

# GTCC's Drug and Alcohol Abuse Prevention Program

## 2022 Biennial Report

## The Drug-Free School and Communities Act of 1989

This report has been prepared to comply with the Drug-Free Schools and Communities Act of 1989, Public law 101-226, which 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 reentry) 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; and ensure that disciplinary sanctions are consistently enforced.

The participants in the GTCC 2022 review, who collectively serve as the authors of this report, are:

- Dr. Ernest Lawson, Counseling Center Director
- Ms. Berri Cross, Director, Student Life
- Mr. Scott Jaeschke, Director, Student Conduct & Community Standards
- Dr. David Pittman, Campus Dean
- Dr. Carolyn Salanger, interim Associate Vice President for Student Services
- Chief Gene Sapino, Campus Police

Student Services is the primary office responsible for overseeing the biennial review. This report was completed and submitted to the College's leadership team in October 2022.

## Contents

Compliance with the Requirement for Providing Written Notice .....	1
Annual Policy Notification Process .....	1
Annual Notification Process for Students .....	1
Annual Notification Process for Employees .....	2
Sample of the 2020-2022 written statements to employees .....	3
Biennial Review .....	4
Data .....	4
Sources for Review Material .....	4
AOD Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data .....	4
Policies .....	5
College-Wide Policies .....	5
Student Policies .....	5
Employee Policies .....	5
Programs .....	6
Individual Based Programs/Interventions offered on campus which may be considered for students ...	6
Group Based Programs/Interventions on campus .....	7
Universal or Entire Population-Based Programs and Interventions on Campus .....	7
Individual Based Programs/Interventions for employees .....	7
Review .....	8
Goals and Objectives for Biennium Being Reviewed, Written September 2020 .....	8
Analysis of the College’s Success in Accomplishing These Goals .....	8
Conclusion .....	9
Summary .....	9
New Goals and Objectives for the 2022-2024 Biennium .....	9
Implementation Plan .....	9

## Compliance with the Requirement for Providing Written Notice

### 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.

During each of the Spring and Fall semesters in the biennium, the College sent each student (as defined above) an email notifying them of GTCC's DAAPP and provided them with the hyperlink to view the details of the program via the most recent report. This complied with our internal deadline for distribution to occur on or before October 1st of each year.

As well as being linked in an email to each student's College email account, the DAAPP is posted on the College's website. Students can request a print copy of the GTCC DAAPP from the Office of the Vice President for Student Services. Response is based on requester's preference.

The College's DAAPP provides the following information:

- A description of the applicable legal sanctions under federal, state, or local laws 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

The College's annual email alerts provide the following information:

- A description of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students

The College's Student Code of Conduct and employment policy provide the following information:

- 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
- A 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. Most recently, on September 28, 2022 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 has been posted on the GTCC website
- And new employees receive the Drug-Free Workplace brochure along with the 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 reentry) 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

## Sample of the 2020-2022 written statements to employees

The Drug and Alcohol Abuse Prevention Program (DAAPP) at Guilford Technical Community College (GTCC) is committed to protecting the safety, health, and well-being of all employees, students, and other individuals in our workplace/learning environment. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. Employees may view the details of GTCC's DAAPP using the following link: [GTCC'S DAAPP](#) and selecting the Drug and Alcohol Abuse Prevention Program.

One of the goals for our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. GTCC has long-standing policies prohibiting the unauthorized manufacture, possession, distribution, sale, or use of alcoholic beverages or controlled substances. Employees may obtain information regarding the following policies: I-2.1.7 Alcohol and Controlled Substance Use and I-2.1.3 Drug-Free Workplace by using this link: [Management Manual](#) and selecting the desired policy. Employees may also obtain a copy of the following policies: I-2.1.7 Alcohol and Controlled Substance Use and I-2.1.3 Drug-Free Workplace by contacting the Human Resources Office.

Employees (regular status) who desire more information or confidential assistance with substance abuse may contact the college's Employee Assistance Program (EAP) provider at [www.deeroakseap.com](http://www.deeroakseap.com). The user name is "gtcc" and the password is "gtcc" Deer Oaks EAP Services may also be reached by phone at 866-327-2400. Information/assistance is available at no cost to the employee (GTCC pays for this service).

Additional resource links and information sources include:

<https://insightnc.org>

[www.smartrecovery.org](http://www.smartrecovery.org)

In Greensboro:

Alcoholics Anonymous Hotline call: 336-854-4278 or Email: [help@nc23.org](mailto:help@nc23.org) or [info@aagreensboronc.com](mailto:info@aagreensboronc.com) for additional assistance.

