



# Drug-Free Schools and Community Act

## Biennial Review

2014-2015

2015-2016

October, 2018



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## Section 1: Introduction

### Colorado Northwestern Community College - Overview

Colorado Northwestern has two campuses, one in Rangely and a second one in Craig. Between the two campuses, two service centers and online offerings, CNCC serves nearly 2,300 students. We serve a diverse student population, ranging from traditional college students right out of high school, to adults who are seeking to advance their careers, or perhaps pursue a second one. The programs we offer are as diverse as our students. We offer world-class Arts & Science Degree programs that feature guaranteed transfer to Colorado four-year institutions. We also offer a rich array of Career and Technical programs designed to give students the training they need to get to work now.

The Rangely campus of CNCC has three co-ed residence halls and can house 225 students. The residence halls are staffed by two full-time housing employees and a supporting staff of 10 to 12 resident assistants.

The residence hall staff enforces hall policies and provides educational programming for residents. Colorado Northwestern Community College is dedicated to developing and creating a community that is free from the illegal use of drugs and alcohol. The success and development of all students is a priority at CNCC. We are dedicated to creating an environment that is safe and engaging to the growth potential of every student. To create an environment that is free from illegal use of alcohol and drugs, CNCC takes various proactive steps.

Colorado Northwestern Community College is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101 226 in Federal law). A copy of this law is on file in the Human Resources Office.

### Drug-Free Schools and Communities Act (DFSCA)

The Drug Free Schools and Communities Act (DFSCA) requires all institutions of higher education that receive federal funds to conduct a Biennial Review of all alcohol and other drug prevention efforts. The Biennial Review is expected to include an evaluation of efforts to prevent the illicit use of drugs and the abuse of alcohol by students and employees; recommendations for improvement based on that evaluation; and a report on the number of violations to alcohol and other drug standards of conduct, the number of disciplinary sanctions assigned as a result of violations, and the number of alcohol and other drug fatalities. If audited, failure to comply with the Drug-Free Schools and Campuses regulations may cause an institution to forfeit eligibility for federal funding.

CNCC is committed to ensuring; to the best of its ability, that its students, staff, and faculty are aware of the dangers of abuse of alcohol and other drugs, have appropriate information and resources to deter such

abuse, and are subjected to appropriate enforcement regarding the inappropriate or illegal use or abuse of such substances on campus and at off campus college events.

## DFSCA Compliance

Creating a program that complies with the regulations requires an IHE to do the following:

1. 1. Annually distribute to each student and employee:
  - a. Standards of conduct that directly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises or as part of any of its activities; b, A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - c. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and e, a clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsions or termination of employment and referral for prosecution, for violations of the standards of conduct.
2. Conduct a biennial review to:
  2. Determine the effectiveness of its alcohol and other drug (AOD) programs; and
  3. Ensure sanctions are consistently enforced.
  4. Maintain its Biennial review report on file so that the College can submit it to the U.S. Department of Education if requested to do so.

## Biennial Review Process

This biennial review encompasses Academic Years 2014 (July 1, 2014 — June 30, 2015) and 2015 (July 1, 2015 - June 30, 2016).

The biennial review process began in July 2014 with a review of requirements and reports from other Colorado institutions of higher education. From that information, a review of current practices was made and input was sought from Student Services, Campus Safety, Student Housing, and Human Resources.

The biennial review process for the current period is complete as of October, 2018.

The Campus Safety Office, under the direction of the Dean of Student Support Services, maintains all information regarding drug and alcohol related issues and offenses at CNCC as well as Student Code of Conduct violations,

The CNCC Human Resource Office maintains all employee drug and alcohol related violations.

## Biennial Review Report Maintenance and Retention

The president of Colorado Northwestern Community College acknowledges and certifies the Biennial Report by signed statement. Both the president's signed statement and a final copy of the 2014 report are kept on file at CNCC in the office of the Dean of Enrollment Services. This report is maintained in the event the college is audited by the Higher Education Center for Alcohol and Other Drug Prevention, a designee of the U.S. Department of Education. Institutions of higher education are not required to submit the certification or report to the U.S. Department of Education.

