OZARKS TECHNICAL COMMUNITY COLLEGE

Biennial Review of the Alcohol and Drug Policies, Procedures, Support Services and Educational Programs at Ozarks Technical Community College for the period of July 1, 2020 through June 30, 2022 as required by the Drug-Free Schools and Campuses Act.

Compiled by:
Biennial Review Committee
Ozarks Technical Community College
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Introduction

Ozarks Technical Community College is committed to supporting the safety and health of its students and employees in furtherance of its mission to provide accessible, high quality and affordable learning opportunities that transform lives and strengthen the communities we serve. As part of that commitment, the college has implemented system-wide alcohol and drug abuse prevention programming. This programming incorporates a series of strategies including policies/procedures, formal notifications, education, cross-college collaboration, interventions, enforcement, and services.

The college monitors the effectiveness of this programming. This report is the result of a biennial review of OTC's alcohol and drug prevention programming, in compliance with Federal Drug Free Schools and Campuses Regulations (34 C.F.R. Part 86).

Biennial Review Process

In support of the safety and health of its students and employees, and pursuant to its obligation to conduct a biennial review of its drug and alcohol abuse prevention programs, OTC has authorized an administrative review of those programs to be completed every two years. The purpose of this review is (1) to consider whether the college is meeting its obligations under the Federal Drug Free Schools and Campuses Regulations, (2) to summarize the related policies, procedures and programs, and (3) to recommend any appropriate enhancements to those policies, procedures and programs.

OTC formed a committee to conduct the 2016-2018 and 2018-2020 biennial review. The members of the committee for 2020-2022 include the following:

- Dr. Joan Barrett, Vice Chancellor for Student Affairs
- Joyce Bateman, Dean of Students and Chair of the Biennial Review committee
- Ocki Haas, Chief Human Resources Officer
- Scott Leven, College Director of Safety and Security
- Jill Rea, Assistant College Registrar
- Heather Lewellen, Counselor

The following materials, policies and programs were examined as part of the 2020-2022 biennial review:

- U.S. Department of Education, <u>Complying with the Drug-Free Schools and Campuses</u> <u>Regulations.</u> A <u>Guide for University and College Administrators</u>
- OTC's College Catalog and Student Handbook https://catalog.otc.edu/
- OTC's Annual Security Reports https://services.otc.edu/security/annual-security-report/
- OTC's Drug and Alcohol Prevention Policy 5.37 https://about.otc.edu/policies/article-v-student-services/5-37-drug-and-alcohol-prevention/
- OTC's Drug-Free Workplace Policy 3.47 https://about.otc.edu/policies/article-iii-personnel/3-47-drug-free-workplace/
- OTC's Public Disclosures webpage (Under "Annual Notices: Drug and Alcohol Prevention" https://about.otc.edu/public-disclosures/)

- OTC's Sexual Misconduct Policy 4.06 (contains an amnesty clause related to drug and alcohol use) https://about.otc.edu/policies/article-iv-operations/4-06-sexual-misconduct/
- OTC's Standards of Student Conduct Policy 5.15 (contains clauses explicitly prohibiting drug and alcohol use, distribution, manufacture, sales and being present on campus or at college sponsored activities while under the influence) https://about.otc.edu/policies/article-v-student-services/5-15-standards-of-student-conduct/
- OTC's Student Disciplinary and Appeals Process Policy 5.16 (outlines disciplinary procedures and possible sanctions for students found responsible for violating college policies) https://about.otc.edu/policies/article-v-student-services/5-16-student-discipline-grievances-and-appeals-process/
- OTC's Student Services Code of Conduct Alcohol/Drug Violations
- Summary of OTC's alcohol and other drug-free programming/events

Annual Notification Process

Students

Beginning August 2016, OTC developed the Drug and Alcohol Prevention Program (DAAPP) notice that is sent each semester to all enrolled students' official student email accounts. The DAAPP notification content is updated annually by the Dean of Students and is attached as Appendix A. This notice includes the following:

- Standards of conduct prohibiting unlawful possession, use or distribution of illicit drugs and alcohol on the institution's property or as part of its activities
- A description of the health and safety risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state and federal law
- A description of available counseling services, referrals and educational programs
- A statement and description of the disciplinary sanctions the institution may impose on students

A distribution procedure was developed in August 2016 to ensure that the DAAPP, along with one other Public Disclosure Notification (<u>FERPA Notification</u>), is sent to all currently enrolled students each semester. This distribution procedure for the DAAPP includes the following:

- During the third week of the fall and spring semesters and the second week of summer semesters, all currently enrolled students who are non-high school students are identified and sent the DAAPP via OTC email.
- After the first week of second 8-week block courses for fall and spring semesters and after the fifth week of classes during the summer term, this process is repeated to catch any students admitted to the institution after the first mailing.

