

Trinidad State Junior College

**Drug Free Schools and Community Act
Biennial Review 2016**





The Trinidad State Junior College 2016 Drug-Free Schools and Communities Act Biennial Review has been reviewed and approved for release and posting to the TSJC website. Updated February 2017

A handwritten signature in blue ink that reads 'Carmen M. Simone'.

Carmen M. Simone, Ph. D.

President

A handwritten date '2/16/17' in blue ink, positioned above a horizontal line.

Date



Table of Contents

President’s Review and Approval-----ii

Introduction/Overview ----- iii

Annual Policy Notification Process ----- 1

AOD Prevalence Rate, Incidence Rate, Needs Assessment & Trend Data -----8

AOD Policy Enforcement & Compliance Inventory & Related Outcomes/Data -----8

Programming-----11

AOD Comprehensive Program Goals & Objectives for Review Period -----12

AOD Analysis -----13

Recommendations -----14

Trinidad State Junior College

Biennial Review of Alcohol and Drug Awareness and Prevention Programs - 2014-2016

Introduction/Overview

Established in 1925, Trinidad State Junior College was the first community college in Colorado. With campuses in Trinidad and Alamosa, Colorado, we provide an affordable and accessible education to students in southern Colorado and beyond. Trinidad State offers unique academic programs in fields such as Aquaculture, Cosmetology, Welding and Massage Therapy. Trinidad State also offers Nursing, Art, Theatre and Machining programs. A Line Technician program is also offered in Colorado Springs, Colorado. Traditional Arts and Sciences classes are supported through a guaranteed transfer program through a partnership with four-year colleges and universities in Colorado. We are also home to the first and renown, Gunsmithing Program in the country.

Trinidad State is one of thirteen colleges governed by the Colorado Community College System, (CCCS). The system is the largest system of higher education in Colorado serving over 159,000 students annually. TSJC educates approximately 1500-1700 students each semester and is the largest of the rural schools that are a part of the CCCS. CCCS is governed by a nine-member board of directors that set policies and procedures for the 13 member colleges. These policies and procedures apply to employees of CCCS as well as students attending member colleges.

Trinidad State Junior College is submitting this review in order to comply with the regulations of the Drug-Free Schools and Community Act. TSJC's Leadership Council recognizes the importance of the review and has identified appropriate personnel to conduct the review. Information within this review was gathered from various work units throughout the college, including but not limited to:

- Resident Hall Staff
- Student Services Staff
- Conduct Officer
- Human Resources
- Student Government Associations
- Behavioral Intervention Teams
- Athletics
- Academic Deans

This report by TSJC covers academic years 2014-2016. The report will be kept in the Vice President of Student Service's office on the Trinidad Campus and in the President's office on the Valley Campus. To request a copy of the report, submit a written request to:

Trinidad State Junior College
Vice President of Student Services
600 Prospect St.
Trinidad, CO 81082

Reports are kept in accordance with the State of Colorado Records Retention Policy. This policy varies by the type of document but does not exceed seven years.

Trinidad State Junior College

Biennial Review of Alcohol and Drug Awareness and Prevention Programs - 2014-2016

Introduction/Overview

Established in 1925, Trinidad State Junior College was the first community college in Colorado. With campuses in Trinidad and Alamosa, Colorado, we provide an affordable and accessible education to students in southern Colorado and beyond. Trinidad State offers unique academic programs in fields such as Aquaculture, Cosmetology, Welding and Massage Therapy. Trinidad State also offers Nursing, Art, Theatre and Machining programs. A Line Technician program is also offered in Colorado Springs, Colorado. Traditional Arts and Sciences classes are supported through a guaranteed transfer program through a partnership with four-year colleges and universities in Colorado. We are also home to the first and renown, Gunsmithing Program in the country.

Trinidad State is one of thirteen colleges governed by the Colorado Community College System, (CCCS). The system is the largest system of higher education in Colorado serving over 159,000 students annually. TSJC educates approximately 1500-1700 students each semester and is the largest of the rural schools that are a part of the CCCS. CCCS is governed by a nine-member board of directors that set policies and procedures for the 13 member colleges. These policies and procedures apply to employees of CCCS as well as students attending member colleges.

