

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

**BIENNIAL REVIEW REPORT**  
**2014-2016**  
**(Fall 2014, Spring 2015, Fall 2015, Spring 2016)**

**INTRODUCTION:**

Montgomery County Community College is in compliance with the Drug-Free Schools and Campuses Regulations. This report has been prepared by the Director of Campus Safety, in conjunction with the Executive Director of Human Resources, Executive Director of Enrollment Services, and Vice President of Student Affairs and Enrollment Management, in evidence of that compliance.

**OBJECTIVES:**

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

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

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

1. Does the institution maintain a copy of its drug prevention program? If YES, where is it located? **YES**
  - Descriptions of the drug prevention program may be obtained in Public Safety at the Central Campus in Blue Bell, West Campus in Pottstown and Culinary Arts Institute, through the Student Support & Referral Team in the Student Success Centers and is available on the College's webpage under Policies.
  - Montgomery County Community College Alcohol & Drug program emphasis is on education, outreach, support and referral. Workshops, guest speakers, informational materials dealing with health related issues and behavioral risks associated with drugs and alcohol are collaboratively planned by the Student Support & Referral Team in the Student Success Centers, in collaboration with Public Safety and Student Leadership & Involvement.
  - Integration of Alcohol & Drug education is evident across the college in many classes: "Drug & Alcohol Treatment Process - Introduction," a three credit course offered through the Human Services Division is a requirement for graduation in both the Addiction Certificate program (36 credits) and Concentration in Addictions AAS degree program (70 credits). It can also be taken as an elective in other programs, including the Social

Sciences AAS degree program with a Psychology Concentration. Lectures on the effects of alcohol and drugs are also included in many other programs, such as Health Sciences, and courses such as Strategies for College Success. Students in the Health Sciences curriculum share information about a variety of health-related topics, including alcohol and drugs, at health & wellness expos for the college community and the local community at large.

- In addition to a strong educational component in the drug and alcohol use/abuse prevention program, the Student Success Center and the Student Support & Referral Team provide confidential triage counseling services and referrals to community agencies and treatment programs for students who have alcohol and drug related problems and are in need of assistance. The Judicial Affairs team may solicit the assistance of the Student Support & Referral Team as needed for students with alcohol and drug related issues.

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

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

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

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

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

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

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

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

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

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

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

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

**a.** E-mailed:

**Yes.**

Materials are emailed to students at the beginning of each semester through Enrollment Services along with disclosure and reporting requirements found on the College's website under Consumer Information. Campus Safety emails notification with links to the Annual Security Report and Drug and Alcohol Abuse Prevention Policy to all students registered as of October 1 of each year.

**b.** Through campus post office boxes:

**No.**

The College is a commuter campus and does not provide campus mail boxes.

**c.** Class Schedules which are mailed to each student:

**No.**

Students obtain their class schedules online.

**d.** During new student orientation:

**Yes.**

Information provided includes: illegal drugs, including alcohol, are prohibited on campus; violations can result in probation, suspension or expulsion; Drug and Alcohol policy is available on College website and on College's Student Portal.

Student Leadership & Involvement has a program – "Know the Code" on OrgSync, which students have access to and are made aware of during new student orientation.

**e.** In another manner:

**Yes.**

Information is available on the College's website under Section: About Us – Policies & Procedures – Policy 5.5: Drug and Alcohol Abuse Prevention.

It is also available in the Student Handbook, which is distributed annually at the beginning of the Fall and Spring semesters.

The Student Handbook is also available online on the Student Portal. Students are emailed instructions on how to access these documents each semester.

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

**Yes.**

An email is sent out every semester to all enrolled students notifying them of the College’s various disclosure and reporting requirements. In this email, they are given instructions on how to view the College’s Drug and Alcohol Abuse Prevention Policy. Student Leadership & Involvement has a program – “Know the Code” on OrgSync, which students have access to and provides this information.

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

**Yes.**

Student handbooks are made available to students who enroll throughout the year. Email notifications are sent at the beginning of each semester to ensure new students coming for each semester, as well as returning students, receive/have access to the handbooks. The emails are sent based on the third week census data to ensure late enrollees receive the information. Student Handbook is also available online.

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

- a. E-mailed  
Staff: **YES**                      Faculty: **YES**
- b. Through campus office mail boxes  
Staff: **NO**                         Faculty: **NO**
- c. During new employee orientation  
Staff: **YES**                        Faculty: **YES**

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

Staff: **YES**                      Faculty: **YES**

All employees receive the materials electronically after the first of the year annually. Employees must “accept” the materials before being allowed to continue to the Faculty/Staff Portal.

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

Staff: **YES**                      Faculty: **YES**

New employees receive materials as part of their Onboarding Process and New

Employee Orientation.

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

**a. Conduct alcohol and drug use survey.**

Students: **YES**      Staff/ Faculty: **NO**

In Spring 2015, the College participated in the community college version of the Healthy Minds Survey developed through the University of Michigan. Results of Surveys, completed by almost 600 students, were delayed and not received until June 6, 2016.