The chart below outlines the percentage of students successfully notified each semester.

SEMESTER	NOTICES SENT	TOTAL NUMBER OF	OVERALL
		STUDENTS REGISTERED *	PERCENTAGE
Fall 2020	11,578	12,896	89.80%
Spring 2021	10, 232	11, 512	88.88%
Summer 2021	3,615	4,436	81.49%
Fall 2021	10,605	12,186	87.03%
Spring 2022	10,084	11,197	90.06%
Summer 2020	2,838	2,838	100.00%

^{*}Total number of students registered does not include Middle College, Career Center or dual credit high school students. The DAAPP is sent only to non-high school OTC students.

Employees

All college employees have access to the college's policies, procedures and resources related to drug and alcohol use via the college website. Drug and alcohol abuse treatment information and related resources are also made available to full-time employees through the college's employee health insurance plan, the Magellan EAP, the OTC Health and Wellness Center and for part-time employees, Burrell Behavioral Health. Community resources and referrals are also available for all students and employees through the Counseling Services Office.

An employee notice and procedure for annual notification was developed and implemented August 2020. A copy of the employee annual notice is attached as Appendix B.

The following is the procedure for distributing this notification to all employees:

- All employees (both full and part-time) will receive the employee DAAPP annual notice in August of each year via their official employee email account.
- New full-time and part-time employees starting after August 1 will receive the DAAPP materials as part of the new employee onboarding process.

Educational Services, Programs and Activities

OTC strives to ensure that our students and employees have a rich and worthwhile educational experience in a civil environment and is committed to providing ongoing educational support and resources on alcohol and drug abuse for our institutional community. Through a variety of services and prevention activities, OTC's Counseling Services department along with support from our Behavioral Intervention Team provide this ongoing support to students and employees in the area of drug and alcohol awareness and prevention. The following programs and services were available during the past two years (2020-2022). A detailed description of each program or service can be found in Appendix C.

- 1. Personal, mental health counseling services for currently enrolled students.
- 2. Community resources and referral services for students and employees.
- 3. Online resources for students and employees.

Alcohol and Drug Violations Enforcement Analysis

The table below shows the number of alcohol and other drug arrests as reported in the OTC 2019 and OTC 2020 Annual Security Reports. This chart consolidates statistics from each of the six campus locations for the calendar years 2019 and 2020. Data for the 2021 calendar year will be available in the fall 2022. The full annual security reports from each campus and center can be found at https://services.otc.edu/security/annual-security-report/

Arrests &	2019	2020	Totals
Referrals			
Alcohol	0	0	0
violations			
Drug violations	1	1	2

The Office of the Dean of Students is responsible for enforcement of alcohol and drug policies for students. The Human Resources office is responsible for employee conduct violations related to alcohol and drugs. The table below summarizes sanctions imposed for student and employee incidents involving alcohol and drugs that were reported to campus officials.

Sanctions Imposed	2020	2021	Totals
Student sanctions			
Reprimand	3	2	5
Probation	1	0	1
Suspension	1	2	3
Employee actions			
Resigned	0	0	0
Terminated	0	0	0

Assessment

Website Visits

Counseling Services has consulted with OTC's web services to determine the number of visits to the <u>Counseling Services referral guide for substance abuse</u>. The total number of page views for the referral guide during 2020 and 2021 is 324 and broken down by year as follows:

2020: 125 2021: 199

The following are the total number of page views of the Substance Abuse Self-Assessment https://students.otc.edu/counselingservices/mental-health-self-assessments-2/, also located on the Counseling Services webpages:

2018: 534 2019: 306

Summary of Findings

The Biennial Review Committee has considered the overall effectiveness of OTC's DAAPP. The Committee believes that, in light of the college's position as a local community college and its available resources, services and personnel, overall, the college's drug and alcohol abuse prevention program is effective.