Trinidad State Junior College is submitting this review in order to comply with the regulations of the Drug-Free Schools and Community Act. TSJC's Leadership Council recognizes the importance of the review and has identified appropriate personnel to conduct the review. Information within this review was gathered from various work units throughout the college, including but not limited to:

- Resident Hall Staff
- Student Services Staff
- Conduct Officer
- Human Resources
- Student Government Associations
- Behavioral Intervention Teams
- Athletics
- Academic Deans

This report by TSJC covers academic years 2014-2016. The report will be kept in the Vice President of Student Service's office on the Trinidad Campus and in the President's office on the Valley Campus. To request a copy of the report, submit a written request to:

Trinidad State Junior College
Vice President of Student Services
600 Prospect St.
Trinidad, CO 81082

Reports are kept in accordance with the State of Colorado Records Retention Policy. This policy varies by the type of document but does not exceed seven years.

Annual Notification Process

The Drug and Alcohol Policy at TSJC was established by the State Board for Community Colleges and Occupational Education ("Board"). Board Policy (BP 3-24) establishes the requirements of system schools for compliance with the Drug-Free Workplace Act of 1988. BP 19-30 establishes compliance standards for the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal law) and the Higher Education Opportunities Act (HEOA) of 2008.

Board Policies are the framework for the president of CCCS to develop procedures used to implement Board policies. System Presidents, (SP), Procedure 3-24 defines the responsibilities of employees of CCCS and member colleges to satisfy the requirements of the Drug-Free Workplace Act of 1988. SP 19-30 establishes standards to satisfy the requirements of the Drug Free Schools and Communities Amendments of 1989. The procedure requires CCCS member institutions to develop specific programming to prevent the abuse of alcohol and the use of illegal drugs by students and employees.

As a CCCS college, Trinidad State Junior College implements board policies and system president procedures through a campus policy and procedure process. TSJC follows an annual notification process for all required reporting. TSJC notification is made to students, staff and faculty through the state issued email address, human resources offices, student services offices, institutional publications such as the student handbook and catalog and the Trinidad State Junior College website. The following represents additional details related to the content and method of delivery for annual notifications related to the Drug Free Schools and Communities Act requirements:

Campus Security & Fire Safety Report

TSJC publishes an annual Security and Fire Safety Report to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report can be found at http://trinidadstate.edu/pdf/administration/security/Campus_Security2014.pdf and is emailed to students annually, referenced in the student handbook and is available in the Student Services Office on each campus. It is available to anyone that applies for enrollment or employment if requested. Board Policy (BP 19-20) establishes the requirements of system schools for compliance with the Jeanne Clery Disclosure of Campus Security Policy and campus Crime Statistics Act. The Clery Report contains the following information regarding TSJC Policies on Alcohol and Drugs:

Standard of Conduct: Federal and state laws control alcohol and illegal drugs. TSJC reports violations to local police departments and college administration. Trinidad State Junior College strictly prohibits the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or use as a part of College activities. The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by the TSJC President and licensed by the Colorado State Department of Revenue. No person under legal drinking age or any obviously intoxicated person shall be furnished, served or given an alcoholic beverage.

Legal Sanctions for Violation of the Standards of Conduct: There are legal sanctions for violations of the Standard of Conduct. Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. The exact penalty assessed depends upon the nature and severity of the individual offense.

Federal and state laws govern the use and possession of controlled substances. Excerpts from Colorado Revised Statute (CRS) 18-18-405:

Except as specifically authorized under Colorado law, it is unlawful for any person knowingly to manufacture, dispense, sell or distribute or to 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:

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 Class 1 misdemeanor 6-18 months in jail and fines of \$500-\$5,000

Penalties Which may be Imposed by TSJC: Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions may include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; a requirement to perform hours of community service, probation, suspension or expulsion from College or termination of employment and/or referral to authorities for prosecution.

Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse: Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

Available Counseling, Treatment, Rehabilitation or Re-entry Programs: Information on available counseling, treatment, and rehabilitation or re-entry programs are available in the Student Services Office or Student Success Center on the Trinidad Campus and Learning Center on the Valley Campus, and the Colorado Department of Health.

Marijuana Policy: Although possession and use of marijuana for medical and recreational use is no longer a crime in the State of Colorado, the possession and use of marijuana of any type remains illegal under Federal law. Consistent with Federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including while in campus housing.

Students enrolled in Career and Technical Education (CTE) programs that have additional accrediting bodies must abide by the standards set forth by those programs. If drug screening is required and a student tests positive, disciplinary procedures will be taken according to the specific CTE program handbook or accrediting guidelines, and this TSJC Student Handbook. Students with a medical marijuana license are not exempt, regardless of where the student lives (on or off campus).