In addition to questions about their mental health & well-being, demographics & financial resources, the survey included questions about Health Behaviors and Lifestyle, such as drug, alcohol and tobacco use/abuse.

The results of the survey will be used by the College's Student Support & Referral Team & Student Leadership & Involvement to plan future programs accordingly.

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

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

In December 2015, the College's Student Government Association conducted an annual student survey. Several questions were included that referenced the College's Drug and Alcohol Abuse Prevention Policy. Three email invitations were sent to degree seeking and non-degree seeking students. A total of 727 students responded to the overall survey, for a response rate of 6%.

Of those students responding to the questions about the College's Drug and Alcohol Abuse Prevention Policy:

- 97% (564 of 581) indicated a correct understanding of the Drug and Alcohol Abuse Prevention Policy
- 80% (464 of 581) indicated the information about health risks associated with a variety of drugs listed in the Policy was helpful and enhanced their knowledge of negative impact of these drugs on one's health
- 95% (528 of 554) indicated an understanding of the confidential resources available through the College's Student Success Center and Student Support & Referral Team to respond to students with issues related to drug and alcohol use

In Spring 2016, New Employee Online Orientation, facilitated by Human Resources, began including survey questions for new employees regarding their understanding of the College's Drug and Alcohol Abuse Prevention Policy. These questions were also reviewed during the in-person orientation.

In addition, the College's Employee Assistance Program provider, Carebridge Inc., provides Human Resources with Utilization Reports throughout the year which indicate usage trends by employees and/or dependents related to issues such as Addiction, Personal/Emotional, Work-Related, General Information and Legal Advice.

**c. Evaluate comments obtained from a suggestion box.**

Students: **NO** Staff/ Faculty: **NO**

**d. Conduct focus groups Students:**

Students: **NO** Staff/ Faculty: **NO**

**e. Conduct intercept interviews.**

Students: **NO** Staff/ Faculty: **NO**

**Comment:** In March 2016, in addition to student surveys noted above, the College, in collaboration with Screening for Mental Health, Inc., began participation in the MindKare Kiosk Initiative with the full rollout to students and employees in Fall 2016. While the Kiosk is located at Central Campus in Blue Bell, all students and employees may access the survey from his or her personal computer.

The MindKare Kiosks are designed for public spaces and serve as thought provokers, conversation starters, and most importantly, signs of hope for those living with a mental health condition.

With MindKare kiosk individuals are provided with information on their mental health and help to reduce stigma by checking in on one's mental health as easy and commonplace as checking their blood pressure.

The freestanding kiosk uses an interactive touch screen display providing users with a seamless experience as they navigate through the innovative online screening platform. The platform offers a quick, anonymous screening assessment for treatable conditions like depression, anxiety, substance (drugs, alcohol and tobacco), educational information about common mental health conditions, and access to treatment resources in their area.

Monthly reports with screening totals for Depression, Bipolar, Anxiety, PTSD, Alcohol, Eating Disorders, Adolescent Depression and Resiliency are provided by Screening for Mental Health, Inc., to the College's Student Success Center and Student Support Referral Team for use in planning future programs, etc.

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

**Employees:**

There are no mandatory drug treatment referrals for employees during the period under review.

**Students:**

There are no mandatory drug treatment referrals for students during the period under review. Students have been confidentially referred to community resources on a voluntary basis, therefore data on effectiveness is not available.

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

**Employees:**

- A probationary employee was found to have stolen a bottle of wine from a gift basket and subsequently consumed a portion of the alcohol following a non-alcohol College event. In addition, employee drove a College vehicle following the event. The employee was terminated from the College.
- No other employee situations occurred involving drug or alcohol use/abuse during the period under review.

**Students:**

- Two Students in the Gateway to College Program were charged by Police with Drug possession and both were expelled from the program.
- Three other students were charged by Police in separate incidents with criminal violations.
- One student consumed alcohol while on a club trip.

There are six documented cases during this review period. These six cases were one-time incidents.

Two of the documented cases had disciplinary sanctions imposed on students.

Of the six, one-time cases, two of the students continued enrollment at the College with successful progression.

Four of the students have not returned.

Due to the low number of incidents, there is not enough information to fully assess effectiveness of disciplinary sanctions.

**10. Who is responsible for conducting these biennial reviews?**

Director of Campus Safety in collaboration with appropriate members of the Student Affairs & Enrollment Management Division and Human Resources are responsible for overseeing the biennial reviews. All policies pertaining to alcohol & drugs use/abuse, disciplinary action, campus safety issues are reviewed through the Department of Campus Safety. Representatives from other areas of the College, such as Student Affairs, Enrollment Services, Student Leadership & Involvement and Human Resources, are involved as collaborative resources throughout the year. When reviewing and updating policies, these are also sent to the College's All-College Student Life Committee as part of the College's governance system. The Student Life Committee includes representation

from faculty, support staff, administrators, and the College's Student Government Association.

