



TRINIDAD STATE JUNIOR COLLEGE

BIENNIAL REVIEW 2018



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The Trinidad State Junior College 2018 Drug-Free Schools and Communities Act Biennial Review has been reviewed and approved for release and posting to the TSJC website.

A handwritten signature in blue ink, appearing to read 'Carmen M. Simone', written over a horizontal line.

Carmen M. Simone, Ph. D.

President

A handwritten date '9/26/18' in blue ink, written over a horizontal line.

Date



Trinidad State Junior College
Biennial Review of Alcohol and Drug Awareness and Prevention Programs - 2016-2018

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, 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 Gunsmithing Program in the country.

Trinidad State is one of thirteen colleges governed by the Colorado Community College System, (CCCS). TSJC educates approximately 1500-1700 students each semester. 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.

Compliance

The Drug-Free Schools and Campuses Regulations requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug-Free Schools and Campuses Regulations may cause an institution to forfeit eligibility for Federal funding.

In order to certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

- Prepare a written policy on alcohol and other drugs.
- Develop a sound method for distributing annual notification information to every student and IHE employee each year.
- Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
- Maintain its biennial review report on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

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:

- Housing Staff
- Student Services Staff
- Conduct Officer
- Human Resource Staff
- Student Government Associations
- Behavioral Intervention Teams
- Athletics

The objectives of the review that was compiled by Trinidad State Junior College as identified by the U.S. Department of Education include:

- Determining the effectiveness of drug and alcohol abuse prevention program(s) and implementation of any needed changes.
- Ensuring disciplinary sanctions for violating standards of conduct are enforced consistently.

This report by TSJC covers academic years 2016-2018. The report is kept in the Vice President of Student Service's office on the Trinidad Campus and in the President's office on the Valley Campus. The report is available on the Trinidad State website under the Safe Campus tab. 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

The report and all supporting documentation will be maintained on file for seven years. Reports are kept in accordance with the State of Colorado records retention policy.

The President of the College has signed a statement certifying the Biennial Review to acknowledge awareness of the recommendations within the report. Both the President's signed statement and the final copy of the 2018 report are kept on file by the Student Information and Title IV Compliance Officer.

Annual Notification Process

Trinidad State Junior College distributes the Alcohol and Other Drug (AOD) policies to students, faculty, and staff when they first onboard at the institution. Policies are also distributed to employees through the portal, the college website and through various awareness campaigns provided by the Campus Security Department and Human Resources. Subsequently, employees may also access these policies through the CCCS website as well as the college intranet page, or by contacting the Human Resources Department. All students, staff, faculty and part-time faculty receive emails about Trinidad State AOD policies including links to information and resources. New students are informed about policies at new student orientation. Inclusion of the policy are in college sponsored publications including the college catalog, student handbook and other developed institutional pamphlets for students and staff. Information is also available on the Trinidad State Junior College website.

Students who are taking classes' off-campus or online, receive the policy via Blackboard Connect, college email, college website, portal and in the college catalog and student handbook. This information is available on the college website under the Safe Campus tab. 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, postings in residence halls, student areas, institutional publications such as the student handbook and catalog and the Trinidad State Junior College website.

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
- Annual Security and Fire Safety Report
- Program Handbooks

- Housing Handbook
- Campus wide notifications
- 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.

Annual Security and 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.

Program Handbooks

The TSJC Athletic Department holds its annual orientation for all athletes during the first week of classes of the fall semester. Students enrolled in programs with handbooks are introduced to the handbook during the first week of class by the instructor. Some programs require drug testing prior to enrollment, therefore many students receive notice of drug and alcohol expectations before entering the program. Programs with drug testing requirements are identified on the TSJC website. 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.

Campus Wide notifications

Trinidad State posts information on where to find the Biennial Review and AOD resources in the Student Success Center on the Trinidad Campus and near the Student Government Office on the Valley Campus. Information boards with resources for support and alcohol and other drug information is readily available to students in these public, heavily traveled student areas.

Housing Handbook

TSJC Housing 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. The handbook reinforces the expectation of no drugs or alcohol in the residence halls or on campus. 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 Meetings

Building/All Hall Meetings are designed to address policies and procedures all students must follow. Residence halls also post policies that are specific to residence hall students that include AOD information. 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.

2016-17 – 0 probable cause testing administered

2017-18 – two probable cause testing administered

Medical Assistant Professional:

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

2016-17 – No failed drug screens

2017-18 – No failed drug screens

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.

2016-17 – No failed drug screens

2017-18 – 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 3.24 and 4.50, 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.