Student Notification

TSJC publishes a variety of documents annually to communicate drug and alcohol policies to students. These notifications include information related to policies, conduct expectations and support resources are identified in the following annual notifications:

- Student Handbook
- Placement Testing Screening
- Program Handbooks
- Housing Handbooks
- New Student Orientation
- Building/All Hall Meetings

Student Handbook

The TSJC Student Handbook is the primary method of communicating drug and alcohol policy. This handbook contains the information regarding the Student Code of Conduct, including the policy related to drug and alcohol use/abuse. The TSJC Student Handbook is reviewed at the end of each academic year and any necessary changes are made for the subsequent academic year. The new handbook is distributed to students beginning Fall semester of each academic year. The handbook is published on the TSJC website and hard copies are distributed during the New Student Orientation which occurs the Friday before classes commence.

Placement Testing Screening

All students that apply to TSJC are required to complete the Community College Placement Test (CCPT) or Accuplacer placement test prior to enrolling into any classes. TSJC has implemented a series of intake questions at the beginning of the Accuplacer to help identify students that may have risk factors that may affect their success. For example, one question asks if the student is concerned that drugs or alcohol may be a negative factor as they attend school. A student receives follow up communication when they self-identify that drugs or alcohol may cause an issue with successful completion of their chosen program of study. The follow up is to provide the student with available resources both on and off campus that may help them address their concerns. It is important to note the decline in intake results are due to decline in Accuplacer tests being administered and an increase in CCPT which does not include the intake questions.

Placement Test Intake Results

- 2014-15 – 9 students self-identified that drugs and/or alcohol may hinder their ability to be successful in school. There were a total of 405 individual student intakes.
- 2015-16 – 4 students self-identified that drugs and/or alcohol may hinder their ability to be successful in school. There were a total of 146 individual student intakes.

Program Handbooks

The TSJC Athletic Department holds its annual orientation for all athletes during the first week of classes of the fall semester. Student athletes are presented with the TSJC Athletics Handbook which details the drug and alcohol policies associated with participation in college and NJCAA sanctioned athletics. This orientation is for all athletes and is not specific to any one sport. Student athletes are required to review the information and sign the document indicating receipt and understanding of the policies.

The Medical Assistant Professional Program holds an orientation for all students in the program during the first week of classes in the fall semester. During this orientation, students receive a copy of the program handbook, which provides them with policy regarding a mandatory drug screen prior to the internship portion of the program. Students are required to sign in acknowledgement of receipt and understanding of program policies.

Students that register for Allied Health courses at TSJC are subject to drug testing. Allied Health courses include but are not limited to Emergency Medical Services, Nursing, and Nurse Aide. Some of the individual programs associated with Allied Health courses have their own program handbooks, but they all abide by a universal procedure for the drug testing of students. This procedure is communicated to students at the beginning of the fall semester.

Students entering the Line Technician program at TSJC are required to submit a completed Colorado Department of Transportation physical prior to acceptance into the program. This physical includes a urine analysis drug screen.

The Gunsmithing program at TSJC requires students to complete a background check prior to admittance into the program. The Gunsmithing Handbook contains the information on compliance with Federal law and statues as they relate to the possession of a firearm including a clause addressing drug addiction and use. This handbook is distributed to incoming students at the beginning of the semester.

The students entering the Cosmetology program are given a handbook explaining the consequences of alcohol/drug use and enforcement while in the Cosmetology program. The handbook also addresses safety concerns while on prescription medications and their regulations while working in the clinic.

Housing Handbook

The Housing Unit at TSJC begins accepting students Thursday prior to the start of the semester. Students arriving early are required to attend Floor Meetings to receive the information on where to find the Housing Handbook on the TSJC website and they are also informed verbally of the policies regarding drugs and alcohol. Sunday before the start of the semester, all students residing in the residence halls are required to attend an additional meeting to receive the same information. Students must sign an attendance sheet to acknowledge their attendance and receipt of the information. When the semester begins, all students in the residence halls have been informed of the drug and alcohol policies during floor meetings, at new student orientation, and at the all halls meeting.

New Student Orientation

New Student Orientation occurs the Friday before the start of the Fall Semester. During orientation, students are provided the information regarding the various services on campus and the personnel associated with service delivery. Students are directed to the TSJC website to locate the Student Handbook and the Catalog that corresponds to their academic timeline. Hard copies of the handbook and catalog are also available to students at this time.

Building/All Hall Meeting

Building/All Hall Meetings are designed to address policies and procedures all students must follow, it also encompasses policies that are specific to residence hall students. Building/All Hall Meetings are deliberately planned at least four times an academic year and also when concerns need to be addressed. Residence hall students are required to attend these meetings. Students are distributed or guided to the proper department or reference to obtain information on policies and procedures regarding drugs and alcohol and related conduct violations at these meetings.