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

**Yes.**

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

**12. Where is the biennial review documentation located?**

The report is located in the Student Success Centers, Human Resources and Public Safety Offices at Central and West campuses as a printed document and is also available as an electronic file. It is available on the College's Public Safety webpage located at: <http://www.mc3.edu/campus-life/safety>

Preparation of the 2014-16 Biennial Review Report included several interactive campus meetings (**refer to pages 10 – 21**) with key representatives from Student Affairs, Human Resources, and Public Safety. Meetings were held as follows:

- 9/29/2015
- 10/21/2015
- 12/3/2015
- 1/28/2016
- 2/18/2016
- 3/31/2016
- 6/1/2016

This biennial report was prepared as a result of the collaborative efforts those involved with these meetings as well as outreach to other appropriate parties at the College.

**13. Comments:**

- Montgomery County Community College is a commuter school with multiple campuses and no residence halls. The College policy of no alcohol and /or illicit drugs on its campuses, College property, or College sponsored events is long standing. (Alcoholic beverages shall not be bought, consumed, or sold at the College except as authorized by the Board of Trustees).
- **Refer to pages 22 – 27** for list of educational programs/events held during 2014-16 related to and/or included information regarding drug and alcohol use/abuse, health risks, prevention strategies and resources available to assist students and employees.

**14. Recommendations:**

- During various meetings held to review the College's Drug and Alcohol Abuse Prevention Policy, as well as in the actual preparation of the report, the



following recommendations were identified and actions were taken to begin implementation:

- Those responsible for reviewing College's Drug and Alcohol Abuse Prevention Policy to meet periodically throughout the year to determine effectiveness of Policy and initiatives taken to meet requirements
- Conduct student and employee surveys regarding their understanding of the College's Drug and Alcohol Abuse Prevention Policy
- Coordinate ongoing educational programs for students and employees to support awareness of drug and alcohol use/abuse and prevention strategies, as well as resources available to assist those dealing with issues related to drug and alcohol use/abuse
- Utilize tools such as the College's Employee Assistance Program provider, Carebridge Inc., to identify trends related to employee drug and alcohol use/abuse, as well as personal issues that may lead to such use/abuse, as well as identify educational programs to assist employees
- Identify attendance at educational programs as well as what worked or did not work to support attendance
- Support development of supervisory personnel – new program to begin Fall 2016 called Supervisory Effectiveness Program (SEP). SEP is designed to give staff professional training in the key areas of leadership competencies, policies and procedures, and people skills. In this series of courses new supervisors learn a basic set of supervisory skills and tools. For the experienced supervisor, the program expands skills enabling the veteran supervisor to improve existing skills and acquire new ones demanded by an increasingly diverse workforce and changing workplace.

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Montgomery County  
Community College

Drug & Alcohol Biennial Review Report Meeting  
**September 29, 2015**  
College Hall 139

Meeting began at: 4:00 pm

In attendance at Central Campus: Diane O'Connor, Phil Needles, Joe McGuriman and Grace Spena

**New Business**

- Began discussion about 2014-2016 Drug and Alcohol Biennial Review Report that needs to be completed by end of June 2016 in order to have it ready for September Board of Trustees Meeting
- Copy of 2012-2014 Report provided.
- Diane provided overview of 2012-2014 report presented to Board of Trustees by Dr. Swanson, former Vice President of Student Affairs and Enrollment Services, and their feedback/recommendations.
- Phil Needles was recently appointed Interim Vice President of Student Affairs and Enrollment Services. Phil will review information provided. Follow up meeting will be scheduled next month.
- Programming for drug and alcohol use/abuse, prevention, and resources was discussed.

**Next meeting** – will be scheduled in mid-late October.

Meeting adjourned at 5:15 pm

Respectfully submitted,  
Grace Spena



Montgomery County  
Community College

Drug & Alcohol Biennial Review Report Meeting  
**October 21, 2015**  
College Hall 139

Meeting began at: 2:15 pm

In attendance at Central Campus: Diane O'Connor, Phil Needles, Joe McGuriman and Grace Spena

**Old Business**

- Continued discussion about 2014-2016 Drug and Alcohol Biennial Review Report that needs to be completed by end of June 2016
- Phil Needles indicated that Nicole Henderson, newly appointed Dean of Student Success, will be working with him and the Student Support and Referral Team (SSRT) to assist with completion of the Report as well as future programing for drug and alcohol use/abuse, prevention, and resources. In addition, newly appointed Interim Director of Student Leadership & Involvement, Melissa Phillips, will be included with this process. Both Nicole and Melissa will be invited to next meeting.

**Next meeting** – will be scheduled for early December.

Meeting adjourned at 3:15 pm

Respectfully submitted,  
Grace Spena



## Montgomery County Community College

Drug & Alcohol Biennial Review Report Meeting  
**December 3, 2015**  
College Hall 139

Meeting began at: 2:00 pm

In attendance at Central Campus: Diane O'Connor, Phil Needles, Joe McGuriman, Rose Makofske, Nicole Henderson, Kelly Trahan, Adriene Hobdy, Melissa Phillips, and Grace Spena