AOD Policies and AOD Use and Abuse

The State Board for Community Colleges and Occupational Education (SBCCOE) establishes policy for Trinidad State Junior College. The Colorado Community College System is governed by a nine member State Board under the State Statute 23-60-201: "There is hereby established a state system of community and technical colleges which shall be under the management and jurisdiction of the state board for community colleges and occupational education. The policies, known as Board Policy (BP) set the parameters in which each college is required to operate.

Colorado Community College, Colorado State law and Trinidad State Junior College policies include:

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION Drug Free Workplace (BP 3-24)

APPROVED: February 9, 1989
EFFECTIVE: February 9, 1989
REPEALED: September 14, 2000
READOPTED: August 25, 2001
REFERENCES: Drug-Free Workplace Act of 1988, 102, Stat. 4304

ISSUED BY: Joe D. May, System President

Policy Statement

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Scope

This policy applies to all employees at the eleven state system community colleges and on the System central staff.

Sanctions

Observance of this policy is a condition of employment and violation of such will subject the employee to appropriate disciplinary action which may include termination.

Reporting of Convictions

Pursuant to law, any employee who is convicted under any criminal drug statute for a violation occurring in the workplace must notify the college/System president of such no later than five days after the conviction. The college/System president must notify any federal contracting agency under which the employee works within ten days after receiving notice of such conviction. Employees who work under a federal contract must be provided with a copy of this policy statement.

Drug-Free Awareness Program

The colleges and central office shall establish a drug-free awareness program which will inform all employees about this policy. The program will also inform employees about the dangers of drug abuse and about available drug counseling, rehabilitation, and employee assistance programs.

Procedures:

The System president shall promulgate any procedures which may be necessary to implement this policy.

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION Drug Free Schools (BP 19-30)

APPROVED: July 12, 1990
EFFECTIVE: October 1, 1990
REPEALED: September 14, 2000
READOPTED: August 25, 2001
REVISED: February 11, 2015
REFERENCES: Drug Free Schools and Communities Amendments of 1989 (PL 101-226)

ISSUED BY: Richard E. Martinez Jr.

Policy Statement

It is the policy of the Board to maintain compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101- 226, (the "Act"). The Act requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education ("IHE"), state educational agency ("SEA"), or local educational agency ("LEA") must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This includes providing an annual notice to all students and employees and a biennial review of college drug and alcohol prevention programs.

In compliance with the Federal Drug Free Schools and Communities Act, the Colorado Community College System prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and in any amount. These prohibitions cover any individual's actions that are part of any college activities, including those occurring while on college property or in the conduct of college business away from the campus.

Scope

This policy applies to the state system community colleges.

Sanctions

Failure to comply with the law may result in the loss of all Federal funds.

Procedures

The System president shall promulgate any procedures which may be necessary to implement this.

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 induce, attempt to induce, or conspire with one or more other persons, to manufacture, dispense, sell, distribute, or possess with intent to manufacture, dispense, sell, or distribute, a controlled substance; or possess one or more chemicals or supplies or equipment with intent to manufacture a controlled substance.

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

All drug possession charges and penalties are classified by schedule, except for Marijuana possession. Although possession and use of marijuana in limited quantities is consistent with the requirements of the Colorado Constitution and 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 the college and/or in state owned or leased vehicles.

This prohibition applies even if the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that individual to possess a limited amount of marijuana for medicinal purposes. Those with medical marijuana cards are not permitted to use medical marijuana on campus.

The complete text of the college's substance abuse policy including drug and alcohol abuse education programs and resources can be found in the student handbook and planner or can be obtained from the Human Resources Department. The college and the State of Colorado have substance abuse programs and counseling services available through the campus Human Resources Department or through the Colorado State Employees Assistance Program.

For a list of Federal Charges\Potential sentencing visit the Drug Enforcement Administration website.

The Trinidad State Junior College Policies and Procedures indicate:

3.24 DRUG FREE WORKPLACE

Trinidad State Junior College is cognizant of the federal requirement to provide a workplace free from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. Employees who violate this prohibition may be subjected to disciplinary actions up to and including termination, in accordance with Board Policy (BP 3-24) and System President's Procedure (SP 3-24).

The College coordinates ongoing educational programs and activities for the prevention of drug and alcohol abuse. In addition, a referral list to community and area agencies which are knowledgeable in the treatment of drug and alcohol abuse and related issues is maintained by the College. The list is publicly posted in the Success Center (Trinidad campus) and the Learning Center (Valley campus). In addition, hard copies are available from Student Services personnel in either location or from the Human Resources office.

