumstances:

1. Use of alcoholic beverages at special events on GTCC property that have been specifically approved in advance by the President or designee and comply with applicable laws and the requirements outlined in Paragraph 4 of the Procedures below. The President shall have the authority to limit the types of alcohol served.
2. Use of alcoholic beverages or controlled substances for approved educational purposes on the premises of GTCC or at other locations on behalf of GTCC when the activity complies with the applicable laws.
3. Possession and use of legal drugs by a person with a valid prescription for such drugs. However, if the legal prescription is being improperly used, or if it has side effects that cause the user to become impaired, GTCC may take appropriate protective measures.

College Policy 1-2.1.3 Drug Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the college's workplace is prohibited. The workplace is defined as an official college location and/or any location at which an employee or student is engaged in work or college activities on behalf of the college. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or dismissal.

Adopted 04/18/1996

Revised 02/20/2014

Drug Free Schools and Campuses Act of 1989 (where is this statement published?)

The Drug Free Schools and Campuses Act of 1989 requires that all students and employees be notified annually of GTCC's Alcohol and Controlled Substance Use Policy and Drug Free Workplace Policy. Other policies regarding student conduct and sanction for violations can be found in the Policies Section of the GTCC General Catalog. More information on local resources to assist you with the prevention of substance abuse is available from the GTCC Human Resources Office.

NC General Statutes 90-95 (a) states that it is unlawful for any person:

- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a counterfeit controlled substance;
- To possess a controlled substance.

GTCC Board of Trustees policies prohibit (where is this statement published?):

- Possessing, consuming, or serving alcoholic beverages or controlled substances; or use, manufacture, and/or sale of controlled substances at any College location. Applies to all employees.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Applies to all students.

Financial Aid Drug Convictions Policy: <https://studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions>

Drug convictions might affect the ability to get federal student aid. Eligibility might be suspended if the offense occurred while the student was receiving federal student aid (grants, loans, or work-study). When students complete the FAFSA, they will be asked whether there has been a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, the student will be provided a worksheet to help determine whether the conviction affects the eligibility for federal student aid.

If the eligibility for federal student aid has been suspended due to a drug conviction, the student can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program.

If the student is convicted of a drug-related offense after submission of the FAFSA, it is possible the student will lose eligibility for federal student aid, and may be liable for returning any financial aid received during a period of ineligibility.

Department of Athletics Code of Conduct Policy

The College's Athletic Department requires that each student athlete read and sign a code of conduct form (see appendix for a copy of this form). This form is used exclusively by the Athletic Department. In signing this form, the student-athlete:

- Agrees that s/he will not use any illegal drugs, alcohol, or tobacco products

- Expresses that they understand that s/he can be drug tested at any time during the academic school year

Student Handbook

IMPORTANT NOTE: North Carolina General Statutes prohibit the possession of alcohol, drugs and weapons on campus.

Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol and/or any controlled substance in violation of any local, state, or federal law, or use of prescription medication in a manner other than prescribed on college premises, at any college-sponsored activity, or in college-owned vehicles. Controlled substances include but are not limited to the following: heroin, marijuana, hallucinogens, cocaine, PCP, methamphetamine and prescription drugs not prescribed for the individual by a licensed physician. (See *Drug Free Workplace policy*)

No person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Guilford Technical Community College (GTCC) except as otherwise provided in this policy. No person shall manufacture, distribute, dispense, sell or illegally possess or illegally use alcoholic beverages or controlled substances at any location while engaged in activities on behalf of GTCC.

“Alcoholic beverage” means any beverage containing at least one-half of one percent (0.5%) by volume, including beer, malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission (NCABC) under Chapter 18B of the North Carolina General Statutes.

“Controlled substances” means any drug included in 21 CFR Part 1308, Article V of Chapter 90 of the North Carolina General Statutes or any other drugs or substances regulated under any federal or state laws or regulations, including but not limited to heroin, cocaine, methamphetamine and all of its derivatives, marijuana, PCP, and crack, and otherwise legal drugs when possessed or used by persons without a prescription.

Promoting a drug and alcohol-free environment is everyone’s responsibility. GTCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The College sponsors annual programs to prevent alcohol and drug use.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees or students at any official college location while engaged in activities on behalf of the College is prohibited. “Controlled substance” generally refers to drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” which are not prescribed by a licensed physician. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is also prohibited.