### **New Business**

- **Diane** – updated everyone about the 2014-2016 Drug and Alcohol Biennial Review Report that needs to be done for Fall 2014, Spring 2015, Fall 2015 and Spring 2016
- **Kelly** – discussed/demonstrated new online New Student Orientation that has been developed. Information about drugs and alcohol is included as well as direct link to the College's Drug and Alcohol Use Prevention Policy
- **Melissa** – reviewed/demonstrated Campus Life powered by OrgSync – an online information resource available to students that includes College resources, programs, activities, etc.
- **Adriene** – reviewed/demonstrated new “online” New Employee Orientation as well as, discussed the in-person orientation program. Discussed survey questions to elicit employee's understanding of Drug and Alcohol Use Prevention Policy. Questions will be added to end of Policy which will be sent out in January to all employees. The questions will also be reviewed/discussed during New Employee in-person orientation sessions. Sample questions will be sent to Adriene by Grace and Joe
- **Rose** – reviewed Title IX information being linked to New Student Orientation
- **Spring 2016 programming re: Drug and Alcohol Awareness** – Melissa indicated that she will have a Graduate Intern from West Chester who will be able to work on this. Grace indicated the Employee Wellness Program will also have information included. Nicole will discuss with Kristin Fulmer how Student Support and Referral team (SSRT) will participate/collaborate.

**Next meeting** – will be in mid-late January. Agenda will include program planning activities for Spring 2016 and beyond, as well as process for completing 2014-2016 Drug and Alcohol Biennial Review Report.

Meeting adjourned at 3:30 pm

Respectfully submitted,  
Grace Spena



## Montgomery County Community College

Drug & Alcohol Biennial Review Report Meeting  
**January 28, 2016**  
Parkhouse Hall 433 (Central) – South Hall 221 (West)

Meeting began at: 10:00 am

In attendance at Central Campus: Joseph McGuriman, Grace Spena, Rose Makofske, Diane O'Connor, Phil Needles, and Adrienne Hobby

In attendance at West Campus: Jenna Klaus and Melissa Phillips

### **Agenda:**

- **Drug & Alcohol Programming for Spring Semester (students and employees)**
  - Rose indicated current sexual violence awareness program include information about drug and alcohol use associated with sexual violence
  - Melissa (newly appointed Interim Director for Student Leadership & Involvement) indicated that SL&I currently does not have any materials/programs planned with regards to drug and alcohol use/abuse awareness. She discussed having Graduate Intern from West Chester work on develop these materials/programs for Spring. She also discussed using resources available through online program Campus Life powered by OrgSync and workshops.
  - Adrienne discussed including information for employees in New Employee Orientation on drug and alcohol use/abuse awareness, prevention and resources available to assist employees
  - Grace will include drug and alcohol use/abuse awareness, etc., when planning Employee Wellness Program activities
  
- **Review of Fall Semester Drug & Alcohol Programs (students and employees)**
  - Melissa shared results of Drug and Alcohol portion of student survey conducted by SL&I in December 2015 (**refer to page 15**). For the most part, students are aware of Drug and Alcohol Abuse Prevention Policy. Two areas identified that could be improved are: increasing awareness of drug and alcohol counseling resources and effects of drugs and alcohol on a person's judgement.
  - Future programming with include areas noted above
  - It was suggested that SL&I collaborate with Nursing and Student Support and Referral Team (SSRT) when planning programs to help maximize efforts
  
- **Process for Updating Biennial Review Report**
  - Report will cover Fall 2014, Spring 2015, Fall 2015 and Spring 2016
  - Grace will update activities/programs done by Health & Wellness and Nursing program
  - Rose will provide information on programs that she has coordinated
  - Jenna and Melissa will research information on SL&I for past semesters

- Phil will ask Nicole Henderson to check with Student Support and Referral Team (SSRT) about their programming activities
- **Suggested Changes to Biennial Review Report**
  - As we work to complete the Report, if anyone has any suggested changes on format of the report, etc., please contact Joe, Diane and/or Grace
- **Final Report Status from University of Michigan Healthy Minds Survey**
  - Grace checked with David Sweeley in IT and he hasn't heard anything from John DeWitt at University of Michigan to date. David stated he was able to find online the National Report. David will follow-up with John again regarding the status of MCCC's Final Report.
- **Naloxone (Narcan) Initiative**
  - Joe reported on Montgomery County's Initiative to make Naloxone (Narcan) available for Law Enforcement Officers, EMS and First Responders to help prevent deaths from Opioid overdose.
  - The County Commissioners would like to see Naloxone available on College campuses. Joe will be MCCC representative on County-wide Task Force as this Initiative is discussed further.

**Next Meeting** – will be scheduled for late February so that SL&I will provide update on status of Spring 2016 program planning.

Meeting adjourned at 11:15 am

Respectfully submitted,  
Grace Spena

The Student Government Association (SGA) conducted an annual student survey during December 2015. Students were asked to answer questions dealing with food on campus, academic programs, student services, technology, and several questions on the Drug and Alcohol Abuse Prevention Policy. The students were asked a total of 21 questions. Three email invitations were sent to degree seeking and non-degree students. A total of 727 students responded to the survey, for a response rate of 6%.