During the course of its review, the Committee identified the following strengths/positives with the college DAAPP during the two year review period:

Strengths:

- Historically, Counseling Services and the Behavioral Intervention Team have provided a
 wide variety of resources to help educate and support students about drug and alcohol
 abuse, health risks and resources. Resource awareness was further enhanced in 2021 with
 the addition of our Community Resource Specialist in the department of Student Success.
- The updates to the student annual notification resource is thorough and the process of distribution to all students is consistent and inclusive.
- Our Human Resources department has fully implemented an annual notification distribution plan that is consistent and inclusive.
- The revisions made to policy <u>5.37</u> as well as the DAAPP provide clarity of expectations, penalties, health risks and resources as they pertain to drug and alcohol use at OTC.

During the course of its review, the Committee identified the following areas for improvement/further consideration with the college DAAPP:

Recommended areas of improvement:

- Add professional development for employees to include the areas of alcohol and other drug
 use, recognizing the signs of alcohol and other drug abuse and referral recommendations.
 This type of presentation has been offered in previous years to faculty, however, offering on
 a more regular basis was recommended.
- Re-implement annual substance use awareness outreach activities for our students through our offices of Student Engagement and Counseling Services. These outreach activities might include Red Ribbon Week activities. During the past two years of COVID-19 restrictions, on campus, outreach events were largely discontinued. With the lifting of restrictions and a continued return to on campus student engagement, we will be able to resume offering many more in-person options.
- Formalize assessment of substance use awareness and prevention activities provided through Counseling Services through the assistance of our Research, Strategic Planning and Grant Development department.
- Student and Employee Survey
 - Consider annual DAAPP survey of employees and students.
 - Research the Missouri College Behavioral Health Survey through Partners in Prevention.

- Revisit Counseling Services webpages and online resources. The number of visits to our
 online screenings and substance use community referral pages dropped dramatically from
 the 2018-2020 usage. Our Counseling team recognizes that this vital information was not as
 easily accessible as it had been in years past.
 - Secure one location for all substance use education materials and screenings.
 - Research evidence-based alcohol and drug prevention and education programs that can be posted on the Counseling Services webpages (e.g. alcohol.edu).
 - o Improve online screening resources for substance use.
- Continue to work with our Student Success Community Resource Specialists to ensure consistency in referring students to substance use treatment resources in the community.

As the college considers and implements these efforts, they will be evaluated and adjusted as needed to accomplish the overall goal of emphasizing the importance of drug and alcohol abuse prevention to the college community.

Approval

This report was presented to and approved by the Ozarks Technical Community College Chancellor in July 2022.

Chancellor's Signature

APPENDICES

Appendix A Student Notification

Dear Student:

We are federally required to make available to the general public, all information regarding public disclosures and annual reports for OTC. As an OTC student, you have the right to know this information and where to find it. This is an informational notice sent to all students. Please view the public disclosure and annual report information https://about.otc.edu/public-disclosures/. If you have any questions regarding this information, please contact righttoknow@otc.edu.

Drug and Alcohol Abuse Prevention Program

Ozarks Technical Community College is committed to providing a safe, positive and healthy environment for students and employees. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Ozarks Technical Community College has established a drug and alcohol abuse prevention program for students and employees. This program is designed to raise awareness across the institution about the risks of, policies governing and available resources for alcohol and drug abuse. OTC policies provide, in part, that no student or employee shall consume, possess, manufacture, distribute or sell any unauthorized alcoholic beverages or illicit drugs or be under the influence of such substances on college-owned or controlled property or at events sponsored by OTC. Federal law, including the Drug-Free Schools and Communities Act Amendments of 1989, prohibits possession, use or distribution of marijuana on college premises or at college-sponsored events, including medical marijuana used or possessed under Missouri law. In observance of state law, no person under the age of twenty-one (21) may purchase or attempt to purchase, or have in his or her possession, any alcoholic or intoxicating beverage on the college premises or at college-sponsored events. OTC complies with all laws related to underage drinking, and any violation of the state's underage drinking laws will be referred to the appropriate authorities.

In accordance with legal mandates, OTC policies <u>3.47</u> and <u>5.37</u> and its commitment to providing a drug and alcohol-free workplace and learning environment, OTC will implement and enforce the following Drug and Alcohol Abuse Prevention Program elements:

- 1. The possession, purchasing, selling, or consumption of alcoholic beverages on college property (except as authorized in the course of a curricular program, e.g. Culinary Arts), or being present on campus while under the influence of such is strictly prohibited.
- 2. The unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs or being present on campus or at college-sponsored functions while under the influence of such is strictly prohibited.
- 3. Students who violate these policies will be subject to <u>disciplinary action</u>, the severity of which will be based on the seriousness of the offense. Sanctions will be applied consistently and may range from an informal reprimand to dismissal from the college. Employees who violate these policies will be subject to disciplinary action ranging from an informal reprimand to termination of employment depending upon the seriousness of the offense. If the conduct resulting in discipline also involves a violation of state or federal law then the college will refer the matter to the appropriate authorities for prosecution.