Copies of the report are also maintained in the Human Resource Office, Safe Campus Office, and in the Student Support Services Office.

CNCC will keep its DFSCA biennial reports on file for a period of five years.

## How to Request a Copy of the Biennial Report

Copies of the CNCC Drug-Free Schools and Communities Act Biennial Review report may be obtained by submitting a written request to the Dean of Enrollment Services, 500 Kennedy Drive, Rangely, CO 81648.

The report may also be found online at: <http://www.cncc.edu/consumer-information/> under Drug and Alcohol Abuse Prevention Program,

## Section 2: Campus Policies/Procedures Relating to Alcohol and Other Drugs

### General

In compliance with the Drug-Free Schools and Communities Act of 1989, it is the policy of Colorado Northwestern Community College to provide an educational environment that is free of alcohol and drug abuse. The unlawful manufacture, possession, distribution and/or use of controlled substances, drugs, intoxicants, or stimulants is prohibited in/on College owned or controlled property. Violations of this policy will result in disciplinary sanctions up to an including expulsion. Violations may also be referred to the proper authority for prosecution. The College reserves the right to enter student rooms in order to assist local authorities to enforce civil statutes. Detection of drug paraphernalia, marijuana odor, or a reasonable suspicion of drug use will subject a student to disciplinary action.

Colorado Northwestern Community College policy does not allow students to use, possess, transport, or sell marijuana or paraphernalia in or on it facilities or property. Medical and recreational Marijuana use is not permitted under Federal Law or recognized by the American with Disabilities Act (ADA), and it use in any form is not permitted on College property or during sponsored activities as a condition of compliance with Federal Law.

It is a violation of college policy for any member of the faculty, staff, or student body to jeopardize the operation or interests of Colorado Northwestern Community College through the use of alcohol or drugs. Employees found to be in violation of this policy will be subject to discipline up to and including termination. Compliance with this policy is a condition of employment for all employees. Each employee, including students under the federal and state work-study programs, are informed of the policy at hire and are required to sign an acknowledgement of compliance as a condition of employment.

CNCC is committed to providing information to students, faculty and staff regarding the dangers of alcohol abuse and other drugs, and providing appropriate information and resources to deter such abuse. Staff, faculty, and students are subjected to appropriate enforcement regarding the inappropriate or illegal use or abuse of such substances on campus and at other college sponsored activities/events. As is the case for many universities and colleges across the United States, AOD efforts directed to CNCC students focus on harm reduction, recognizing the reality of AOD abuse among late adolescents and young adults, especially in the residential campus environment.

## Laws and Statutes

Federal and state laws govern the use and possession of controlled substances.

Excerpts from Colorado Revised Statute (CRS) 18-1 8-405:

Except as specifically authorized under Colorado law, it is unlawful for any person knowingly to manufacture, dispense, sell, distribute, or to possess with intent to manufacture, dispense, sell, or distribute, a controlled substance; or induce, attempt to induce, or conspire with one or more other persons, to manufacture, dispense, sell, distribute, or possess with intent to manufacture, dispense, sell, or distribute, a controlled substance; or possess one or more chemicals or supplies or equipment with intent to manufacture a controlled substance.

Except as is otherwise provided for offenses concerning marijuana and marijuana concentrate in and for offenses involving minors, any person who violates the foregoing prohibition commits a Felony Offense.

All drug possession charges and penalties are classified by Schedule, except for Marijuana possession.

Substance/Drug Charge Potential Sentence for Possession:

- Schedule I or II, 1st offense Class 3 Felony 4-12 years in prison and fines of \$3,000 - \$750,000
- Schedule III, 1st offense Class 4 felony 2-6 years in prison and fines of \$2,000 - \$500,000

- Schedule IV, 1st offense Class 5 felony 1-3 years in prison and fines of \$1,000 - \$100,000
- Schedule V, 1st offense Class I misdemeanor 6-18 months in jail and fines of \$500 - \$5,000

## CNCC Policies and Procedures

CNCC makes its policies and procedures available to faculty, staff, and students, through various means.