DRUG AND ALCOHOL EDUCATION

| <b>Based on your review of the College's Drug &amp; Alcohol Abuse Prevention Policy, is it your understanding that the College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, on the College's campuses and that there are sanctions/disciplinary actions that may result in the event a student violates the Policy?</b> |            |             |
|--|------------|-------------|
|  | <b>N</b>   | <b>%</b>    |
| Yes  | 564        | 97%         |
| No   | 17         | 3%          |
| <b>Total</b>   | <b>581</b> | <b>100%</b> |

| <b>In the Drug &amp; Alcohol Abuse Prevention Policy there are listed health risks associated with a variety of drugs. Did you find this information helpful to enhancing your knowledge about the negative impact these drugs pose to one's health?</b> |            |             |
|--|------------|-------------|
|  | <b>N</b>   | <b>%</b>    |
| Yes  | 464        | 80%         |
| No   | 117        | 20%         |
| <b>Total</b>   | <b>581</b> | <b>100%</b> |

| <b>Counsellors in the Student Success Center and members of the Student Support and Referral Team (SSRT) are available, on a confidential basis, to respond to students with issues related to drug and alcohol use.</b> |            |             |
|--|------------|-------------|
|  | <b>N</b>   | <b>%</b>    |
| True   | 528        | 95%         |
| False  | 26         | 5%          |
| <b>Total</b>   | <b>554</b> | <b>100%</b> |

| <b>Based on your review of the College's Drug and Alcohol Abuse Prevention Policy, which of the following statements are true.</b> |   |
|--|---|
| <b>Statement</b>   | <b>Number of students who indicated statement is true</b> |
| The College is committed to assuring a drug and alcohol free environment for all of its employees and students.                    | 484   |
| The College prohibits the unlawful distribution, possession or use of a controlled substance including alcohol.                    | 419   |
| Drug and alcohol counselling and supports are available to employees and students.   | 379   |
| Alcohol and other drug use can impede judgment and lead to harmful risk-taking behaviors.  | 384   |



Montgomery County  
Community College

Drug & Alcohol Biennial Review Report Meeting  
**February 18, 2016**  
College Hall 243 (Central) – South Hall 130 (West)

Meeting began at: 1:32 pm

In attendance at Central Campus: Joseph McGuriman, Grace Spena, Rose Makofske, Diane O'Connor, Phil Needles, Nicole Henderson, and Katherine Kivlin (West Chester Graduate Intern in Student Leadership)

In attendance at West Campus: Jenna Klaus, Melissa Phillips, and Russell DelRosario

**Old Business**

- Melissa Phillips and Katherine Kivlin discussed the proposed drug and alcohol awareness programming (**refer to pages 17-18**) for Spring 2016, Fall 2016, and Spring 2017. The following points were raised for discussion:
  - Cannabis and Totally Wasted googles will be purchased for use during Spring Fling 2016.
  - MTVU, which provides free TV's and programming was discussed for Fall 2016. Melissa will get more information on the logistics of the installation before proposing the initiative to Leadership for approval.
  - A "Dynamic Influence" program involving a hypnotist for the Fall 2016 was discussed.
  - The program "A Shot of Reality" involving a comedian for Fall 2016 was discussed.
  - Discussion took place regarding financial responsibilities for programming and how funds could be raised.
  - A possible intern to assist with the programs was discussed.
  - The possible involvement of Student Support and Referral Team (SSRT) at future events was discussed.
  - Alternate training programs were discussed, such as police trainings.
  - Budget to support programming needed. Joe suggested that he may be able to assist with getting some items free from local law enforcement. Also, quality speakers may be available at low cost to free.
  
- Even though several staff are working in new interim positions, discussed need to plan programs for Spring 2016. Grace suggested to Melissa and Corissa to check with Pam Roberts in Nursing to see what our Nursing students can do to help with programming since each Nursing student is required to complete two hours of community service.

**Next Meeting** – will held in March and Student Leadership will provide update on Spring 2016 programming.

Meeting adjourned at 2:35 pm

Respectfully submitted,  
Grace Spena



## **Drug and Alcohol Awareness Programming (3 Semester Proposal)**

### **Spring 2016**

Mock tail contest: Few weeks before the Spring Fling, a contest will be held for the best Mock tail of MCCC . There will be a panel of 4 judges, and the winner will then have their signature drink as the main drink of the Spring Fling.

### **Spring Fling**

- Mock tail winner (CAI)
- Cannabis Goggle and Totally Wasted Goggle - perform everyday tasks while wearing the goggles.
- Let's Talk about it game - free

### **Fall 2016**

#### **Welcome Day/Week**

- Dynamic Influence – Central/West. Magician, see additional materials for program information.
- MTVU- free service offered by MTV productions to colleges. Has specific mental health programming.
- Prepare for Alcohol Awareness week 2017
- November 2016
  - Students will create an Alcohol awareness logo or flyer and submit it to the SL&I office.
  - Due February 2017
  - Winner logo will be presented throughout the alcohol awareness week/or flyer will be used to advertise the event.
- November Mock tail Event, same as Spring 2016 (see above)
- A shot of Reality- Comedian, see additional program information.