Handbook and Procedures as Published

Below you will find information that outlines details from annual publications identified above. Complete copies of these documents are available at: <http://trinidadstate.edu/pdf/students/documents/StudentHandbook.pdf>

TSJC Student Handbook Code of Conduct:

- 9. Narcotics/Alcohol: Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by Trinidad State Junior College and/or in state owned or leased vehicles.
 - Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains

illegal under Federal law. Consistent with Federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by Trinidad State Junior College and/or in state owned or leased vehicles.

In addition to the TSJC Student Handbook, there are handbooks and/or procedures regarding requirements and conduct for specific Career and Technical Education programs, athletics and housing.

Athletics:

Trinidad State Athletes are required to participate in the probable cause drug testing program outlined and discussed early each year. Failure to sign consent to test form under probable cause guidelines, or failure to test when requested to, will result in dismissal from his or her perspective team or teams and immediate loss of scholarship.

2014-15 – 2 probable cause testing administered

2015-16 – 1 probable cause testing administered

Medical Assistant Professional:

A drug screen is required prior to participation in an internship.

2014-15 – One failed drug screen

2015-16 – One failed drug screen

Nursing:

Before becoming licensed, the student must answer the following questions:

1. "Have you ever been convicted of a felony or have you ever had accepted by a court a plea of guilty or no contest? Have you received a deferred judgment or deferred prosecution?"
2. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

If any question is answered "yes", the student needs to meet with the director of the nursing program for counseling as the Colorado State Board of Nursing has specific requirements for licensure. The Nursing Director must be notified if any offense happens while in the nursing program that would cause these answers to be "yes."

Students will not be able to attend clinical unless they have: An annual drug screen.

2014-15 – No failed drug screens

2015-16 – No failed drug screens

Line Technician:

- Colorado Department of Transportation physical is required. Physical includes a urine analysis.

Gunsmithing:

To be admitted to the Trinidad State Junior College Gunsmithing Program, an applicant must be in full compliance with Federal law and statutes pertaining to the possession of a firearm.

- For preliminary compliance, the student/applicant must **not**:
 - A. be under indictment in any court for a crime punishable by imprisonment for a term exceeding one (1) year;
 - B. have been convicted in any court of a crime punishable by imprisonment for a term exceeding one (1) year;
 - C. be a fugitive from justice;

- D. be an unlawful user of, or addicted to, any controlled substances;
- E. have been adjudicated mentally defective or have been adjudicated to a mental institution;
- F. have been dishonorably discharged from the Armed Forces of the United States;
- G. be an alien illegally in the United States;
- H. be a person who, having been a citizen of the United States, has then renounced his/her citizenship;
- I. be subject to a court-issued restraining order;
- J. have ever been convicted of a misdemeanor charge of domestic violence.

Housing:

- **Alcohol Policy**
 - Federal and State laws control alcohol and illegal drugs. TSJC reports violations to local police departments and college administration. Trinidad State Junior College and the Student Code of Conduct strictly prohibit engaging in the unauthorized or unlawful manufacture, distribution, dispensation, possession or use/abuse of alcohol or illicit drugs on property or use as part of College activities. In addition it is a violation to possess, consume or distribute any alcoholic beverages in violation of college rules and regulations or appear on campus while under the influence or intoxicated. The TSJC Student handbook outlines the College's policy on drug and alcohol use and outlines the TSJC Student Code of Conduct penalties associated with alcohol and drug use.
 - The TSJC Student Handbooks indicates that alcoholic beverages are NOT permitted in any state building or state property including the residence halls (Huggins, O'Connor, Johnson and Romero) and surrounding grounds. Any student or guest possessing or consuming alcohol, possessing empty alcohol containers in the residence halls or elsewhere on campus will be subject to residence hall disciplinary sanctions and TSJC Student Handbook/Code of Conduct related discipline which could lead to eviction from the residence halls or suspension or expulsion from campus. This includes students and guests above 21 years of age.
- **Drug Policy**
 - Federal and state laws control alcohol and illegal drugs. TSJC reports violations to local police departments and college administration. Trinidad State Junior College strictly prohibits the unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or use as part of College activities. The TSJC Student handbook outlines the College's policy on Drug and Alcohol use and outlines the Student Code of Conduct penalties associated with alcohol and drug use.
 - Use, possession, manufacturing, or distribution of illegal drugs including but not limited to marijuana, narcotics, methamphetamines, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances is prohibited. Use or possession of prescription drugs or over the counter products other than for the person prescribed, inappropriate use of, or for use other than the prescribed purpose is prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs is also prohibited.