Commonly Imposed Disciplinary Sanctions for On-Campus Policy Violations

Minor violations, such as first offense intoxication or possession of small amounts of alcohol or illegal drugs:

- Written reprimand
- Disciplinary probation up to one year and/or
- Referral for substance abuse evaluation/treatment (optional)

Subsequent or major violations, such as on-campus use, distribution or manufacture of alcohol or illegal drugs:

- Suspension for a period up to one year and/or
- Disciplinary probation up to one year and/or
- Referral for substance abuse evaluation/treatment (optional)

4. Local, state and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs.

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.

Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.

State law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of (and/or imitation of) controlled substances and alcohol. In addition, states and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

5. Serious health risks are associated with the use of illicit drugs and alcohol. Some, but not all, of the risks are listed below:

- Alcohol and other depressants: Consumption of alcohol and other depressants causes a number
 of marked changes in behavior. Even low doses significantly impair judgment and coordination
 required for safety and care. Use of alcohol and depressants can lead to addiction and accidents
 as a result of impaired ability and judgment.
- Marijuana: Use of marijuana can lead to panic reactions, impaired short term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, and impairment of driving ability.

- Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- Hallucinogens: Unpredictable behavior, emotional instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
- Narcotics (Heroin, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.
- Inhalants (Gas, aerosols, glue, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

For more information about the health risks associated with alcohol and particular types of drugs, please visit: www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts

6. Any student or employee may contact OTC's <u>Counseling Services</u> Department for crisis intervention or for information about available community resources and referral assistance for drug or alcohol counseling, treatment, rehabilitation or re-entry services. OTC's Counseling Services provides educational information on drug and alcohol abuse through the distribution of printed materials, a website that includes substance abuse-related resources and online screenings as well as scheduled programming throughout the academic year. Other resources are also available, including, but not limited to, the following:

- Substance Abuse and Mental Health Service Administration (SAMSHA) (https://www.samhsa.gov/)
- National Institute on Drug Abuse (https://www.drugabuse.gov/)
- National Institution on Alcohol Abuse and Alcoholism (https://www.niaaa.nih.gov/)
- Alcoholics Anonymous (https://www.aa.org/)
- Narcotics Anonymous (https://www.na.org/)

For more information about OTC's Drug and Alcohol Abuse Prevention Program, contact the Office of the Dean of Students or Counseling Services.

Sincerely,

Joyce R. Bateman Dean of Students 417-447-6973 batemanj@otc.edu

Appendix B Employee Notification

Dear Employee,

We are federally required to make available to the general public, all information regarding public disclosures and annual reports for OTC. As an OTC employee, you have the right to know this information and where to find it.

Please view the public disclosure and annual report information here. If you have any questions regarding this information, please contact righttoknow@otc.edu.

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In accordance with legal mandates and policies $\underline{3.47}$ & $\underline{5.37}$, OTC is committed to providing a drug and alcohol-free workplace and learning environment, OTC will implement and enforce the following Drug and Alcohol Abuse Prevention Program elements:

- The possession, purchasing, selling, or consumption of alcoholic beverages on college property (except as authorized in the course of a curricular program, e.g. Culinary Arts), or being present on campus while under the influence of such is strictly prohibited.
- The unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs or being present on campus or at college-sponsored functions while under the influence of such is strictly prohibited.
- Employees who violate these policies will be subject to disciplinary action ranging from an informal reprimand to termination of employment depending upon the seriousness of the offense. If the conduct resulting in discipline also involves a violation of state or

federal law, then the college will refer the matter to the appropriate authorities for prosecution.