### **Spring 2017 – Alcohol Awareness Week (April)**

- April 10<sup>th</sup>-14<sup>th</sup>
  - Monday : Mock tails and Munchies (Central & West)
    - Students will be able to take the pledge (sign the poster)
    - Mock tails and snack will be offered
    - Statistics, information, and week agenda will be handed out (available to Virtual Campus)
  - Tuesday : Alcohol around the World (Central & West)
    - During down time Root Beer Pong will be played
      - Few tables, cups, root beer
    - Also advertise for International Night
    - Drinking Facts from around the world (also available to Virtual Campus)

- Wednesday: Name that Celebrity (Central & West, also available to Virtual Campus digitally)
  - Wall of celebrities (past/present) of their after pictures from alcohol and substance abuse
  - Stories will be shared
- Thursday : Beer Goggles/Simulator (West & Central)
  - Students will perform day to day tasks while wearing the goggles
  - MC Police talk/Pottstown police
- Friday : Orange for Awareness (West & Central)
  - Students wear orange throughout the day to support alcohol awareness
  - Hypnotic Intoxication- Hypnotist, see additional program materials.
  - Shuttle for West Campus students to attend.



Montgomery County  
Community College

Drug & Alcohol Biennial Review Report Meeting  
**March 31, 2016**  
College Hall 243 (Central) – South Hall 130 (West)

Meeting began at: 11:00 am

In attendance at Central Campus: Grace Spena, Diane O'Connor

In attendance at West Campus: Russell DelRosario, Jenna Klaus, Melissa Struchen

**Old Business**

- **Melissa** provided update on Spring 2016 programming
- **Grace** discussed process for completing 2014-16 Drug & Alcohol Biennial Review Report that will cover: Fall 2014, Spring 2015, Fall 2015, and Spring 2016. She will email to everyone:
  - 2012-2014 Biennial Review Report (Final Version 1-20-2015) – that can be used as a reference when completing the next report
  - 2014-2016 Biennial Review Report – starting document
- **Jenna** – agreed to work with IT to setup the Starting Document on One Drive, so that we can add our information to the same document
- **Diane** – final document will need to be completed by end of June, in order to have it ready for presentation to the Board of Trustees in September.

Any questions, suggestions, etc., please email Joseph McGuriman, Diane, or Grace

**Next meeting** – will be in early June (after Commencement) and before most summer vacations start), to make sure our process is on target

Meeting adjourned at 11:45 am

Respectfully submitted,  
Grace Spena



## Montgomery County Community College

Drug & Alcohol Biennial Review Report Meeting  
**June 1, 2016**  
College Hall 147 (Central) – South Hall 130 (West)

Meeting began at: 10:30 am

In attendance at Central Campus: Grace Spena, Joseph McGuriman, Melissa Struchen, Corissa Reilly, Kristin Fulmer, Diane O'Connor

In attendance at West Campus: Russell DelRosario, Jenna Klaus

### Old Business

- **Thank You** to Jenna, Joe and Melissa for beginning to populate information for the report located on One Drive
- **Kristin** – discuss with Phil and Nicole Henderson the need for information about Judicial Proceedings held for students who violated the College's Code of Conduct related to drug and alcohol issues, so that questions relating to **Assess effectiveness of documented mandatory treatment referrals for students**, as well as, **Assess effectiveness of documented cases of disciplinary sanctions imposed on students**, can both be addressed.
- **Joe/Russell** – check Public Safety data to identify student violations related to the College's Code of Conduct, specifically drug and alcohol issues, and share this with Kristin, Phil & Nicole.
- **Jenna** – follow up talk with Sam Coleman to find out if new tracking process for Judicial Affairs has been implemented, or in process of being implemented, so that this can be included in the report. Assist Melissa & Corissa in determining Student Leadership activities during Fall 2014, Spring 2015 and Fall 2015 to support awareness of drug and alcohol use/abuse issues and prevention strategies
- **Melissa and Corissa** – continue to add information to report on Student Leadership activities during Spring 2016 to support awareness of drug and alcohol use/abuse issues and prevention strategies; add information related to communications methods to students about the College's Drug & Alcohol program and student surveys conducted.
- **Grace** – work with Pam Roberts to obtain information on Nursing Student activities to support awareness of drug and alcohol use/abuse issues and prevention strategies for Fall 2014, Spring 2015, Fall 2015; work with Human Resources staff to answer questions relating to **Assess effectiveness of documented mandatory treatment referrals for employees**, as well as, **Assess effectiveness of documented cases of disciplinary sanctions imposed on employees**. Check with David Sweeley,

Institutional Review, on the status of results of University of Michigan's Health Minds Survey that MCCC participate in Spring 2016

- **Diane** – completed report needs to be done by June 30 to allow enough time for review and readiness for presentation by Phil Needles to the College's Board of Trustees in September