The College complies with all Federal reporting requirements, including those related to the required biennial report in support of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendment of 1989. Required reports are shared publicly, posted on the College website, and available in hard copy from the Student Affairs office.

The College is committed to ensuring that the privacy of individuals is maintained, except as warranted in matters of life, health and safety.

In March 2017, Trinidad State updated the Drug Free Schools and Communities procedure:

4.50 DRUG FREE SCHOOLS AND COMMUNITIES

Trinidad State Junior College students and guests are subject to the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendment of 1989. As such, they shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any type of illicit drug on College property or as part of any College activity. Violators will be subject to disciplinary action under student disciplinary procedures. Sanctions for violations include but are not limited to probation, suspension, or expulsion from the College and referral to the authorities for possible prosecution. Criminal penalties range in severity and include fines and prison time. The exact penalty assessed depends upon the nature and severity of the individual offense.

Although the possession and use of marijuana is no longer considered a crime by the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with the Controlled Substances Act and the Drug Free

Schools and Communities Amendment, the use or possession of marijuana continues to be prohibited while on College owned or College controlled property, at any function authorized or supervised by the College, or in State owned or leased vehicles. This prohibition also applies in cases where the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that person to possess a limited amount of marijuana for medicinal purposes.

Those with medical marijuana cards are not permitted to possess or use medical marijuana on campus. These prohibitions cover actions which are part of any College activity, including those occurring while on College property or in the conduct of College business away from campus. The College coordinates ongoing educational programs and activities for the prevention of drug and alcohol abuse. In addition, a referral list to community and area agencies which are knowledgeable in the treatment of drug and alcohol abuse and related issues is maintained by the College. The list is publicly posted in the Success Center (Trinidad campus) and the Learning Center (Valley campus). In addition, hard copies are available from Student Services personnel in either location or from the Human Resources office.

The College complies with all Federal reporting requirements, including those related to the required biennial report in support of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendment of 1989. Required reports are shared publicly, posted on the College website, and available in hard copy from the Student Affairs office. The College is committed to ensuring that the privacy of individuals is maintained, except as warranted in matters of life, health and safety

Trinidad State Junior College students are held to the Code of Conduct outlined in the Student Handbook. It states:

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.

Student Athletes attending Trinidad are held to an Athletic Contract that states: As a member of a Trinidad State Junior College athletic team, I hereby agree to abide by the following rules and guidelines:

- I will conduct myself in a manner befitting Trinidad State Junior College and Trojan Athletics on the field/court and off the field/court
- I will uphold my status as a student first and fulfill the academic requirements set forth for me by the NJCAA as well as the Trinidad State coaching staff and administration
- I will refrain from the use of any illegal substances.
- I will perform any tasks set forth by the coaching staff to the best of my ability
- I will accept whatever role the coaching staff outlines for me and do my best to excel in that role
- I will exhaust all means to resolve all complaints or issues (personal, academic, or athletic) that involve me, the team, or coaching staff personally with the head coach
- I will abide by team policies in regards to appearance, behavior, and extracurricular activities
- I will do my best to work within my coach's team philosophy and take pride in being a member of a Trinidad State athletic team

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.

Board Policies and college conduct 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.

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, warning, probation, suspension or expulsion from College or termination of employment and/or referral to authorities for prosecution.

Students and/or employees who are convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and Federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine of \$48,000.00. The exact penalty assessed depends upon the nature and severity of the individual offense.

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).

Resources for Employees and Students

Employee Resources: The 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.

Student Resources: TSJC offers a variety of resources designed to promote student success. Student support staff are trained to assist students with personal issues that may affect their progression at TSJC. They are available in the Student Success Center or Learning Center on campus. The Student Engagement Coordinator and Advisors help students connect with resources. Individual Success Plans are developed to help identify the issues and connect the student with support. Alcohol and drug awareness/education have been included in plans of students who identify there may be an alcohol or drug issue. Advisors and the Student Engagement Coordinator provide referrals to mental health professionals for students in need of professional assistance. The Student Engagement serves as the lead for the Behavior Intervention Team that works with at risk students to provide options for behavior modification to facilitate college success.

The Behavioral Intervention Team meets on a regular basis to discuss student or staff concerns, intervention needs or warning signs within the TSJC student community. Members include the Student Engagement Coordinator, Advisors, Mental Health professionals, faculty and Campus Resource Officers. Each meeting members review concerning behaviors, including but not limited to self-harm, safety of others, alcohol or substance abuse, anger management, etc. The campus community reaches out to any of the team members to bring forward concerns. Reports can be made by students, faculty, staff or through the online reporting system.