Enforcement of Standards of Conduct for Students:

Student Code of Conduct

If the alcohol policy is violated a penalty will be imposed on students through the Student Conduct Procedure as a result of unacceptable conduct which includes violation of the College's drug and alcohol policies. Disciplinary actions may include (but are not limited to): a written reprimand;

probation; being dropped from a class; receiving a failing grade on a test or course; suspension from the College; dismissal from the College; or possible prosecution. While on college property or at a college-sanctioned event, a person who is believed to be impaired by alcohol, a controlled substance, or prescription medication (either from side effects or improper use) may be referred to the Campus Police Officer on duty.

Management Manual

Any student who violates this policy shall be subject to disciplinary action determined to be appropriate in GTCC's discretion based on the circumstances and consistent with GTCC's Student Conduct procedure. Disciplinary actions may include, but are not limited to, receiving a written reprimand, being dropped from a class, receiving a failing grade on a test or course, general probation, restrictive probation, suspension from GTCC, expulsion from GTCC, referral for prosecution, or required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.

Enforcement of Standards of Conduct for employees:

Management Manual

An employee who violates this policy and/or any alcoholic beverage or controlled substance laws while in the workplace, on GTCC property or acting on behalf of GTCC shall be subject to disciplinary action determined to be appropriate in GTCC's discretion based on the circumstances. Disciplinary actions may include, but are not limited to, probation, suspension, termination, referral for prosecution or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.

College Policy I-2.1.3

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the college's workplace is prohibited. The workplace is defined as an official college location and/or any location at which an employee or student is engaged in work or college activities on behalf of the college.

Any employee or student violating this policy will be subject to disciplinary action up to and including termination or dismissal.

Procedure:

1. Any employee who sells or manufactures a controlled substance while on the job or on college premises will be subject to immediate dismissal.
2. Any employee, who uses, gives or in any way transfers a controlled substance to another person while on the job or on college premises will be subject to disciplinary action up to and including dismissal.
3. The term "controlled substance" means any drug listed in Title 21 United States Code Controlled Substances Act, Subchapter I, Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, methamphetamines, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
4. Each employee is required by law to inform his/her supervisor or the President in writing

within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.

5. If an employee is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to disciplinary action up to and including termination. This action may include, but is not limited to, probation, suspension, termination, or the required successful completion of a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.
6. The Drug-Free Schools and Communities Act of 1989, Public law 101-226, requires Guilford Technical Community College to certify that it has adopted and implemented a program to prevent the possession, use or distribution of illicit drugs and alcohol by students and employees. Therefore:
 - a. Each year the Human Resources Director or designee will distribute to all employees and the Vice President of Student Support Services or designee will distribute to each student who is taking one or more classes for academic credit, except for continuing education credits, a written notice that describes:
 - b. The 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";
 - c. The applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol;
 - d. The health risks associated with the use of illicit drugs and the abuse of alcohol;
 - e. The drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students; and
 - f. The disciplinary sanctions the college will impose on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.
 - g. The Vice President of Student Support Services or designee will conduct a biennial program review to determine its effectiveness and implement changes to the program if needed, and to ensure that disciplinary sanctions are consistently enforced.
- The Vice President for Student Support Services provides general oversight of AOD policies regarding:
 - Administration of the policies
 - Monitoring of the policies
 - Discipline/sanctioning/adjudication of students in violations of the policies
- If discipline is being administered to an employee by their manager as a result of violation of AOD policies, the manager consults with HR, but remains responsible for the discipline due to the reporting relationship between manager & employee.

Exceptions to Prohibited Conduct Regarding the College's Alcohol Policy

Management Manual

Subject to compliance with the procedures set forth below, the above prohibitions shall not apply

to the following circumstances:

1. Use of alcoholic beverages at special events on GTCC property that have been specifically approved in advance by the President or designee and comply with applicable laws and the requirements outlined in Paragraph 4 of the Procedures below. The President shall have the authority to limit the types of alcohol served.
2. Use of alcoholic beverages or controlled substances for approved educational purposes on the premises of GTCC or at other locations on behalf of GTCC when the activity complies with the applicable laws.
3. Possession and use of legal drugs by a person with a valid prescription for such drugs.

However, if the legal prescription is being improperly used, or if it has side effects that cause the user to become impaired, GTCC may take appropriate protective measures.