Any questions, suggestions, additions, etc., should be emailed to Grace Spena

Meeting adjourned at 11:45 am

Respectfully submitted,  
Grace Spena



Montgomery County  
Community College

## **Drug & Alcohol Abuse & Prevention Program Activities**

**2014-2016**

### Restructuring Norms: Healthy Relationships Lunch & Learn Workshops

- Provided through Title IX Initiatives in the Fall Semester
- Presented by Victim Services Center of Montgomery County and the College's Student Support & Referral Team
- Program information included identifying unhealthy behaviors in relationships, such as drug and alcohol use/abuse, the negative impact that drugs and alcohol can have on relationships, and resources to get help
- Sessions held at both campuses were free of charge and open to students, employees and visitors on campus:
  - Central Campus in Blue Bell – 10/7/2015
  - West Campus in Pottstown – 10/14/2015

### Restructuring Norms: Preventing Sexual Violence on College Campuses

- Provided through Title IX Initiatives once a semester
- Presented by Victim Services Center of Montgomery County and the College's Student Support & Referral Team
- Program information included facts about sexual assault, PA state laws, the effects of drug and alcohol on sexual violence, steps to take after an assault, bystander intervention, handling disclosures, and safety planning on campus
- Sessions held at both campuses were free of charge and open to students, employees and visitors on campus:
  - Central Campus in Blue Bell – 9/15/2015; 2/16/2016
  - West Campus in Pottstown – 9/22/2015; 2/23/2016

### Bystander Intervention Training

- Provided through Title IX Initiatives in the Spring semester
- Presented by Victim Services Center of Montgomery County and the College's Student Support & Referral Team
- Program included effects of drug & alcohol on decision making, judgement, and reasoning; warning signs of someone who is intoxicated; ways others can help an impaired person by removing them from a potentially dangerous situation
- Sessions held at both campuses were free of charge and open to students, employees and visitors on campus:
  - Central Campus in Blue Bell – 3/16/2016
  - West Campus in Pottstown – 3/23/2016

### Student Athlete Orientation

- Coordinated by Director of Athletics and Campus Recreation
- All student athletes are required to attend an orientation session in the Fall semester.
- Sessions were held as follows:
  - 10/30/2014
  - 10/27/2015
- Items reviewed during this session include:
  - Montgomery County Community College student athlete policy (highlighted below) regarding drug and alcohol use:  
***The use of alcohol and drugs by players and coaches representing Montgomery County Community College is forbidden. Substances banned for use by student-athletes competing in any college-sponsored sports are those found on the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example by the NCAA.***
  - NJCAA drug policy
  - Health risks associated with drug and alcohol use and abuse, as well as prevention strategies
  - Legal issues associated with drug and alcohol use and abuse
  - College's Student Support & Referral Team Referral as well as College and community resources available to students

### Alternative Spring Break 2015

- Coordinated through Student Leadership and Involvement
- Week of March 16 – 20, 2015 – students and staff chaperones dedicated their Spring Break to others by volunteering at The Samaritan Woman, located in Baltimore, MD
- The Samaritan Woman is a non-profit organization dedicated to helping victims of human trafficking reclaim their lives. Part of the week included an educational session on the types of human trafficking and the role drug and alcohol use plays. One of the most common ways women and men are lured into trafficking is through drug addiction. Students learned warning signs, intervention strategies, and helpful resources.

### SGA Survey

- Coordinated through Student Leadership and Involvement
- Fall of 2015 – an online survey was sent out to all enrolled students. A portion of the survey focused on the College's Drug and Alcohol Policy. Students were asked to read the policy and then answer ten questions indicating their understanding of the Policy and resources available to assist them.

### Alternative Spring Break 2016

- Coordinated through Student Leadership and Involvement
- Week of March 14 – 18, 2016 - students, faculty, and staff participated in an Alternative Spring Break project focusing on suicide awareness and prevention. As a part of their experience the group participated in ASSIST training. A part of the training discussed how drug and alcohol use (or an increase in use) could be a potential warning sign a

person could be experiencing emotional distress. Drugs and alcohol are often a coping mechanism used by those struggling with depression, one of the key markers in those contemplating suicide. Part of the week-long programming involved a keynote speaker, Drew Bergman, from “Minding Your Mind”. Students, faculty, and staff members were invited to the on-campus event (simulcast to West Campus); Drew told his story; his struggle with his own mental health, use of alcohol to cope, and his road to recovery. Following the program, local resources were provided for the College community.

### Spring Fling

- Coordinated through Student Leadership and Involvement
- April 2016 – “Spring Fling” events were held as an end of the year celebration on both Central and West Campuses.
  - West Campus in Pottstown – 4/25/2016
  - Central Campus in Blue Bell – 4/27/2016
  - Nursing students participated in a portion of the event and provided fellow students, employees and visitors on campus information focused on alcohol and drug awareness.
  - Students had the opportunity to drive a remote control car through an obstacle course while wearing either “drunk” or “cannabis” goggles which simulate the effects of either drug. Students were able to see in a real way how their vision, judgement, and motor skills were impaired while “driving”.
  - A “Spin the Bottle” game was also available - after spinning the wheel students had to answer a question related to drug and alcohol use. The questions targeted long-time myths about the use and abuse of drugs and alcohol and provided real life facts and statistics which were surprising to many.
  - Also available in this area of the event was a table containing local and national resources for those struggling with addiction.

