

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, 2022 through June 30, 2024 as required by the Drug-Free Schools and Campuses Act.

Compiled by:
Biennial Review Committee
Ozarks Technical Community College
1001 E Chestnut Expressway
Springfield, MO 65802

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Introduction

Ozarks Technical Community College (OTC) 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 the 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 previous three (3) biennial reviews, beginning in 2016. The committee members who consulted and provided input for the 2022-2024 review include the following:

- Dr. Joan Barrett, Vice Chancellor for Student Affairs
- Joyce Doeblner, Dean of Students and Chair of the Biennial Review committee
- Melissa Lloyd, Chief Human Resources Officer
- Mark Schindler, College Director of Safety and Security
- Stacey Funderburk, Coordinator of CRM Communications
- Jonathan Grindstaff, Programmer Analyst III
- Matt Harris, College Director of Analytics and Research Operations
- Heather Lewellen, Counselor

The following materials, policies and programs were examined as part of the 2022-2024 biennial review:

- U.S. Department of Education, [Complying with the Drug-Free Schools and Campuses Regulations. A Guide for University and College Administrators](#)
- OTC's Academic 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/>
- 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 (FERPA Notification), is sent to all currently enrolled students each semester. The 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 STUDENTS REGISTERED *	OVERALL PERCENTAGE
Fall 2022	9,483	10,170	93.2%
Spring 2023	9,335	9,565	97.6%
Summer 2023	3,462	4,160	83.2%
Fall 2023	8,121	10,256	79.2%
Spring 2024	7,812	9,368	83.4%
Summer 2024	2,936	4,256	69%

*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 to part-time employees through Burrell Behavioral Health. Community resources and referrals are also available for all students and employees through the Counseling Services department.

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:

- New employees (both full and part-time) will receive the notification as part of the new hire onboarding process.
- 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.

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 college community. Through a variety of services and prevention activities, OTC’s Counseling Services department provides 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 (2022-2024). 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.
4. In-person, psychoeducational activities.

Alcohol and Drug Violations Enforcement Analysis

The table below shows the number of alcohol and other drug arrests as reported in the OTC 2021 and 2022 Annual Security Reports. This chart consolidates statistics from each of the six campus locations for the calendar years 2021 and 2022. Data for the 2023 calendar year will be available in the fall 2024. The full annual security reports from each campus and center can be found at <https://services.otc.edu/security/annual-security-report/>

Arrests & Referrals	2021	2022	Totals
Alcohol violations	0	0	0
Drug violations	2	0	2

The Office of the Dean of Students is responsible for enforcement of alcohol and drug policies for post-secondary 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 during the 2022-2023 and 2023-2024 academic years.

Sanctions Imposed*	2022	2023	Totals
Student sanctions			
Reprimand	2	0	2
Probation	0	0	0
Suspension	0	1	1
Employee actions			
Resigned	0	1	1
Terminated	0	1	1

*Total number of student sanctions does not include Middle College, Career Center or dual credit high school students. Students found responsible include post-secondary students only for purposes of this Review.

Assessment

Website Visits

Counseling Services has consulted with OTC's web services to determine the number of visits to the community resource guides available through the Counseling Services webpages and through other resource guides available on the OTC webpages. From July 1, 2022-June 30, 2024, the following are the number of pageviews accessed:

- [Community Resources page](#) – 68
- Total of the Community Resources (by location) pages - 229
- The new resources pages (launched 12/16/2022) – Accessible by using the dropdown on the Counseling Services [front page](#) or on the [resource guides page](#) – 1469
- [Resource Guides](#) – 3098

OTC had been contracting with the ULifeline organization through [the Jed Foundation](#) to offer free, substance use self-assessment. ULifeline was removed as a provider from the Jed Foundation platform between 2022 and 2024. The exact date of the removal is unknown as we were not notified that ULifeline had been deactivated. Only four (4) self-assessment completions were registered between 2022-2024. Since ULifeline has been deactivated, we are unable to secure the number of additional completions for this two year period.

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 has led the institution in providing a wide variety of online resources to help educate and support students about drug and alcohol abuse, health risks and online and community resources.
- As was recommended in the previous Review, annual substance use awareness outreach activities for our students through the offices of Student Engagement and Counseling Services has regained momentum following the period when many activities had to be discontinued due to COVID. Highlights of specific events offered during the past two years is included in Appendix C.
- Given the low number of drug and alcohol violations as noted through the Safety & Security Annual Reports, the Dean of Students student conduct records, and Human Resources documentation, we infer that students and employees are receiving the necessary information about drug and alcohol use, possession and distribution and the consequences of each.
- The process taken by the Dean of Students office and Safety & Security to interview prospective students who have prior felony convictions has continued to be improved. This has included adding questions and encouragement specifically for those with drug-related offenses. Checking on sobriety, support system, referencing OTC's drug and alcohol regulations and ensuring students know of supportive services available are all included in our interviews.
- The Dean of Students office and Counseling Services has worked closely with our Health Science division to improve our procedures and screening steps for Health Sciences drug screening requirements.
- Policy [5.37](#) was updated to:
 - Clarify understanding that it is still a violation of federal law and our standards of student conduct to unlawfully use, possess, be under the influence of or distribute recreational or medical marijuana at any OTC location or OTC controlled property.