Procedure

1. An employee who violates this policy and/or any alcoholic beverage or controlled substance laws while in the workplace, on GTCC property or acting on behalf of GTCC shall be subject to disciplinary action determined to be appropriate in GTCC's discretion based on the circumstances. Disciplinary actions may include, but are not limited to, probation, suspension, termination, referral for prosecution or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.
2. Any student who violates this policy shall be subject to disciplinary action determined to be appropriate in GTCC's discretion based on the circumstances and consistent with GTCC's Student Conduct procedure. Disciplinary actions may include, but are not limited to, a written reprimand, being dropped from a class, receiving a failing grade on a test or course, probation, suspension from GTCC, dismissal from GTCC, referral for prosecution, or required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued enrollment at GTCC.
3. Use of Alcoholic Beverages or Controlled Substances for Educational Purposes:
To secure approval to use alcoholic beverages or controlled substances for educational purposes, the instructor of a class or leader of a recognized group must submit a request in writing to the appropriate Vice President for permission to use any alcoholic beverage or controlled substance as an aid in the effective presentation of subject matter. This presentation must comply with applicable laws. Requests must be submitted at least seven business days (excluding official holidays and weekends) before its intended use, and must include the following items:
 - Instructor's or leader's name
 - Title of class and meeting time,
 - Number of students in the class
 - Substance and quantity to be used,
 - Rationale for use of the items,
 - How the items will be used,
 - Proposed schedule for using the items, and
 - Any other relevant information.

The appropriate Vice President will answer the request, in writing, within four business days (excluding official holidays and weekends) of its receipt.

All alcoholic beverages and controlled substances approved for educational purposes on GTCC premises or other locations on behalf of GTCC must be stored under lock and key at all times when not being used for approved events.

Students approved to use alcoholic beverages for educational programs must be 21 years of age or older. Students younger than 21 years old are not permitted to ingest alcoholic beverages. Students younger than 21 are permitted to remain in the classroom, separated from the table or area where alcoholic beverages are in use, and may only observe classroom activities and listen to instruction.

4. Use of Alcoholic Beverages at Special Events

- a. Special events at which the use of alcoholic beverages may be approved under this policy are as follows:
 - Events sponsored by GTCC, faculty, staff or college organizations; or
 - Events sponsored by external individuals or organizations that GTCC, in its discretion, determines are appropriate to be held on GTCC property.
- b. The sale of alcoholic beverages is prohibited at any event on campus. "Sale" means any transfer, trade, exchange or barter in any manner or by any means for consideration including but not limited to required fees or the purchase of tickets for admission to an event at which alcoholic beverages will be served. Donations may not be required or solicited in connection with the event. State, County or Institutional funds may not be used for the purchase of alcoholic beverages at events.
- c. Every event at which alcoholic beverages will be served must have a designated sponsor that is either an individual who is at least twenty-one years of age or a bona fide organization or association. The sponsor of each event must designate an on-site event supervisor (who must be an individual who is at least twenty-one years of age) to be responsible, on behalf of the sponsor, for the supervision of the serving and consumption of alcoholic beverages throughout the event, and for assuring that all pertinent state and local laws governing the possession and consumption of alcoholic beverages are observed. If the alcoholic beverages at the event are to be provided by a catering service, the on-site event supervisor must be a representative of the catering service.
- d. A *Campus Alcoholic Beverage Use Agreement, Waiver of Liability Form* and a *Campus Activity Reservation Form* must be submitted by the sponsor and the event supervisor at least 15 days prior to the event to the Events Scheduler in the Office of the Associate Vice President for Administrative Services for review, clarifications, and notification of other departments as needed. The Events Scheduler will route the request to the appropriate approvers. Once all pertinent information is gathered, approval will be granted only if GTCC is satisfied that the requirements of this policy and the law have been met. Only the President or designee can authorize changes from the standard agreements. If the event is approved, the sponsor must submit a certificate of insurance evidencing liability coverage, including liquor liability coverage, of at least \$1 million and naming GTCC as an additional insured no later than five business days prior to the event. Failure to do so shall result in event cancellation.

