



**Biennial Review of Coffeyville Community College's Drug
and Alcohol Abuse Prevention Programming**

Review Time Frame: Academic Years 2015-2016; 2016-2017

Approved: May 2017

Introduction

Coffeyville Community College is deeply committed to supporting the safety and health of its students and employees in furtherance of its mission to the institution's dedication to identifying and addressing community and area needs, providing accessible, affordable quality education and training, and provide opportunities for lifelong learning. As part of that commitment, the College has implemented comprehensive alcohol and drug abuse prevention programming. This programming incorporates a series of strategies including policies/procedures, formal notifications, education, cross-campus collaboration, social opportunities, academic involvement, interventions, enforcement, analysis, and services.

The College monitors the effectiveness of this programming. This report is the result of a biennial review of Coffeyville's alcohol and drug prevention programming, in compliance with Federal Drug Free Schools and Campuses Regulations (34 C.F.R. Part 86).

Biennial Review Process

In support of the safety and health of its students and employees, and pursuant to its obligation to conduct a biennial review of its drug and alcohol abuse prevention programs, Coffeyville has authorized an administrative review of those programs that is completed every other year. The purpose of this review is (1) to consider whether the College is meeting its obligations under the Federal Drug Free Schools and Campuses Regulations and (2) to summarize the programs, as well as related policies and procedures, and to recommend any appropriate enhancements to those programs, policies and procedures.

Coffeyville has formed a Task Force to conduct the 2015-2016/2016-2017 biennial review. Dean of Students-Ryan McCune and Director of Human Resources-Kelli Bauer serve as co-chairs of that Task Force. Other members include:

- Jeff Leiker - Athletic Director
- Melinda Carr - Student Service Health Nurse
- Delice Downing – Director of Student Life
- Jeff Morris – Vice President for Operations and Finance
- Heather Pollet – Director of Nursing

The following materials and programs were examined as part of this biennial review:

- The Higher Education Amendments of 1998, (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989, (P.L. 101-226)
- U.S. Department of Education, *Complying with the Drug-Free Schools and Campuses Regulations*, <http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>
- The Network Addressing Collegiate Alcohol and Other Drug Issues, http://thenetwork.ws/?page_id=44
- National Institute on Alcohol Abuse and Alcoholism, *College Drinking – Changing the Culture*, <http://www.collegedrinkingprevention.gov/>
- Coffeyville Community College Student Handbook
- Coffeyville Community College Annual Campus Security and Fire Safety Report
- Coffeyville Community College Drug and Alcohol Abuse Prevention Information
- Coffeyville Community College Drug Free Workplace Policy
- Coffeyville Community College Student Services Code of Conduct Alcohol/Drug Violations
- Coffeyville Community College Student Services Student Conduct Regulations
- Coffeyville Community College Tobacco Usage Policy
- Alcohol and Drug Policy documents available to all faculty, students and staff
- Housing and Residence Life Application/Agreement
- Housing and Residence Life Residence Hall Policy
- Housing and Residence Life Summaries of conduct cases

- Campus Events Intoxicating Liquor and Beverages
- Kansas State Alcoholic Beverages Laws
- Summary of alcohol and other drug-free programming/events

Coffeyville's procedure calling for a biennial review in compliance with statutory requirements is attached at Appendix A.

Annual Notification Process

In May 2017, Coffeyville developed a notice that is sent to students and employees covering the following:

- Standards of conduct prohibiting unlawful possession, use or distribution of illicit drugs and alcohol on the institution's property or as part of its activities
- A description of the health and safety risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state and federal law
- A description of counseling or treatment programs
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

This notice is attached as Appendix B. It replaced an old notification document that was published on the College's Basic Consumer Info webpage.

In addition, a specific procedure was developed in May 2017 to ensure this notice is provided in writing to students and employees annually, to students at various times throughout the year, and to employees at the time of hire. This procedure is included in Appendix A.

Coffeyville's notice and process for distributing that notice meets the requirements of the Drug-Free Schools and Campus Regulations.

