

MIDDLESEX COMMUNITY COLLEGE

DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS EDGAR Part 86 (Education Department General Administrative Regulations)

BIENNIAL REVIEW REPORT 2015-2016

INTRODUCTION:

Middlesex Community College is in full compliance with the Drug-Free Schools and Campuses Regulations. This report has been prepared by the Health Care Counselor in the Center for Health and Wellness, in conjunction with the Assistant Dean of Students and the Coordinator of Athletics, Health, and Wellness, in evidence of that compliance.

OBJECTIVES:

The objectives of this review as outlined in the U.S. Department of Education manual, "Complying with the Drug-Free Schools and Campuses Regulations," are:

- to determine the effectiveness of the Alcohol/Drug program and implement needed changes
- to ensure disciplinary sanctions for violations of standards of conduct are enforced consistently

EDGAR Part 86, DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS COMPLIANCE CHECKLIST

1. Does the institution maintain a copy of its drug prevention program? YES If yes, where is it located?

- Descriptions of the drug prevention program may be obtained at the Center for Health and Wellness on the Bedford and Lowell Campuses and is available on the CHW web page.
- Middlesex Community College AOD program emphasis is on education, outreach, referrals and support. Workshops, guest speakers, informational materials dealing with health related issues and behavioral risks associated with drugs and alcohol are collaboratively planned by Center for Health and Wellness, the Counseling Department, and the MCC Program on Homeland Security. The Student Union Government Association (SUGA) lends not only a student perspective but also financial support for programming requests submitted to and reviewed by the SUGA Finance Committee.
- Integration of AOD education is evident across the college in many classes: "Alcoholism and Substance Abuse," a three credit course offered through the Social Science Department each semester is a requirement for graduation in two career majors and a Social Science elective in other programs. Lectures on the effects of alcohol and drugs are also included in Psychology and Science classes.

- A nine course, 29-credit Certificate in Alcoholism/Substance Abuse Counseling is offered at the Bedford Campus. The program includes a full semester counseling internship at off campus licensed agencies/hospitals. The certificate can be expanded to an Associate Degree in Human Services.
- In addition to a strong educational component in the prevention program, the Counseling Department and Center for Health and Wellness provide services and appropriate referrals to community service agencies, treatment programs, and EAP for students and employees who have AOD related problems and need help, confidential support services and counseling. MCC also offers a comprehensive Employee Assistance Program through *Lifeworks*, which includes information and resources regarding alcohol and drug awareness, resources and treatments.

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

- a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities.**

Students: **YES** Staff /Faculty: **YES**

- b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.**

Students: **YES** Staff/Faculty: **YES**

- c. A description of applicable legal sanctions under local, state, or federal law.**

Students: **YES** Staff/Faculty: **YES**

- d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs**

Students: **YES** Staff/Faculty: **YES**

- e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions**

Students: **YES** Staff/Faculty: **YES**

3. Are the above materials distributed to students in one of the following ways?

- a. E-mailed
YES (annually to students each year)
- b. Through campus post office boxes
NO
- c. Class Schedules which are mailed to each student

NO

- d. During freshman orientation

NO

- e. During new student orientation

YES

- f. **In another manner:** The Center for Health and Wellness web page on the college web site devotes a menu section to *Drug-Free Schools and Campus Regulations (Edgar Part 86)* with Standards of Conduct information in a pdf document. The Student Handbook with Policies and Standards of Conduct is also available on the MCC Dean of Students webpage.

4. Does the institution's distribution provide reasonable assurance that each student receives the materials annually?

YES

COMMENT: The distribution date occurs two weeks after all classes have started and by October 1.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

YES- the materials are distributed to all new incoming students who are entering in January for the first time.

6. Are the above materials distributed to staff and faculty in one of the following ways?

- a. E-mailed

Staff: **YES**

Faculty: **YES**

- b. Through campus post office boxes

Staff: **NO**

Faculty: **NO**

- c. During new employee orientation

Staff: **YES**

Faculty: **YES**

- d. **In another manner:** New adjunct faculty receive information regarding Website access to The Policies and Standards of Conduct for all. This information is reviewed at the new faculty orientation held before the start of classes, fall and spring semester.

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?

Staff: **YES**

Faculty: **YES**

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: **YES**

Faculty: **YES**

Comment: Staff or faculty hired after the regular orientation, receive this information within their department of hire, from the Human Resource Department, and employee trainings.

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and insure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey.

Students: **NO**

Staff/ Faculty: **NO**

b. Conduct opinion survey of its students, staff, and faculty

Students: **NO**

Staff/ Faculty: **NO**

c. Evaluate comments obtained from a suggestion box.

Students: **NO**

Staff/ Faculty: **NO**

d. Conduct focus groups Students:

Students: **NO**

Staff/ Faculty: **NO**

e. Conduct intercept interviews.

Students: **NO**

Staff/ Faculty: **NO**

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees.

The college does not have a mandatory drug treatment policy for students or employees; however, disciplinary action would be instituted against students or employees in violation.

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees.

Students: Disciplinary action would be handled through the Dean of Student's Office.

Alcohol/Drug rehabilitation might be one of the imposed requirements in a plan/program to change behavior and attitudes before reinstatement to the college.

Employees: Disciplinary action would be handled through the Human Resources Department. With a goal to modify behavior and attitudes, a plan/program which may include Alcohol/Drug rehabilitation for the employee would most likely be required. Based on the circumstances of the violation, disciplinary action may include discharge.

10. Who is responsible for conducting these biennial reviews?

The Center for Health and Wellness as a member of the Division of Student Affairs is responsible

for overseeing the biennial reviews. All policies pertaining to Alcohol/Drugs, disciplinary action, and campus safety issues are reviewed through the Dean of Student's Office. Representatives from other areas of the College such as Human Resources, Center for Leadership and Engagement, the Campus Managers' Office, the Campus Resource Officer, and Public Safety are involved as collaborative resources throughout each year.

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

Yes, if requested, Middlesex Community College would make available to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review.

12. Where is the biennial review documentation located?

The biennial review meeting was held on December 1, 2016 at the Bedford Center for Health and Wellness. This report was prepared in as a result of the meeting. The report is located at both the Lowell and Bedford Center for Health and Wellness as both a printed document and an electronic file, and will also be placed immediately on the Center for Health and Wellness website.

13. Comments:

Middlesex Community College is a commuter school with two campuses and no residence halls. The college policy of no alcohol (or illicit drugs) on campus, college property, or college sponsored events is long standing. Activities and events are planned around an alcohol-free environment, are well-attended by students, and they support alcohol-free programming:

- Fall 2015 *Mocktoberfest*-alcohol awareness education in conjunction with Bedford Police Department
- Spring 2016 *"If Only"*-opiate addiction film viewing and discussion

Middlesex Community College was represented at the following training sessions/presentations:

- Spring 2015 *NECCUM Marijuana Training*-Endicott College, Beverly, MA
- Fall 2015 *"Celebrating Recovery"* with keynote speaker Massachusetts Governor Charles D. Baker-UMLCC
- Spring 2016 *NECCUM Opioid Training*-North Shore Community College, Danvers, MA

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