Community Resources: Trinidad State encourages employees and students to utilize resources throughout the communities we serve. Published resources include:

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

AOD Comprehensive Program Goals & Objectives for Review Period

The AOD comprehensive program goals and objectives for Trinidad State have included the following:

1. Improve data through the use of an inclusive, institutional database to track AOD, crime statistics and code of conduct.
2. Increase and institutionalize prevention programming.
3. Increase training and support for students in need.

The college has adopted and implemented programs to prevent the abuse of alcohol and the possession, use or distribution of illicit drugs by students and employees both on its premises and as a part of any of the college's activities.

Trinidad State Junior College is committed to ensuring, to the best of its ability, that its students, staff, faculty and adjunct instructors are aware of the dangers of abuse of alcohol and other drugs. We strive to provide appropriate information and resources to ameliorate such abuse, and are subjected to appropriate sanctions regarding the inappropriate or illegal use or abuse of such substances on campus and at other venues that involve college community members.

Below is a list of all Trinidad State Campuses and sites.

Campuses:

Trinidad Campus
600 Prospect Street
Trinidad, Colorado 81082

Valley Campus
1101 Main Street
Alamosa, Colorado 81101

Site Location:

Rocky Mountain Line Tech Program
 Pikes Peak Community College
 Centennial Campus
 5675 South Academy Boulevard
 Colorado Springs, CO 80906

Law Enforcement Training Center
 502 Second Street
 Alamosa CO 81101

Ortega Middle School
 401 Victoria Ave,
 Alamosa CO 81101

Primero High School
 20200 Colorado HWY 12
 Weston CO 81091

Off-Campus Student Housing:

Alamosa State University
 Coronado Hall
 97 Monterey Ave.
 Alamosa, CO 81101

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

Trinidad State Junior College employs different strategies and programs to address AOD abuse among its students, staff, faculty, and adjunct instructors. AOD efforts focus on harm reduction, recognizing the reality of AOD abuse among late adolescents and young adults in the U.S. Trinidad State Junior College provides a broad array of activities that are alcohol and drug free and support those that who choose to remain alcohol and drug free. The college is dedicated to educating and attempting to change the culture of AOD abuse that can be common among college students. We believe efforts to prevent or ameliorate AOD abuse are more likely to be successful if they involve faculty, staff, students and campus resource officers.

Trinidad State started using Maxient software in 2015. The product supports a college-wide database to track and review drug and alcohol related violations, student code of conduct violations and sanctions. The software is used as a primary resources for managing student issues, conduct data and supporting intervention and crisis prevention. Most referrals are routed to the Conduct Officer or Human Resources to communicate directly with the student of concern. Maxient software users report information as it comes in and investigates if necessary. This includes referrals for behavior health concerns and/ or drug and alcohol treatments. All Title IX concerns go directly to the Title IX coordinator with in the Human Resource Department.

TSJC Student Incident Reports (including housing)

Year	Alcohol Offenses	Drug Offenses	Outcomes
2016-17	42	19	33 – Community Service 32 Disciplinary Probation 1 – Loss of Privileges 1 - termination
2017-18	4	3	5 – Community Service 5 – Disciplinary Probation 1 - Suspension

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
 - Review of Appeal requests
 - 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.

Trinidad State was awarded a grant through the Colorado Campus Alcohol and Drug Educators (CADE) grant in 2016. The project started in 2016 and ran through 2018. The award was \$5,000.00. Funds were used towards to support environmental management and policy change. TSJC was also awarded \$1,000.00 in AOD prevention professional development. Trinidad State utilized the funds for our AOD programing and events including New Student Orientation, Stress Free Week, Safe Spring Break, Holiday Tips and Hints, Grow a Little Pot Day and other programing geared towards AOD prevention programming. TSJC was able to implement more activities for the students in the second year of the grant by adding more programing activities in the student activity schedule.

In addition to the CADE grant, TSJC initiated a partnership with EverFi online training in fall of 2016. EverFi provides online prevention programming focused on AOD and sexual misconduct (Title IX). All TSJC students are invited to participate in the training. However, students residing in residence halls are required to complete the training by the beginning of their second semester with TSJC. Since launching with students, TSJC has seen participation in the program grow. As part of TSJC's comprehensive prevention program for all students, all students were invited to complete the Haven Plus Web Based Sexual Assault Prevention course. The course has 2 parts which students should be completing over the course of a semester, if not by the end of the academic year. Trinidad State launched the usage of the product in October of 2016 and started tracking data in the 2017-2018 year.