Alcohol & Drug Services (ADS) call: 855-801-9817 and press "0" or Local No. call: 336-333-6860 or visit their website: [www.adsyes.org](http://www.adsyes.org) or Email: [counselor@adsyes.org](mailto:counselor@adsyes.org) for additional assistance.

Mental Health Greensboro Support call: 336-429-5600

Cone Behavioral Health Hospital call: Inpatient 336-832-9700/Outpatient 336-832-9800

Guilford County Behavioral Health Center call: 336-890-2700

Monarch call: 336-676-6840 or 866-272-7826 or visit their website: [www.monarchnc.org](http://www.monarchnc.org) or Email: [referral@monarchnc.org](mailto:referral@monarchnc.org) for additional assistance.

Therapeutic Alternative Mobile Crisis call: 877-626-1772

Narcotics Anonymous call: 866-375-1272 or Email: [info@greensborona.org](mailto:info@greensborona.org) for assistance.

In High Point:

Alcohol & Drug Services (ADS) call: 336-882-2125 or 855-801-9817 or visit their website: [www.adsyes.org](http://www.adsyes.org) or Email: [jbutler@adsyes.org](mailto:jbutler@adsyes.org) for additional assistance.

Alcoholics Anonymous Hotline call: 336-885-8520

Mental Health Associates of the Triad call: 336-883-7480 or Email: [information@mha-triad.org](mailto:information@mha-triad.org) for additional assistance.

Sincerely,

Human Resources Department

## Biennial Review

### Data

#### Sources for Review Material

- College Website
- Counseling Services Literature
- Management Manual
- New Employee Orientation Material
- Student Handbook
- Annual Notification to Students
- Annual Notification to Employees
- College's Student Code of Conduct
- Department of Athletics Code of Conduct
- Annual Safety Report

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

During the review period (September 2020 to September 2022) there was one campus alcohol incident involving four students who were found to be in violation. There were no formal drug-related incidents processed through the Community Standards Office.

The College has—and anticipates continuing to have—a low number of student AOD violations due to the following factors:

- The College is not a residential campus.
- The College does not have affiliated Greek chapters or other recognized social organizations.
- College Community Standards Officers have diligently enforced the Student Code of Conduct and educated campus constituents about their responsibilities pertaining to drugs and alcohol.
- Very few students are provided with storage (lockers) on campus that could be used to store or access drugs or alcohol.

There were no employee-related AOD incidents on campus during the review period. This is attributed most directly to the ongoing success of the new employee orientation—the emphasis that it places on the College's disposition toward alcohol and drugs.

## Policies

### College-Wide Policies

Policy I-2.1.7 is the College's *Alcohol and Controlled Substance Use* policy which defines both of those categories. The policy also provides a pre-approval pathway for serving alcohol responsibly at sponsored events and for the presence of prescribed drugs on-campus for legitimate medical purposes.

As well as including this policy, the College's Management Manual cites the North Carolina General Statute 90-95(a) which makes it illegal 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; and to possess a controlled substance [without a prescription].

### Student Policies

The federal Department of Education makes it clear that criminal convictions for drugs can suspend students' eligibility for Title IV financial aid: <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>.

Policy IV-3.1.1 is the College's *Student Code of Conduct* policy which affirms that illicit use or possession of controlled substances on-campus or at a College-sponsored event will constitute a violation. Allegations of such violations will be investigated by the Community Standards Office and, if affirmed, will result in sanctions up to and including separation from the College.

Additionally, the College's Athletics Department maintains an athlete's code of conduct under which student athletes agree not to use any illicit substances and to be subject to random testing as verification of this.

The annual Student Handbook, in addition to publishing the full text of the Student Code of Conduct, clarifies for student the authority under which Campus Police can investigate and intervene in drug and alcohol-related situations to include detention and arrest (NC General Statute 115D-21.1). The Student Handbook also shares health information about the effects of drug and alcohol use and includes annually-updated referral resources for drug counseling and rehabilitative services. Contact information for the College's on-campus Counseling Center is also included.

### Employee Policies

Policy I-2.1.3 is the College's *Drug-Free Workplace* policy which sets the requirements for employees to avoid inappropriate involvement with substances at work. The policy also describes the method for sanctioning employees who violate these terms of employment up to and including termination.



## Programs

Individual Based Programs/Interventions offered on campus which may be considered for students

GTCC's First Advising Session 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 Navigate 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 Community Standards Office as a part of sanctions for violations of the Student Code of Conduct.