Employee Notification

State Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL101-226 Federal law). Employee failure to follow appropriate guidelines could result in disciplinary action. Please see TSJC's Substance Abuse Procedure included in the *TSJC Procedures, System President's Procedure 3-24 and State Board Policy 3-24*.

All new hires of TSJC receive an employment packet that contains all relevant information regarding benefits, employee responsibilities, and school policies and procedures. Included in the packet is the Colorado Community College System President's Procedure, SP 3-24, Drug-Free Workplace. Each new employee is required to read the procedure and sign the Employee Acknowledgement Form signifying receipt and understanding of the policy.

Additionally, TSJC employees have access to the TSJC Employee Handbook via [TSJC Employee Handbook](#). Section 5.12 of the handbook provides detail on alcohol and drug procedure. The information in the handbook addresses all members of the campus community including faculty, staff and students.

Resources

Student Resources:

TSJC offers a variety of resources designed to promote student success. Contained within the academic support units are staff who are trained to assist students with personal issues that may affect their progression at TSJC. The Student Engagement Specialist at TSJC is the primary person who deals with students on this level. Individual Success Plans are developed by the Student Engagement Specialist and the student. These plans are used to help identify the issues affecting success. Alcohol and drug awareness/education has been included in the plans of students who identify that there may be an issue. The Student Engagement Specialist also provides referrals to mental health professionals for students in need of professional assistance. TSJC also has a Behavior Intervention Team that works with at risk students to provide options for behavior modification to facilitate college success. The team consists of a cross-section of college employees including Deans, Faculty, and Student Services staff.

Employee Resources:

The TSJC employee handbook Section 3.24 contains the information on the TSJC Drug Abuse Prevention Program. This program is accessible to all employees and students. Employees are able to access these services by contacting the service provider directly to ensure confidentiality.

Colorado State Employees Assistance Program, (C-SEAP), is a program designed to provide services to employees and your family with free, confidential, short-term counseling and assistance in times of need. C-SEAP can help with problems relating to your job, stress, drug or alcohol abuse, finances, relationship or family issues, grief and legal questions. For more information regarding the C-SEAP Program refer to <https://www.colorado.gov/c-seap>.

The Family Medical Leave Act, (FMLA), provides employees with job protection for a guaranteed period if absence due to the birth or first year care of a child; the adoption or foster placement of a child in the employee's home or the serious health condition of the employee, his/her spouse, child or parent. Faculty are entitled to 4 weeks (160 hours) of leave during a 12 month period. Exempt employees are entitled to 12 weeks (480 hours) of leave during a 12 month period. Classified employees are entitled to 13 weeks (520 hours) of leave during a 12 month period. Employee must have been employed by the college for at least one year and must have worked at least 1,250 hours during the previous 12 months.

If an employee is absent for three or more consecutive days due to serious illness, FMLA must be designated as such by the Human Resources Office. Employees are required to turn in the State of Colorado Leave Request and Authorization form upon their return to work or in advance when possible. For more information on FMLA see System President's procedure 3-60a. Employees can contact the Human Resource Department additional information and to acquire the appropriate paperwork.

Community Resources:

Trinidad Campus Area:

Crossroads Turning Point – 719-846-4481

Spanish Peaks Mental Health – 719-846-4416

Alcoholics Anonymous – 719-846-1173

Advocates Against Domestic Assault – 719-846-6665

Domestic Violence Crisis Line 719-846-4357

National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK

Valley Campus Area:

Family Support Agency – La Puente – 719-589-5404

Homeless Shelter – La Puente – 589-5909

Health and Mental Wellness – San Luis Valley Behavioral Health Group – 719-589-3671

National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK

Crossroads Turning Point – 719-589-5176

Domestic and Sexual Assault, Elder Abuse, Hate Crimes, Counseling Services – Tu Casa Inc. – 719-589-2465

Alcohol and Other Drugs (AOD) Prevalence Rate, Incidence Rate, Needs Assessment & Trend Data

1. TSJC Student Incident Reports (including housing)

Year	Alcohol Offenses	Drug Offenses	Outcomes
2014-15	51	29	63 – Probation 63 – Fines Levied 12 –Housing Removal 2 – Community Service Hours 2 – Paper
2015-16	20	12	17 – Probation 11 – Fines Levied 7 – Community Service Hours 2 – Suspension 2 – Restrictions 1 – Housing Removal

AOD Policy Enforcement & Compliance Inventory & Related Outcomes/Data

Trinidad State student rights and responsibilities cover issues including academic and non-academic procedures. Prohibited activities, ethics and related items including infractions to the student Code of Conduct are included in this process.