### Employees

#### Drug-Free Workplace

At the time of hire, all new employees are provided a copy of the System President's Procedure and State Board Policy related to Drug-Free Workplace. Each employee receives a copy of the policy (<https://internal.cccs.edu/system-presidents-procedures/sp-3-24-drug-free-workplace/>) and signs an Employee Acknowledgment Form verifying receipt and compliance with the policy as a condition of employment.

Colorado State Employee Assistance Program (C-SEAP) <https://www.colorado.gov/c-seap>

### Students;

#### CNCC Student Handbook

CNCC drug and alcohol policy information was included in the 2014-2015 and 2015-2016 Student Handbook. The Student Handbook is available on the CNCC Website under the "Student

Right-to-Know section", CNCC has recently launched a new website and the link for the Handbook has changed. The 2015-2016 Student Handbook can still be viewed at <https://cncc.edu/handbook>

#### Student Code of Conduct

Students can find the CNCC Code of Conduct in the Student Handbook. The following information is taken directly from the Student Handbook and did not change during the period under review.

Alcohol - Colorado Northwestern Community College is a dry campus. Use, possession, or presence of alcohol or alcohol paraphernalia is prohibited other than in the President's residence, apartments of faculty and staff living on campus, and as granted by the President for events catered by school food services.



Drugs - Colorado Northwestern Community College intends to comply with the Drug-Free Schools and Communities Act of 1989; as such, it is the policy of CNCC to provide an educational environment that is free of alcohol and drug abuse. The unlawful manufacture, possession, distribution and/or use of controlled substances, drugs, intoxicants, or stimulants are prohibited in/on College-owned or controlled property. Violations of this policy will result in disciplinary sanctions up to and including expulsion. Violations may also be referred to the proper authority for prosecution. The College reserves the right to enter student rooms in order to assist local authorities to enforce civil statutes. Detection of drug paraphernalia, marijuana odor, or a reasonable suspicion of drug use will subject a student to disciplinary action.'

The Dean of Student Support Services oversees drug and alcohol related Student Code of Conduct violations and manages the Student Disciplinary Procedure (SP4-30 [https://www.cccs.edu/wp-content/uploads/2012/08/SP4-30\\_2014.pdf](https://www.cccs.edu/wp-content/uploads/2012/08/SP4-30_2014.pdf)).

CNCC Website - Campus Safety (<https://www.cncc.edu/campus-safety/policies-procedures/>)

The Campus Safety Office has posted the Alcohol Policy and the Drug Policy to the CNCC Website. While these policies pertain to all CNCC students, activity within the residence halls is specifically addressed as follows:

**ALCOHOL POLICY** (<https://www.cncc.edu/campus-safety/policies-procedures>)  
Colorado Northwestern Community College is a city campus. Use, possession, presence of alcohol or alcohol paraphernalia is prohibited.

While in the Colorado Northwestern Community College residence halls, residence hall students and their guests will not:

1. Sell, use, possess (including possession by consumption) or provide beverages containing alcohol to any residence hall student;
2. Possess empty or full kegs of beer, or other common source containers of alcohol (e.g., beer balls, pony kegs, boxed wine, etc.).
3. Use or possess open beverages containing alcohol in public areas;
4. Possess paraphernalia used for drinking excessive amounts of alcohol, such as keg taps or "beer bongs" are prohibited in the residence halls and will be confiscated.

**DRUG POLICY** (<https://www.cncc.edu/campus-safety/policies-procedures/drugs/>)

While in the Colorado Northwestern Community College residence halls, residence hall students and their guests will not:

Sell, use or possess illegal drugs (including possession by consumption).