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  
5209 W. Wendover Avenue  
High Point, North Carolina 27265  
336.899.1550

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

Fellowship Hall  
5140 Dunstan Rd,  
Greensboro, NC 27405  
800-659-3381

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. 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. Each athlete also expresses that they understand that they can be drug tested at any time during the academic school year.

### Universal or Entire Population-Based Programs and Interventions on Campus

All campus programs and events are alcohol and drug free. There are a number of student activities throughout the year that encourage student participation while in a fun alcohol-free environment.

### Individual Based Programs/Interventions for employees

For information or confidential assistance with substance abuse regular employees may contact the College's Employee Assistance Program (EAP) provider at [www.deeroakseap.com](http://www.deeroakseap.com). The user name is "gtcc" and the password is "gtcc". Deer Oaks EAP Services may also be reached by phone at 866-327-2400. Information/assistance is available at no cost to the employee (GTCC pays for this service). 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.

## Review

### Goals and Objectives for Biennium Being Reviewed, Written September 2020

The committee members identified three goals to improve the drug and alcohol abuse prevention program between 2020 and 2022:

1. Expand the language in the annual notification emails to students and employees. All constituents should be informed of the ability to request a print copy of the program report from Human Resources (for mailing or pickup based on personal preference). All constituents should be made aware of the full list of community resources for treatment and assistance. And all constituents should be made aware of the full list of College policies and procedures governing the presence and use of controlled substances on campus.
2. Provide a clearer separation online between the program and the reports of the program. Several program links in the past have directed website users to PDF versions of a biannual report. The committee members understand that as a synopsis of the program's resources a report such as this one can itself serve as a resource. This can lead, though, to an insular cycle that is less than fully comprehensive.
3. Plan and execute more student-facing programs that are joint ventures between the primary stakeholders: Campus Police, Student Life, and Community Standards. Such programs would be planned with specific desired outcomes and related assessment methods.

The committee members anticipated achieving the stated goals in three main ways:

1. Expanding the program's online presence into a standalone DAAPP subpage under the College's main webpage. This subpage will include all gathered resources as well as links to prior reports.
2. Developing a DAAPP programming calendar as a distinct programming track within the larger Student Life programming environment.
3. Converting the *ad hoc* review committee into a standing DAAPP assessment committee to meet quarterly during the biennium and assess progress for the 2022 report.

### Analysis of the College's Success in Accomplishing These Goals

The pandemic impacted all campus operations during the 2020-2022 period. Despite this unforeseeable circumstance, the committee progressed in addressing its established goals from the 2020 report:

1. The College fulfilled the goal to expanded the language in the annual notification emails to students and employees in 2021 and 2022.
2. The College now provides a standalone DAAPP subpage under the College's main webpage, to include gathered resources as well as links to prior reports.
3. The College identified organizational factors which contributed to diminished intentionality of student-facing programmatic initiatives—in the last 6 months we have increased our programmatic initiatives, engaged more stakeholders in planning a week-long event, and continued to develop our programming efforts.

## Conclusion

### Summary

During the 2020-2022 biennium the college successfully maintained an effective drug and alcohol abuse prevention program and complied with the Drug Free School and Communities Act of 1989. Administrators sent appropriate written notice to students and employees; maintained, advertised, and applied comprehensive policies to guide campus action; and curated relevant online materials. The college acknowledges its limited ability to provide educational programming due to the COVID pandemic and its aftereffects.

### New Goals and Objectives for the 2022-2024 Biennium

The committee members submit that promoting awareness of the college's existing drug and alcohol abuse and prevention resources is the cornerstone strategy for increasing program efficacy over the next biennium. To support this strategy, they offer the following goals and objectives:

1. To integrate more campus constituents into DAAPP planning;
  - a. By involving the Student Government Association (SGA) officers in DAAPP planning,
  - b. And by involving the Faculty Association and the Staff Association officers in DAAPP planning.
2. To coordinate an internal DAAPP awareness campaign with the college's Marketing Division;
  - a. That goes beyond the semiannual email notices to includes print and social media vectors,
  - b. And that involves soliciting live student feedback regarding their awareness of DAAPP-related issues.
3. And to sponsor dialogue sessions with campus community members at regular intervals during the biennium;
  - a. At scheduled professional development days,
  - b. And at annual events such as convocation.

### Implementation Plan

The committee members anticipate achieving the stated goals by meeting regularly with identified constituents (SGA officers, Marketing colleagues, Faculty Association leaders, and Staff Association leaders) to build relationships and to engage in programming efforts together. The vision is for a more distributed responsibility for DAAPP content across the breadth of the campus community.