It is the intent of the Code of Conduct to ensure students at TSJC neither lose their rights nor escape the responsibility of citizenship in the college community. While the activities covered by the laws of the larger community and those covered by TJSC’s rules may overlap, it is important to note that the larger community’s laws and TSJC’s rules operate independently and that they do not substitute for each other. TSJC may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources such as law enforcement agencies and the courts to determine whether TSJC conduct has been violated. A TSJC student is not exempt from local, state or Federal laws and TSJC students have the additional obligation of abiding by all of TSJC’s regulations. It is the personal responsibility of every member of the campus community not only to protect his/her own rights, but to respect the rights of others and conduct themselves in a manner conducive to learning in an educational environment.

The following overview provides information related to TSJC’s procedures and process related to policy and conduct enforcement. If an individual is found in violation of the Student Code of Conduct, TSJC’s primary interest will be to help that individual avoid further inappropriate behavior and become a responsible member of the college community. However, if an individual fails to correct inappropriate behavior or if the Code of Conduct violation is serious, TSJC will consider taking disciplinary action that may lead to suspension or expulsion from the College. There are some behaviors

that will not be tolerated because they threaten the safety and violate the basic purpose of the college community or the personal rights and freedoms essential to other members of the community.

Student Processes:

Chief Student Services Officer (CSSO): The individual designated by the college president to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure. The CSSO may delegate student discipline to another individual (designee).

The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on Federal or state civil rights laws, the college will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedure (SP) 4-31a. Once the investigation is complete, either through this process or the Civil Rights Grievance and investigation process, the CSSO or designee shall render a sanction decision. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the Decision by filing a written appeal with the CSSO or designee within seven (7) days of service of the Decision.

Sanctions: One or more of the following may be imposed when there is a finding that a student has violated the College's Code of Conduct.

1. **Warning:** A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
2. **Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
3. **Other disciplinary sanction:** fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.
4. **College suspension or expulsion:** An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.
 - a. Suspension is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within CCCS. Once the suspension is lifted at any of the community colleges within CCCS, the student may be eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the college, a department or program, a class, residence hall, use of a college facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

- b. Expulsion is an indefinite separation from the college. The student is not eligible for admission or re-admission at any of the community colleges within CCCS.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the college's discretion to admit or deny the student.

5. Interim Action: An immediate action taken by the CSSO to ensure the safety and well-being of members of the college community; preservation of college property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the college. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If the college issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the college does not implement a permanent sanction, the interim action will be removed from the student's record.

Referral Options for Faculty and Staff:

Trinidad State Junior College's approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates the mission of the College. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. TSJC's approach will be both to resolve the problem and to help students learn from their mistakes. In accord with this general philosophy, efforts will always be made to resolve discipline issues informally, if possible. The following are methods of referral for faculty and staff of TSJC:

- Early Alert System
- Maxient Incident Report
- Email
- Verbal

Each of these referral options allows for students to pursue an informal resolution to the allegations of misconduct. Each individual case is reviewed, a decision is made as to the nature and severity of the alert, the appropriate internal referral is made, and contact with the student is initiated. Informal resolution can be accomplished if all stakeholders in the situation agree to the final outcome.

The Student Services Department of TSJC has units that are designed to help students accomplish an informal resolution to allegations of misconduct. These units include, but are not limited to:

- Chief Student Services Officer
 - One-on-One student meeting
 - May refer to other internal resources for additional services
- Conduct Officer
 - Individual consultation
 - Formation of Success Plan to establish behavioral/academic goals
- TRiO Staff
 - Individual Consultation for TRiO participants
 - May refer to other internal resources for additional services
- Behavioral Intervention Team (BIT)
 - Team comprised of faculty and staff
 - Student and team work together to develop behavior strategies and goals

Consistently Enforced Sanctions for Students:

Trinidad State Junior College uses Maxient, a college wide software database, to review all student code of conduct violations and sanctions. The software is used as one of the primary resources for managing student issues, providing intervention and crisis prevention. Most referrals are routed to the Chief Conduct Officer or Human Resources at which they facilitate communication to and from the student of concern.