- Local, state and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 and imprisonment for terms up to and including life. The purchase, attempt to purchase, or possession of any intoxicating liquor by a person under 21 years of age is punishable by a fine of \$50 to \$1,000 and up to a year in jail. The same penalties apply to persons who knowingly furnish alcohol to minors and to persons under the age of 21 who are visibly intoxicated.
- Serious health risks are associated with the use of illicit drugs and alcohol. Some, but not all, of the risks are listed below:
 - Alcohol and other depressants: Consumption of alcohol and other depressants causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required for safety and care. Use of alcohol and depressants can lead to addiction and accidents as a result of impaired ability and judgment.
 - Marijuana: Use of marijuana can lead to panic reactions, impaired short term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, and impairment of driving ability.
 - Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
 - Hallucinogens: Unpredictable behavior, emotional instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
 - Narcotics (Heroin, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.
 - Inhalants (Gas, aerosols, glue, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.
- Any employee may contact OTC's <u>Counseling Services</u> Department for information about available community resources and referral assistance for drug or alcohol counseling, treatment, rehabilitation or re-entry services. OTC's Counseling Services provides educational information on drug and alcohol abuse through the distribution of printed materials, a website that includes substance abuse-related resources and online screenings as well as scheduled programming throughout the academic year.
- Full-time employees may contact OTC's <u>benefits administrator</u> to find out about services offered through Cox HealthPlans, <u>Magellan</u> and OTC's <u>Health and Wellness Center</u>.

- Part-time employees and adjunct instructors may utilize the EAP through <u>Burrell</u>
 <u>Services</u>. Please call the number (417-893-7963) and let them know you are using the
 OTC EAP.
- In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this policy will be distributed to all employees on an annual basis. A copy of the annual notification will be provided to all new employees shortly thereafter their hire date. Each year, employees will be emailed a document which summarizes the college's Drug and Alcohol Abuse Prevention policy and refers them to the current <u>Policies and</u> <u>Procedures Manual</u>.
- During each even numbered year, a biennial review of the comprehensive drug and alcohol abuse prevention program will be conducted to determine its effectiveness, make changes where necessary, and ensure that it is consistently enforced. This review will be conducted by a task-force with representatives from the following offices: Human Resources, Safety and Security, Vice-Chancellor for Student Affairs, Dean of Students, Counseling Services and Institutional Research along with possibly other relevant office representatives.

For more information about OTC's Drug and Alcohol Abuse Prevention Program, contact the Human Resources Office, hr@otc.edu or Counseling Services, counseling@otc.edu.

Sincerely,

OTC Human Resources

Appendix C Educational Programs, Services and Activities 2020 and 2021

Counseling

Students: Counseling Services offers free and confidential, short-term mental health and crisis intervention services to currently enrolled OTC students. Counseling services are provided by Licensed Professional Counselors, Provisional Licensed Professional Counselors, and Social Workers. Services are made available through in-person sessions or telehealth. Community Resource Specialists are also available to assist with referral recommendations at our Springfield and Table Rock campuses. In addition, student service representatives are available at our Lebanon, Republic and Waynesville Education Centers and Richwood Valley campus.

Employees: Full-time employees have mental health and substance use treatment options through our employee health plan, through the college EAP (Magellan) and through OTC's Health and Wellness Clinic. Part-time employees (including adjunct faculty) have mental health and substance use treatment options available through our partnership with the Burrell Behavioral Health EAP. Full-time and part-time employees may also contact the Counseling Services department or view the Counseling Services webpages for self-help and referral recommendations.

Referral Services

- A comprehensive network of mental health, social service and substance abuse treatment
 professionals and organizations is made available to OTC students and employees through
 the Counseling Services department and through our Community Resource Specialists
 within the Student Success department. These resources include providers in the
 communities of all college locations.
- Referral recommendations by our Counseling Services staff can be requested via phone, business email, counseling@otc.edu, or in person.

Online Resources www.otc.edu/counselingservices

- Self-help articles on topics that include alcohol and drug abuse education and prevention
- Anonymous, mental health screening tools that include the following:
 - ULifeline substance use screener
 https://screener.ulifeline.org/? ga=2.184098278.1511196940.1592847644-1147436134.1592847644
 - Drug Screening http://www.drugscreening.org/
 - Start Your Recovery https://startyourrecovery.org/who/college
- ULifeline access (<u>www.ulifeline.org/otc</u>), which includes comprehensive support for alcohol and other drug use concerns

Substance Use and Awareness Activities

 Classroom and professional development presentations at all college locations on a variety of topics are offered each semester by Counseling Services staff and members of the Behavioral Intervention Team. These presentations included the topic of drug and alcohol use and abuse as well as recognizing and responding to students who may be under the influence of drugs or alcohol.