- 2017-2018-207 participants

In addition to EverFi, TSJC hosts numerous on campus activities focused on prevention programming. During the review period of 2016-2018 they included:

Safe Spring Break - event 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.

- 2016-2017 – 185 participants
- 2017-2018 – 180 participants

Stress Free Days - 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.

- 2016-2017 - 280 participants
- 2017- 2018 - 455 participants

Distracted Driving - 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.

- 2016-2017 – 62 participants
- 2017-2018 – 88 participants

Healthy Alternatives Programing - 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.

- 2016-2017 – 80 participants
- 2017-2018– 32 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 Coordinator 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 Analysis

Trinidad State has met or exceeded its goals for the review period.

- Improve data through the use of an inclusive, institutional database to track AOD, crime statistics and code of conduct.

Trinidad State has fully adopted and integrated the use of Maxient software. As a result, institutional data has improved with regard to tracking AOD, conduct and crime statistic data. In addition, creating one source for data collection has allowed for improved analysis of trends in student behavior and prevention efforts.

- Increase and institutionalize prevention programming.

The CADE grant, coupled with dedicated staffing and student engagement have dramatically improved TSJC's ability to provide quality, relevant programming for students.

- Increase training and support for students in need.

The CADE grant, in addition to participation in professional development for staff and student training for resident assistants and student governments have resulted in additional referrals, additional resources and better support for students.

The goals and objectives above were grounded in the institutional Mission, Vision and Core Value.

Trinidad State Junior College Mission Statement: Enriching our diverse communities through quality educational experiences and lifelong learning.

Vision Statement: Educate for the future.

Core Value: Students First

The TSJC Student Services and TSJC team advocate for quality services and increased student retention and success. We are committed to meeting or exceeding 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 goals to improve and prioritize services within the department. The framework for the continuous improvement plan comes from the institutional strategic plan and five strategic priorities. These priorities include:

1. Transforming Student Experiences
2. Engaging Faculty and Staff
3. Cultivating our Relationships
4. Enriching our Communities
5. Operating with Excellence

Over the past two years, the following activities have been identified in the college Implementation Plans:

- Improving the student onboarding experience
- Improving customer service
- Strengthening student government
- Improving prevention programming into student activities
- Increasing participating in student activities to the faculty and staff
- Providing training for faculty, staff and students

Analysis of Efficiency of AOD Use and Abuse Efforts

Defining the learning outcomes for 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 Trinidad State serves a large population of 18 -24 year olds, it also educates a large adult population. Especially on the Alamosa Campus. 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 has varied. Disseminating information about drug and alcohol abuse and community resources have appeared to have the most impact on students by email, passive display and through notifications.

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, campus resource officers, the behavioral intervention team, 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 Resource Officers, Residence Hall staff, Chief Conduct Officer 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. Trinidad State should continue to identify goals annually that move the AOD prevention programming and related goals forward.

Recommendations

Trinidad State has identified several concerns and recommendations moving forward:

1. Continue programing that offers students a healthy alternative during highly celebratory times.
2. Continue to offer online training options for all students.
3. Increase collaboration with faculty/staff to ensure students are informed of alternative events to alcohol/drugs.
4. Collaborate with local law enforcement to create highly functional operations between TSJC, Campus Resource Officers and local Police Departments.
5. Continue to utilize Maxient as TSJC's reporting system.
6. Continue to utilize the online EverFi training tool.
7. Centralize prevention programing to ensure campus wide tracking efforts.
8. Maintain current resource and AOD information in public accessible areas where students frequent.
9. Maintain a current copy of all program resource guides that have specific procedures related to AOD.
10. 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.
11. Update the communication approach to sharing AOD and the DFSA information that pertains to drug and alcohol.
12. Identify a survey tool to gather and evaluate information and statistics related to student behaviors and perceptions about alcohol and drug use on campus.

Individuals and Departments Participating in the Biennial Review Process:

1. Ashlie Cogburn, Student Engagement Coordinator
2. Amanda Vigil-Alcon, Assistant Controller
3. Lorrie Velasquez, Vice President Administrative Services/Human Resources
4. David Hardman, Student Conduct Officer
5. Kerry Gabrielson, Vice President Student Services

Secondary review of this report included:

1. Trinidad State Junior College, Safety Committee
2. Trinidad State Junior College, College Council
3. Trinidad State Junior College, Leadership Council