Managers of the Maxient software triage referrals and reported information as it comes in and investigate if necessary, to gather all information to prioritize and respond with appropriate resources. This could include referrals for behavior health concerns and/ or drug and alcohol treatments. All Title IX concerns go directly to the Title IX coordinator within the Human Resource Department.

Trinidad State Junior College tracks any drug & alcohol -related violations of the Student Code of Conduct or college guidelines and fatalities that are reported to Chief Conduct Officer, Campus Resource Officer and other campus officials (e.g. HR) and/or local law enforcement entities.

A complete list of drug and alcohol violations and sanctions can be obtained by contacting the Chief Conduct Officer.

Employee Processes:

Employees may voluntarily disclose a substance abuse problem to the human resource department of TSJC. If they are seeking assistance with their problem, they can be referred to any available service providers. When there are legitimate circumstances regarding an employee's substance abuse problem, FMLA may come into effect.

Employees that are suspected of being under the influence on the job may be subject to disciplinary action up to and including dismissal. Documentation of impairment on the job requires the completion of an Observed Behavior Reasonable Suspicion Report.

Programing

TSJC strives to deliver programming to students that will provide them with safe alternatives to alcohol and drugs, such as peer socializing and campus engagement events. Examples of programming designed to increase alcohol and drug awareness include Safe Spring Break, Stress Free Days (before final exams), Distracted Driving, and Healthy Alternative Programing Events.

The Safe Spring Break is designed to promote healthy choices as students prepare to leave campus for spring break. TSJC provides students with an opportunity to receive education on the dangers of alcohol, drugs, and binge drinking prior to spring break. A tool used during the event is the Safe Spring Break Pledge. The purpose of the pledge is to remind students of the risks associated with alcohol use and to provide tips for maintaining sobriety. Safe Spring Break also has entertainment, food, and door prizes to encourage students to attend.

- 2014-15 – 300 participants
- 2015-16 – 135 participants

Stress Free Days are held before final exams each semester. Students can participate in aromatherapy, puppy play and receive chair massages while enjoying their favorite tea. The purpose is to provide alternative means of releasing stress rather than drinking or drugs.

- 2014-15 – 100 participants
- 2015-16 – 75 participants

Distracted Driving is a program that is intended to educate students on the risks associated with texting, phone use, drinking and driving, and other situations that may cause a driver to lose focus.

- 2014-15 – 95 participants
- 2015-16 – 185 participants

Healthy Alternatives Programing is intended to promote healthy alternatives to popular celebratory days. This year we provided a healthy fun environment for students to participate in during the Super Bowl and Cinco de Mayo.

- 2014-15 – 90 participants
- 2015-16 – 100 Participants

Bystander Intervention Training is part of New Student Orientation and offered to all students as a tool that can assist them in creating a healthy campus environment. It teaches students the importance of self-awareness and how they each possess personal responsibilities that contribute to the overall functionality and safety of the campus community.

Student Life:

- Alcohol is prohibited in all facilities governed by the CCCS. All student life events are alcohol free whether held on or off campus. TSJC is committed to providing events in a safe, family-friendly environment for students and guests.

Intervention:

- The Student Engagement Specialist works primarily with students one-on-one developing Student Success Plans, referring students to community resources, receiving Early Alerts from professors and assisting students with self-identified academic and/or personal issues. Intervention Specialists are not certified addictions counselors. The services provided regarding drug and alcohol use and/or abuse are intended to assist students in identifying the need for professional counseling and to provide perspective to students regarding healthy, legal and appropriate use.

Individual Programming:

- Intervention
- TRiO Retention Specialist
- Behavioral Intervention Team

Group Programming:

- Lunch-n-Learn
- TRiO Seminars
- Student Life Events
- New Student Orientation
- All-Hall Meeting for Residence Halls
- Athletics Orientation

Universal Programming:

- Social Media
- Newspaper Article
- Certified Addictions Counseling

AOD Comprehensive Program Goals & Objectives for Review Period

In the past, DFSCA compliance was reported in the TSJC Campus Security and Fire Safety Report that is published and available online. Goals related to DFSCA compliance were covered in several areas of campus including the Student Success Center and Student Life divisions of Trinidad State Junior College. Since 2012, Trinidad State has introduced a Student Affairs Committee that is responsible for the oversight of DFSCA compliance. The committee is made up of representatives throughout the institution on both campuses. The committee's task is to review, analyze and make

recommendations based on information including campus security, incident report logs, prevention activities and goals of the institution. Future reviews and DFSCA Compliance will be made according to the goals, objectives, and recommendations generated through the current review process.