In compliance with the Drug-Free Schools and Communities Act of 1989, it is the policy of Colorado Northwestern Community College to provide an educational environment that is free of alcohol and drug abuse. The unlawful manufacture, possession, distribution and/or use of controlled substances, drugs, intoxicants, or stimulants is prohibited in/on College owned or controlled property. Violations of this policy will result in disciplinary sanctions up to and including expulsion. Violations may also be referred to the proper authority for prosecution. The College reserves the right to enter student rooms in order to assist local authorities to enforce civil statutes. Detection of drug paraphernalia, marijuana odor, or a reasonable suspicion of drug use will subject a student to disciplinary action.

CNCC Website - Student Right to Know Information (<https://www.cncc.edu/students-right-to-know/>)

## Section 3: Annual Policy Notification Process

### General

CNCC notifies students of the Alcohol and other Drug Policy by means of the Student Handbook and informational sessions, Employees are notified at the time of employment. As a result of the direct emphasis put on the annual notification processes, CNCC is implementing specific notification procedures that will include:

- Email notification\* to all enrolled students after the census date of each semester;
- Email notification\* to all employees at the beginning of each semester;
- Announcements through the college portal, Crossroads, each semester and a permanent link to the policies on both the Student tab and the Employee tab;
- Create a handout with the annual notification for distribution to continuing education students who are only on campus for a day or two each year. The handout will be distributed by the instructor of the classes.
  
- All students and employees are assigned an official email account to be used for all college business and are expected to activate and check the account regularly.

## Section 4: Review of Alcohol and Other Drug Abuse Prevention Efforts

### Drug and Alcohol Awareness Programs

#### A. Student Handbook

Our Student Handbook lists many of the risks associated with drug and alcohol abuse. The following is an example of the information CNCC makes available to the students.

## Health Risks

Risks include malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk,

### B. Student Orientation

All new students are strongly encouraged to attend new student Orientation. The mission of our orientation program is to -

- Engage students immediately in a high impact, high energy environment,
- Set the stage for a positive learning experience.
- Empower students to take responsibility for their own learning and educational experience.
- Continue Vision initiative.
- Provide students an opportunity to meet faculty and staff

The session, "Making Healthy Choices", is designed with the following learning objectives in mind

- Provide an opponent for students to experience making healthy life choices.
- Set the stage for a positive, healthy culture at CNCC.
- Make clear CNCC's expectations of students functioning as responsible adults and within the student code of conduct.
- Highlight the consequences of making both positive and negative choices as students functioning as responsible adults and within the student code of conduct.
- Discuss healthy choices in the context of stress, sleep, alcohol and other drugs, relationships, nutrition and/or other topics relevant to success in college.

### C. Resident Assistant Training

During RA training, expectations in personal conduct are clearly outlined and reviewed with the assistants. Since marijuana is legal in Colorado, special emphasis is put on the fact that, RAs are both students and employees of the College. As such, marijuana use is prohibited. The Student Handbook is reviewed in detail. RAs are helped to develop programming aimed at educating students about the effects of drinking by "water-pong" and creating a bulletin board about drug use in the residence hall. Fliers are disseminated on topics such as "Facts About Alcohol Poisoning".

### D. Hall Meetings

Each semester, the Safe Campus Coordinator participates in Hall meetings with students, predominately those living on-campus; however, all students are encouraged to attend. An

overview of rules and expectations takes place, including information on the alcohol and drug sections of the Student Handbook and the Student Code of Conduct.

#### E. Fun, Fact, and Fitness Fair

In an effort to familiarize students with the various available in the local community, as well as on campus, the Fun, Fact, and Fitness Fair is held the first week of school in the quad area of campus outside the student service and dining hall area. This location is selected because of its high student traffic. Students can easily participate.

The Safe Campus Office had a booth at the Fun, Fact, and Fitness Fair to encourage students to talk about drinking and its side effects. The table included beer goggles illustrating the impairing effects of drinking, handouts, and examples of an alcoholic-energy drink called Four Lokos. The rise in injury and death caused by energy drinks and alcohol have been on a rise at college campuses nationwide, so using these drinks as a focal point brought students to the table where we were able to discuss the consequences of alcohol poisoning.

#### F. DUI Simulator

During PEER Awareness in 2012, CNCC hosted a DUI Simulator on campus. This simulator allowed student to get behind the wheel and experience the consequences first hand of driving while under the influence of alcohol.