- Add language to address drug and alcohol testing in certain academic programs.
- Clarify exceptions to alcohol use on college-owned or controlled properties.
- The student annual notification letter is thorough and the process of distribution to all students is consistent and inclusive. Updates were made to the student annual notification letter to improve clarity and flow of information.

During the course of its review, the following components were identified and recommended for improvement/further consideration with the college DAAPP:

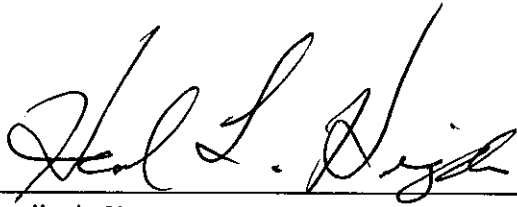
Recommended areas of improvement:

- As recommended in the 2022 Biennial Review, enhancing professional development opportunities for employees that include the areas of alcohol and other drug use, recognizing the signs of alcohol and other drug abuse and referral recommendations remains a recommendation. This type of professional development offering has been offered in previous years to employees, however, offering on a more regular basis to include staff continues to be recommended.
- 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.
- Confirm that the employee annual notification distribution process remains consistent and inclusive.
- Revisit Counseling Services webpages and online resources. The number of visits to our online screenings and substance use community referral pages dropped dramatically since the 2018-2020 usage. This is due in part to the deactivation of a key resource (ULifeline) as well as the many changes that have been made to the OTC resources pages. Our Counseling team recognizes that this vital information was not as easily accessible as it had been in years past and may be difficult to find for users in need.
 - 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).
 - Improve self-help 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.

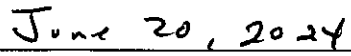
As the college considers and implements these efforts, they will be evaluated and adjusted as needed to accomplish the overall goal of emphasizing the importance of drug and alcohol abuse prevention to the college community.

Approval

This report was presented to and approved by the Ozarks Technical Community College Chancellor in June 2024.

A handwritten signature in cursive script, appearing to read "Hal L. Dyer", written above a horizontal line.

Chancellor's Signature

A handwritten date "June 20, 2024" written above a horizontal line.

Date

APPENDICES

Appendix A Student Notification

Alcohol and Other Drug Abuse Prevention Program Annual Notice

Dear Student,

Ozarks Technical Community College (OTC) is 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. Please view <https://about.otc.edu/public-disclosures> to access links and information to all required public disclosures and annual reports.

This notice concerning Alcohol and Other Drug Abuse Prevention is one of the required disclosures OTC makes annually and is sent to all students. If you have any questions regarding this information, please contact righttoknow@otc.edu.

OTC 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, OTC 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 prevention. 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.

In accordance with legal mandates, OTC policies [3.47](#) and [5.37](#) and its commitment to providing a drug and alcohol-free workplace and learning environment, OTC implements and enforces the following Drug and Alcohol Abuse Prevention Program elements:

Legal Guidelines and Consequences

1. 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.
2. 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 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.
3. Use, possession, distribution, or sale of alcohol on any college-owned or controlled property is prohibited except as approved by the OTC Chancellor for specific college-sponsored events or functions, when attending functions or conferences on the college's behalf where alcohol is served as part of a social function, or authorized use of alcohol within approved curricular programs (e.g. Culinary Arts).
4. Despite the legalization of recreational and medical use of marijuana in Missouri, it remains a violation of federal laws to use, possess, cultivate, distribute or be under the influence of marijuana on college-owned or controlled property or at college-sponsored events.
5. Federal law prohibits, among other things, the manufacture, distribution, sale 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 no less than 5 years' imprisonment and a fine of up to \$5 million to imprisonment for life and a fine of \$25 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substance (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue) range from five years to life imprisonment and fines range from \$250,000 to \$1 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.

6. Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.
7. 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.

Standards of Conduct and College Discipline

Students who violate OTC's drug and alcohol policies will be subject to disciplinary action, 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 local, state or federal law, the college will refer the matter to the appropriate authorities for prosecution.

Commonly imposed disciplinary sanctions for on-campus policy violations include the following:

1. Minor violations, such as first offense intoxication or possession of small amounts of alcohol or illicit drugs:
 - a. Written reprimand
 - b. Disciplinary probation up to one year, and/or
 - c. Referral for substance use evaluation/treatment (optional)
2. Subsequent or major violations, such as on-campus use, distribution, or manufacture of alcohol or illicit drugs:
 - a. Suspension for a period up to one year, and/or
 - b. Disciplinary probation up to one year, and/or
 - c. Referral for substance use evaluation/treatment (optional)

Health Risks

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 methamphetamine, speed and uppers.
- Hallucinogens: Unpredictable behavior, emotional instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
- Narcotics (Heroin, Morphine, Codeine, Oxycodone, Hydrocodone, Oxycontin): Addiction, accidental overdose, risk of hepatitis and HIV/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: [Commonly Used Drugs Charts | National Institute on Drug Abuse \(NIDA\) \(nih.gov\)](#).