AOD Analysis

Trinidad State Junior College underwent an accreditation visit from the Higher Learning Commission in the fall of 2015 and was notified in the spring of 2016 that a ten-year continuation was approved. TSJC has been continually accredited by the Higher Learning Commission since 1962. TSJC implemented making data driven decisions that assessed all facets of the college including process and services within the Student Services Department. The Student Services Department is continually evolving to address gaps or concerns and implement continuous improvement measurements.

Trinidad State Junior College Core Values:

- Students First- Student success is our purpose and the focal point of decision making and resource allocation.
- Diversity in Community- We value individual attributes, capabilities, and differences, and we foster the collaboration and social responsibility that create a vital institution.
- Communication- We value professionalism in our interactions and cultivate an open, friendly environment of fairness and integrity on our campuses and in our communities.
- Responsiveness-We recognize and act upon opportunities to be innovative, flexible, and adaptable.
- Lifelong Learning- We are dedicated to providing lifelong learning opportunities that are accessible and relevant for our students, faculty, staff, and community members to empower them to achieve their dreams.

Trinidad State Junior College Mission Statement:

Trinidad State's mission is to enrich the lives of our diverse communities by providing quality educational experiences and promoting lifelong learning.

The goals and objectives of TSJC is to enhance the learning environment for students at TSJC. We accomplish this by stimulating the learning process, integrating the in-class and out-of-class experiences, promoting an environment that will lead to growth and discovery through facilitating intellectual, social, occupational, physical, cultural, and emotional development.

The Student Services Department advocates for a campus that provides quality services and increases student retention and success; attains and exceeds compliance with national standards. Ultimately the department works to enhance the overall quality of campus life, establish a sense of community, and empowers all students to recognize their fullest potential.

Each year, the TSJC Student Services Department develops a Plan to improve and prioritize services within the department. The framework for the continuous improvement plan comes from the institutional strategic plan and four strategic priorities. These priorities include:

1. Student Access
2. Student Success
3. Operational Excellence
4. Community Engagement

Over the past two years, the following activities have been identified:

- Strengthening student government participation on the Trinidad campus
- Identifying, offering and in targeting prevention programming into student activities
- Promotion of student activities to the faculty and staff
- Provide mandatory compliance training for faculty and staff

Analysis of Efficiency of AOD Use and Abuse Efforts

Defining the learning outcomes for college -wide drug and alcohol programing and assessing the outcomes is challenging. Due to the nature of Trinidad State Junior College's 2-year mission, it is difficult to survey students and track the effectiveness of campus programming.

While TSJC maintains a large population of 18 -24 year olds, Trinidad State has a large adult population. Students often work full time and/or have family obligations outside of school and do not engage in campus activities. Therefore, participation in Drug and Alcohol programs on campuses has varied. Disseminating information about Drug and Alcohol abuse and counseling resources have appeared to have the most impact on students by passive display.

Student Services staff are continuing to review ways to effectively track how many students they are reaching regarding drug and alcohol programing and if the information that is being provided is helpful to the student population and is influencing behavior.

Trinidad State Junior College continues to implement drug and alcohol programing by practicing a proactive approach to building relations with students, law enforcement and staff. The college continues to use multiple avenues for reporting incidents and for referrals to resources. This includes direct reports to Campus Security, Residence Hall staff, Chief Conduct Officer, Campus Reporting Authorities as well as through the Behavioral Intervention Team.

Conclusion: While Trinidad State has completed drug/alcohol programming, the opportunity still remains to develop better assessment and evaluation tools to effectively determine how impactful the programming is and to identify areas for additional review and improvement.

Recommendations

Trinidad State has identified several concerns and recommendations moving forward:

1. Increase programing that offers students a healthy alternative during highly celebratory times.
2. Increase collaboration with faculty/staff to ensure students are informed of alternative events to alcohol/drugs.
3. Collaborate with local Police Departments to create highly functional operations between TSJC and the local Police Departments.
4. Continue to utilize Maxient as TSJC's reporting system.
5. Centralize prevention programing to ensure campus wide tracking efforts.
6. Maintain a current copy of all program resource guides that have specific procedures related to AOD.
7. Continue to ensure new employees are aware of AOD policies and possible consequences. Also, ensure all employees have access to appropriate support and information regarding their rights and responsibilities.
8. Evaluate the possibility of Social Media Campaigning.
9. Identify a survey tool to gather and evaluate information and statistics related to student behaviors and perceptions about alcohol and drug use on campus.