### Assessment

CNCC has not developed a formal assessment of our activities. We do know that approximately 90% of our incoming first year students on the Rangely Campus attend our orientation program and hall meetings. Our Fun, Fact, and Fitness Fair is held in our quad area of campus and includes a meal, making attendance more enticing and the activities easily accessible to our students.

## Section 5: Alcohol and Other Drug Policy Violations

### Overview

Colorado Northwestern Community College has a Safe Campus Office located on the Rangely Campus that coordinates with other members on the Craig Campus and service area centers. The Safe Campus Office works hand-in-hand with Local Law Enforcement in keeping the campus a safe learning environment. Cases involving students may be sent to the Dean of Student Support Services where a hearing may be held on a student's actions, the outcome can be determined for sanctions. Cases involving employees are sent directly the Human Resource Office. All criminal cases that occur on any Colorado Northwestern Community College property are handled by the proper Law Authority.

## Summary of Violations

Information on drug and alcohol incidents is included in the CNCC Annual Security Repots, available at <http://www.cncctedu/campus-safety/>.

The information provided in the table reflects the actual numbers of alcohol or drug violations reported to and acted upon by the Safe Campus Office and alcohol/drug related Student Code of Conduct violations reported to and acted upon by the Student Housing Office and the Dean of Student Support Services.

Offenses(Includes Attempts)	2014-2015		2015-2016	
	On Campus	Public Property	On Campus	Public Property
Campus Conduct Violations				
Liquor Law Violations	23	3	0	0
Drug Law Violations	5	0	2	0
Weapon Law Violations	1	0	0	0
Law Enforcement Violations				
Liquor Law Violations	2	3	0	0
Drug Law Violations	4	0	1	0
Weapon Law Violations	0	0	0	0

"On Campus" is any properly owned or controlled by the institution within the same geographical area, or is maintained by or used by the institution for educational purposes. This includes the Rangely Campus, Rangely Airport, Rangely Fairgrounds, the Craig Campus, the Craig Apartments, the Bell Tower, the Meeker Center and the Hayden Center.

"Public Property" is any property that is adjacent to any of the mentioned locations.

Due to fluctuations in student populations and Employees, numbers will vary from year to year.

### Sanctions

#### Students

The College will impose penalties against students who violate the Student Code of Conduct. Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include, but are not limited to, warning, probation, suspension or expulsion from the College or probation, suspension or termination of employment; and referral to authorities for prosecution, as appropriate.

The following is a link to our Student Disciplinary Procedure:

<https://www.cccs.edu/wp-content/uploads/2013/09/SP4-30.pdf>

## Employees

Employees who fail to comply with the terms of the Drug-Free Workplace may be subject to penalties (corrective action under Board policy or State Personnel Rules up to and including termination) or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by an appropriate federal, state, local, 01' other agency.

## Referral Resources

Referrals for counseling, treatment, rehabilitation and re-entry programs are available through the community. A list of resources is available in the Counseling and Career Planning Office, CNCC works closely with Mind Springs Health, our local counseling center. Information is provided to students on both campuses.

Resources are available to employees through the CNCC Human Resource Office, as well as the Colorado Community College System HR Office.

## Section 6: Summary

Colorado Northwestern Community College does a number of very positive things, not only to comply with Drug-Free Schools and Communities Act of 1989, but to educate our students about the risks of drugs and alcohol. CNCC is particularly sensitive to the potential impact of drug and alcohol abuse on residence life and students living on campus. This is appropriate since the majority of problems associated with drug and alcohol abuse are centered on the residential experience, and residence life provides the greatest opportunity for impact. As indicated above, the College has provided ongoing programming for non-residence students, though this has revealed broader programming to all students to be a desirable focus for future planning. Other areas targeted for focused improvement include-

- Enhanced programming for faculty and staff;
- Comprehensive notification process for faculty, staff, and students;
- Implementation of more refined assessment measures, which will be incorporated into the planning process.