Resources

Any student or employee may contact OTC's [Counseling Services](#) department for crisis intervention or for information about available community resources and referral assistance for drug and alcohol counseling, treatment, rehabilitation or re-entry services. OTC's Counseling Services provide educational information on drug

and alcohol use and abuse through the distribution of printed materials, a website that includes substance use-related resources and online screenings as well as scheduled programming through the academic year. Online resources from professional substance use organizations are also available, including but not limited to, the following:

- Substance Abuse and Mental Health Services Administration (SAMSHA): <https://www.samhsa.gov/>
- National Institute on Drug Abuse: <https://www.drugabuse.gov/>
- National Institute 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. Doebler
Dean of Students
417-447-6973
doeblerj@otc.edu
[Office of the Dean of Students - OTC Dean of Students](#)

Appendix B Employee Notification

Alcohol and Other Drug Abuse Prevention Program Annual Notice

Dear Employee,

Ozarks Technical Community College (Ozarks Tech) is federally required to make available to the general public, all information regarding public disclosures and annual reports for Ozarks Tech. As an Ozarks Tech employee, you have the right to know this information and where to find it. Please view [OTC Consumer Information and Public Disclosures](#) to access links and information to all required public disclosures and annual reports.

This notice concerning Alcohol and Other Drug Abuse Prevention is one of the required disclosures Ozarks Tech makes annually and is sent to all employees. 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 Tech 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 prevention. Ozarks Tech 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 Ozarks Tech. In accordance with legal mandates and policies 3.47 & 5.37 and its commitment to providing a drug and alcohol-free workplace and learning environment, Ozarks Tech implements and enforces the following Drug and Alcohol Abuse Prevention Program elements:

Legal Guidelines and Consequences

1. 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 Ozarks Tech.
2. 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 college premises or at college-sponsored events. Ozarks Tech 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.
3. Use, possession, distribution, or sale of alcohol on any college-owned or controlled property is prohibited except as approved by the Ozarks Tech Chancellor for specific college-sponsored events or functions, when attending functions or conferences on the college's behalf where alcohol is served as part of a social function, or authorized use of alcohol within approved curricular programs (e.g. Culinary Arts).
4. Despite the legalization of recreational and medical use of marijuana in Missouri, it remains a violation of federal laws to use, possess, cultivate, distribute or be under the influence of marijuana on college-owned or controlled property or at college-sponsored events.

5. Federal law prohibits, among other things, the manufacture, distribution, sale 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 no less than 5 years' imprisonment and a fine of up to \$5 million to imprisonment for life and a fine of \$25 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substance (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue) range from five years to life imprisonment and fines range from \$250,000 to \$1 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.

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

7. 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.

Standards of Conduct and Employee Discipline

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.

Health Risks

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

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- Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as methamphetamine, speed and uppers.
- Hallucinogens: Unpredictable behavior, emotional instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
- Narcotics (Heroin, Morphine, Codeine, Oxycodone, Hydrocodone, Oxycontin): Addiction, accidental overdose, risk of hepatitis and HIV/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: [Commonly Used Drugs Charts | National Institute on Drug Abuse \(NIDA\) \(nih.gov\)](#).

Resources Any employee may contact Ozarks Tech's Counseling Services Department for information about available community resources and referral assistance for drug or alcohol counseling, treatment, rehabilitation or re-entry services. Ozarks Tech'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 Ozarks Tech's benefits administrator to find out about services offered through Cox HealthPlans, Magellan and OTC's Health and Wellness Center.
- Part-time employees and adjunct instructors may utilize the EAP through Burrell Services. Please call the number (417-893-7963) and let them know you are using the Ozarks Tech EAP.

Online resources from professional substance use organizations are also available, including but not limited to, the following:

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

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 as part of the new hire onboarding process. 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 Policies and Procedures Manual.

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 taskforce 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 Ozarks Tech's Drug and Alcohol Abuse Prevention Program, contact the Human Resources Office, hr@otc.edu, or Counseling Services, counseling@otc.edu.

Sincerely,

Ozarks Tech Human Resources

Appendix C

Educational Programs, Services and Activities 2022-2024

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 and Provisional Licensed Professional Counselors. 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 and referral suggestions 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 Burrell Behavioral Health. 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

- Anonymous, mental health screening tools to include <https://screening.mhanational.org/screening-tools/>
- Start Your Recovery <https://startyourrecovery.org/who/college>
- Partnership to End Addiction <https://drugfree.org>
- Addiction & Drug Use Among College Students <https://www.rehabs.com/addiction/drug-use-college-students/>

Substance Use and Awareness Activities (Highlights)

- Classroom and professional development presentations at all college locations on a variety of topics are offered each semester by Counseling Services upon request. These presentations include the topics 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.
- Red Ribbon Week (for substance use awareness) activities were offered during a week-long event in October 2022 on the Springfield campus.
- OTC's Community Resource Fairs were offered spring 2023 and spring 2024. These fairs brought community organization to our Springfield campus, which included providers and organizations that offer substance use support.
- During the spring 2024 college picnic in Springfield, Counseling Services sponsored a table with activities/giveaways to bring attention to substance use.