- e. The sponsor and the event supervisor are responsible for ensuring that the event and the service of alcoholic beverages in connection with the event are in full compliance with applicable portions of NCGS 18-B and the following requirements:
- The service of alcoholic beverages at the event will be limited to a total of not more than two hours, and must stop at least one hour prior to the official end of the event.
 - Alcoholic beverages may not be served to anyone who is or appears to be intoxicated.
 - Consumption of alcoholic beverages is limited to persons twenty-one years of age or older. No one under the age of twenty-one will be served alcoholic beverages.
 - If the event is open to the public or student population, signage must be posted that states that “No alcoholic beverages shall be served to or consumed by anyone under the age of 21”.
 - Food and non-alcoholic beverages must be provided in sufficient quantities for the number of attendees at the event.
 - The sponsor must obtain (or ensure that its caterer obtains) the applicable permits from the NCABC and submit a copy of such permits to the appropriate GTCC office at least five business days prior to the event.
 - Alcoholic beverages must remain in the areas specifically approved for the event.
 - Licensed security personnel must be provided for the duration of the event if the event is open to the community or general student population.
 - The use of trained personnel to serve alcoholic beverages or impose additional precautions at GTCC’s discretion.
- f. Failure to adhere to applicable laws, GTCC’s policies and procedures or the terms of the Campus Alcoholic Beverage Use Agreement or the Campus Activity Reservation Form may result in termination of the event, denial of future requests, possible criminal or civil prosecution, and/or disciplinary action by GTCC. Depending on the nature and severity of the violation, additional sanctions may be enacted.
5. While on GTCC property or at a GTCC-sanctioned event, a person who is believed to be impaired by alcohol, a controlled substance, or prescription medication (either from side effects or improper use) should be referred to the Campus Police Department for action. It is the policy of the GTCC Campus Police Department to handle such individuals on GTCC property with discretion depending upon the circumstances encountered. This includes the arrest of such individuals who are in violation of North Carolina General Statutes.

Methods Used for General Enforcement

Law enforcement/security forces and authority/jurisdiction

North Carolina General Statute 115D-21.1 allows the establishment of a campus law enforcement agency at a community college. On June 17, 1999, the Guilford Technical Community College Board of Trustees passed a resolution establishing the Public Safety Department as the designated campus law enforcement agency for GTCC.

After the department was established, a name change occurred to clear up some confusion on the campus. Since the college had a Public Safety arm in the instructional area, the law enforcement arm of GTCC—Public Safety was renamed GTCC Campus Police.

The mission of the GTCC Campus Police is to provide a safe educational environment for faculty, staff, students and visitors on the property of Guilford Technical Community College. GTCC Campus Police is staffed by thirty two full time personnel. The department consists of one chief, four

sergeants, four corporals, one administrative assistant, two telecommunicators and twenty (20) officers. The department also uses some part-time, non-sworn security officers to augment the department and provide relief on the weekends.

Sworn personnel are certified police officers within the State of North Carolina who have the power of arrest and are certified through the N.C. Criminal Justice Education and Training Standards Commission within the Department of Justice. Officers enforce college, state and federal regulations. They can arrest for any offense committed within their jurisdiction. Their jurisdiction consists of college property and all roads that pass through or are adjacent to the campus.

The GTCC Campus Police Department is a full-service department handling the enforcement and investigation of all crimes committed on campus property. Personnel within GTCC Campus Police wear many different hats as they handle parking and traffic control and enforcement, ticketing and towing of vehicles, building security through the locking and unlocking of campus buildings, response to burglar and fire alarms on campus and serve as emergency first responders. In addition, GTCC Campus Police issue institutional keys, complete and file personal injury reports on all injuries on campus, provide motorist assistance—opening locked vehicles and starting those with dead batteries and handle the issuance of temporary disability parking.

Please be mindful of the fact that GTCC Campus Police Officers are on campus for your protection. GTCC is an educational facility with a wide variety of students. Students are considered to be adults and will be treated accordingly. Students are held accountable for their actions. Rules are in place for you to follow. If you violate those rules, you subject yourself to disciplinary actions. When GTCC Campus Police become involved, it is usually because the offense has been elevated to a criminal matter. Should an arrest occur, the individuals involved subject themselves to expulsion from the school, loss of grades and an inability to complete their education at GTCC.

Relationships with off-campus law enforcement/security forces and jurisdiction

The GTCC Campus Police Department maintains a close working relationship with the police agencies whose jurisdictions overlap ours. This includes the Greensboro Police Department, Guilford County Sheriff's Office, the High Point Police Department, Piedmont Triad International Airport Police Department, and the North Carolina State Highway Patrol. The GTCC Campus Police Department has access to the North Carolina State Bureau of Investigation (NC SBI) for assistance with investigations that fall within the SBI's jurisdiction.

Others who may provide monitoring of alcohol and other drug policies

In addition to the GTCC Campus Police Department, the Office of the Chief Disciplinary Officer monitors AOD policies, maintains records of student violators and actions taken against them. The Human Resources Office also monitors AOD policies maintains records of employee violators and actions taken against them.