### MindKare Behavioral Health Kiosk Initiative

- Coordinated through the College’s student Success Centers and Student Support & Referral Team
- A collaborative endeavor with **Screening for Mental Health, Inc.** to support mental health awareness and suicide prevention in our community
- Website: <https://mentalhealthscreening.org>
- The MindKare Kiosks are designed for public spaces and serve as thought provokers, conversations starters, and most importantly, signs of hope for those living with a mental health condition.
- The behavioral health kiosk allows users to assess their mental health or substance abuse (drugs, alcohol, tobacco) in a matter of minutes, letting them know if their symptoms are consistent with a mental health disorder or substance abuse and connecting them with local resources. This one-stop behavioral health shop provides users with the information they need to take the next step toward getting treatment.
- In March 2016, the College began participation in the MindKare Kiosk Initiative with full rollout to students and employees to occur during Fall 2016. While the Kiosk is located



at Central Campus in Blue Bell, all students and employees may access the survey from his or her personal computer.

- Monthly usage reports are provided by Screening for Mental Health, Inc. to assist the College with planning educational programs on various mental health issues.

**Programs, Events and Presentations listed below included a variety of information related to Drug & Alcohol Awareness, Prevention, and Resources to Assist Students & Employees:**

**Fall 2014**

- Coordinated through Human Resources (programs free & open to employees & students)
  - Adult Mental Health First Aid Training
    - Central Campus – 12/4/2014 – attended by 13 employees
  - Lunch & Learn Program: Riding the Wave Through the Holidays (non-drug or alcohol alternatives to handle stress)
    - Central Campus – 12/4/2014
    - West Campus – 12/11/2014
  - Meditation on Twin Hearts – Living Consciously During Challenging Times
    - Central Campus – 10 weekly sessions on Mondays
    - Non-drug or alcohol alternative to relieving stress, adapting to change, creating harmony for one's self & others
- Coordinated by Nursing Lab Manager
  - Community Day Wellness Expo at Central Campus – 10/11/2014
  - Substance Abuse Health Promotion with focus on Drugs, Alcohol & Tobacco
    - 12/2/2014 (Central Campus & West Campus)
  - Stress Management Health Promotion with focus on Alcohol Use/Abuse
    - 12/2/2014 (Central Campus & West Campus)
- Coordinated through the College's Student Success Centers and Student Support & Referral Team
  - Program - The Other Faces of Addiction – Hope for Families in Addiction
  - In collaboration with the Montgomery County Office of Drug & Alcohol
  - Central Campus/West Campus "Interactive" program
    - 10/1/2014

**Spring 2015**

- Coordinated through Human Resources (programs free & open to employees & students)
  - Lunch & Learn Program: Stress Less with Time & Energy Efficiency
    - Central Campus: 2/12/2015
    - West Campus: 4/10/2015
  - Adult Mental Health First Aid Training
    - Central Campus – 5/6/2015 – attended by 25 employees

- Coordinated by Nursing Lab Manager
  - 15<sup>th</sup> Annual Wellness Expo at Central Campus – 3/28/2015
  - Stress Management Health Promotion with focus on Alcohol Use/Abuse
    - 4/21/2015 (Central Campus & West Campus)

## Fall 2015

- Coordinated through Human Resources (programs free & open to employees & students)
  - Mindfulness – Self Care for Students & Staff
    - Central Campus – 10/30/2015
    - West Campus – 11/3/2015
  - Lunch & Learn Program: Raising Healthy Families
    - Central Campus – 11/17/2015
  - Mental Health First Aid for Higher Education Training
    - Central Campus – 12/11/2015 – attended by 22 employees
- Coordinated by Nursing Lab Manager
  - Whitpain Township Harvest Festival/MCCC Community Day Wellness Expo
    - Central Campus – 9/26/2015
  - Substance Abuse Health Promotion with focus on Drugs, Alcohol & Tobacco
    - 12/1/2015 (Central Campus & West Campus)
- Coordinated through the College's Student Success Centers and Student Support & Referral Team
  - Program - The Other Faces of Addiction – Hope for Families in Addiction
  - In collaboration with the Montgomery County Office of Drug & Alcohol
  - Central Campus/West Campus “Interactive” program
    - 10/7/2015

## Spring 2016

- Coordinated through Human Resources (programs free & open to employees & students)
  - Mental Health First Aid for Higher Education Training
    - West Campus – 2/19/2016 – attended by 27 students & employees
  - Lunch & Learn Program: Alcohol – Dangers in the Glass
    - Central Campus – 4/1/2016
    - West Campus – 5/3/2016
  - Lunch & Learn Program: Half Hour to Health – The Four Pillars of Health
    - Central Campus – 4/19/2016
    - West Campus – 5/26/2016 (two sessions)
- Coordinated by Nursing Lab Manager
  - 16<sup>th</sup> Annual Wellness Expo
    - Central Campus – 4/2/2016

- Stress Management Health Promotion with focus on Alcohol Use/Abuse
  - 4/12/2016 (Central Campus & West Campus)
- Substance Abuse Health Promotion with focus on Drugs, Alcohol & Tobacco
  - 4/27/2016 (Central Campus & West Campus)