Number of violations observed/reported for each judicial/discipline related policy

The following is the result of the examination of records from Campus Police, Student Discipline, and Counseling Services:

- There were 8 reports of a student violations of the College's Alcohol and Drug Policies during the review period (September 2014 – May 2016).

- There were no reports of employee violations of the College's Alcohol and Drug Policies during the review period (September 2014 – May 2016).

During the review period one requests for exception to prohibited conduct regarding the College's alcohol policy were granted for a special event held October 23, 2014

AOD Comprehensive Programs

Program/Intervention Descriptions

Individual Based Programs/Interventions offered on campus which may be considered for students: GTCC's New Student Orientation Process brings attention to the College's Student Success Program which allows students to self-identify any personal challenges they may be facing, to include drug and alcohol issues. Every new student is added to the SSP System and sent a link to an intake form that allows them to explore resources available to assist with challenges they have self-identified.

The Counseling Center provides counseling services to all students with alcohol or other drug abuse issues. Students may voluntarily avail themselves of the College's Counseling Center for help with alcohol or drug abuse, or they may be referred by faculty, staff or the Chief Disciplinary Officer as a part of sanctions for violations of the Student Code of Conduct.

The screening instrument ULife, an anonymous, confidential, online resource center where students can search for information regarding their emotional health is available on the Counseling Center webpage. Students can access this resource at anytime and anywhere. ULife utilizes the Self Evaluator developed by the Duke University School of Medicine. The Self Evaluator screens for alcohol and drugs, and twelve other most common mental health conditions that college students face. This screening does not provide a diagnosis, but identifies problems that could be impacting thoughts, feelings and behaviors. The screening process also provides information on these conditions and how to reach out for help.

The Counseling Center utilizes the CAGE Assessment of alcohol use, an individual screening test for alcohol dependence and the CAGE-Aid, which is an adaptation of the CAGE. The test is simple, with four questions, and has proven to be accurate in identifying usage patterns that may reflect problems with alcohol. The CAGE test focuses on the use of alcohol and the CAGE-Aid focuses on non-alcohol drugs.

Counselors also use motivational interviewing when counseling students with substance abuse issues. Motivational interviewing enhances a person's desire for changing his or her behavior. It is person-centered which engages the students. Through motivational interviewing counselors can help students explore and resolve their ambivalence towards change, and eventually commit to changing their behavior.

When appropriate, students are also referred to off-campus treatment providers, which include the following:

Daymark Recovery Services 725 North Highland Avenue
Winston-Salem, North Carolina 27101
336-607-8523

Daymark

205 Balfour Drive
Archdale, North Carolina 27263
336-431-0700

Additionally, the Counseling Center maintains an extensive collection of informational brochures, flyers, booklets and other literature related to alcohol and substance abuse. Students and employees can access the materials at any time that the Counseling Center is open.

Group Based Programs/Interventions on campus

- All club and Student Government Association travel is alcohol/drug free. Students are asked to commit to the agreement in receiving permission from the College to travel
- The College's Athletic Department requires that each student athlete read and sign a code of conduct form (see appendix for a copy of this form). This form is used exclusively by the Athletic Department. In signing this form, the student-athlete:
 - Agrees that they will not use any form of illegal drugs, with an immediate suspension or dismissal from the team should they not comply
 - Expresses that they understand that s/he can be drug tested at any time during the academic school year

Universal or Entire Population Based Programs/Interventions on campus

- All campus programs and events are alcohol/drug free. There are a number of student activities throughout the year that encourage student participation while in a fun alcohol-free environment. A sample of student activities that took place over the last two years include fall fests, movies, plays, club activities, comedians, speakers, etc.
- Defensive Driving-DDC4 Hour Course: Topics covered include safety belts, child safety regulations, passing safely, the effect of alcohol and drugs on driving and vehicle laws and regulations.

Individual Based Programs/Interventions for employees

For information or confidential assistance with substance abuse during 2014, regular employees may contact the College's Employee Assistance Program (EAP) provider, LifeScope, at www.LifeScopeEAP.com, Username: gtcc · Password: guest or by calling 800-227-2195 for information and/or assistance at no cost to the employee as the College pays for this service. During 2015, regular status employees desiring more information or confidential assistance with substance abuse may obtain resource details using the intranet and viewing the Human Resources Department webpage (select Other Benefits) or by contacting Human Resources at 336-334-4822, extension 50269.

AOD Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed

The College's very first comprehensive Drug and Alcohol Abuse Prevention Program was written in April 2014 and approved in September 2014. There were therefore no previous recommendations.

AOD SWOT Analysis

Strengths

- Campus Police Officers are College employees that have a vested interest in enforcement of College policies
- The College has a wealth of collective experience in the following areas: Police, Counseling, Student Discipline
- Employees are being notified annually and new employees are being notified of the College AOD Policies in New Employee Orientation providing another opportunity to introduce the College AOD polices and resources for those that need assistance

Weaknesses

- Having recently conduct our first true (2-year) Biennial Review, several years of data will be needed to collected and analyzed before baselines and trends can be established and identified
- Students cannot be counted upon to read notifications provided to them

Opportunities

- The requirement for new students to participate in New Student Orientation provides the opportunity to introduce them to College AOD policies and resources for those that need assistance
- Counseling services has established a means to collect data on students utilizing their AOD related services
- The College has purchased a database that will allow for more effective tracking of AOD student violations

Threats

- Our response to AOD incidents has not been fully tested
- Ensuring that all communication and publications are reviewed by each unit and compared, to ensure accuracy and consistency

Measures Taken to Improve the College's DAAPP

Human Resources has created a mechanisms to document employees out of compliance with the College's Drug and Alcohol Policy, and for monitoring enforcement measures to ensure consistency in response to violators.

An increased effort has been made to ensure that faculty and staff understand their responsibilities in reporting possible AOD violations.

In January 2016 the Counseling Center began utilizing a database to track alcohol related issues with students who seek our services.

Conclusions and Recommendations for Next Biennium

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

- Monitor actions taken by each Student Conduct Administrator to ensure consistency in response to violations
- Add a presentation of the DAAPP to the Pre-New Student Orientation
- Institute a mechanism to ensure that annual notification is sent by or prior to October 1st of each year
- Establish mechanisms to send notifications at the start of each full semester, and at the start of each mini-mester
- Create mechanisms for Human Resources to document employees out of compliance with the College's Drug and Alcohol Policy, and for monitoring enforcement measures to ensure consistency in response to violators
- Make prompt changes to the College's website and literature when a change occurs in an Employee Assistance Provider
- Add to all printed material a statement that refers the reader to the College's website for the most current information
- Ensure that applicable laws and College policies are easily accessible for students and employees
- Add Financial Aid Drug Convictions Policy to DAAPP
- Add "successful completion of a drug or alcohol treatment program" to the list of possible sanctions provided in the Student Code of Conduct, which may be imposed on students that violate the College's Drug and Alcohol Policy
- Establish whether AOD incidents involving Work Study Students will be handled by College Officials that handle Student Discipline or by Human Resources
- Identify what the College is doing well, and continue and build upon those practices

Goals and objectives for next Biennium

- Send Annual Notifications to employees and students by October 1st of each year
- Be more intentional about collecting data that can be analyzed to identify any AOD concerns on campus
- Maintain a low number of AOD incidents on campus
- Keep the College website current and send to employees and students notifications of any changes that occur, prior to scheduled notifications

Conclusion/General Summary of Findings

- Multiple means are utilized by the College to communicate the College's AOD policies
- There are not many mechanisms in place to quantify services provided/information requests made concerning support for alcohol or drug abuse
- The College appears to be relatively free of alcohol or drug abuse

General strengths and weakness of institution

- The fact that there were so few AOD incidents suggests that the College has created a climate that both students and employees recognize as an inappropriate environment for the use or distribution of alcohol or drugs
- Campus Police are College employees. Hence, there is a greater sense that this is “their” campus, versus what would be expected from city or contract police
- The College has an experienced staff of counselors, as well as good relationships with external support services to which students can be referred
- New Student Pre-Orientation is mandatory and provides a great opportunity to reach students with this very important information before they arrive for their first college classes

Summary of recommendations, goals and objectives

- Timeliness of notifications is a top priority
- All publications/communications must be closely monitored to ensure that information remains current
- Developing mechanisms for improved tabulation of AOD incidents and responses will be important in establishing our baseline
- The success the College has had in having no AOD violations during this review period makes it evident that there are practices in place that should continue

Lisa of Appendices

- The Drug-Free Workplace Brochure
- Summary of GTCC’s Alcohol Abuse Prevention Program (DAAPP)
- Annual notification sent to students
- Guilford Technical Community College Department of Athletics Code of Conduct