Policy Inventory

The following specific policies and procedures related to alcohol and drugs were examined as part of this biennial review and are attached at Appendix C:

- Coffeyville Community College Alcohol and Drug Policy (this policy is found on page 27 in the Student Handbook, which is distributed at the beginning of the academic year).
- Coffeyville Community College Drug-Free Workplace Policy (this policy is found on page 16 in the Employee Handbook. Every employee has access to this handbook through the Human Resource Portal and <http://www.coffeyville.edu/human-resources>).
- Coffeyville Community College Financial Aid Basic Consumer Info Webpage (there is an excerpt on the College's consumer information webpage regarding the drug and alcohol abuse prevention program) - <http://www.coffeyville.edu/student-services/financial-aid/basic-consumer-information>).
- Coffeyville Community College Tobacco Usage Policy (this policy is found on page 36 of the Student Handbook and is distributed campus wide at the beginning of the academic year. It is also found on page 18 in the Employee Handbook that every employee has access through our Human Resource Portal).
- Coffeyville Community College Service of Intoxicating Liquors and Beverages Policy and Procedure (this policy is found on page 23 of the Board Policy Manual).

- Coffeyville Community College Amnesty Policy (this policy is found on page 29 of the Student Handbook that is distributed at the beginning of the academic year).
- Coffeyville Community College Disciplinary Action for Drug and Alcohol Violations (this policy is found on page 28 of the Student Handbook that is distributed at the beginning of the academic year).

Programs

Coffeyville Community College wants to ensure that all of our students, faculty, and staff have a rich and worthwhile educational experience in a civil environment. In order to maintain such an environment, the institution's goal is to set clear policies that endorse an alcohol and drug abuse free surroundings to our campus community. Coffeyville Community College will provide ongoing educational support and resources on alcohol and drug abuse for our institutional community.

Coffeyville Community College goals will include the development of a strategic plan on alcohol and drug abuse tracking, utilizing social media to inform the campus community of health risks, and a drug and alcohol awareness event to promote safety to our campus community.

Coffeyville includes several evidence-based strategies designed to limit alcohol and drug abuse in its community and activities. These include the following:

- AlcoholEdu - AlcoholEdu is an interactive online program designed to reduce the negative consequences of alcohol amongst students. This program is for all incoming freshman and is the responsibility of the Dean of Students.
- Orientation - Orientation class is a graduation requirement that students attend in order to fulfill the requirements to obtain an associate's degree. Alcohol and drug abuse is covered. The responsibility lies with the Vice President of Academics; though various faculty members may present this information.
- Student Life provides numerous activities throughout the academic year that are alcohol and drug free options such as dances, movie nights, late night breakfast, game nights in the library, skate night, homecoming week, spirit week, open gym, and swim parties.

Enforcement Analysis

Enforcement of the College's policies and procedures concerning alcohol and drug use rests largely with Student Services and Human Resources. Coffeyville's enforcement process for students includes the Dean of Students gathering reports of conduct violations made by College personnel. The Director of Human Resources is responsible for employee conduct violations related to alcohol and drugs.

The table below summarizes sanctions imposed for student incidents involving alcohol and drugs that were reported to campus officials, and alcohol- and drug-related fatalities, that have occurred on campus or as part of Coffeyville's activities. All of the incidents in the chart occurred in the College's residential facilities. These incidents were reported as student discipline matters. There were no employee conduct violations related to alcohol and drugs during the review period covered by this report.

		2015-2016	Range of Discipline*		2016-2017	Range of Discipline*
Possession in Violation of Policy	Alcohol	30	Citation (30)		12	Citation (12)
	Illegal Drugs	24	Citation (24)		11	Citation (11)
Public Disturbance	Alcohol	0			0	
	Illegal Drugs	0			0	
Property Damage	Alcohol	0			0	
	Illegal Drugs	0			0	
Physical Altercations (including sexual violence)	Alcohol	0			0	
	Illegal Drugs	0			0	
Driving Violations/Accidents	Alcohol	0			0	
	Illegal Drugs	0			0	
Illegal Manufacture, Sale, or Distribution	Alcohol	0			0	
	Illegal Drugs	0			2	Expulsion (2)
Fatalities	Alcohol	0			0	
	Illegal Drugs	0			0	
*Citation = monetary fine and parental notification						

Enforcement Consistency Analysis

The Task Force has assessed the consistency of imposed sanctions for violations of disciplinary standards and codes of conduct and finds disciplinary actions to be consistent with each circumstance of policy violation. In all situations involving a violation of College policy for alcohol and drug possession, the offending student received a citation (monetary fine and parental notification). In addition, in the two situations where a student was selling illegal drugs, both resulted in expulsion. The handling of the situations shows consistency by the College, regardless of the offending students’ race, ethnicity, gender, or other protected category or the offending students’ involvement in any particular student activity or athletic program.

Assessment

The Task Force has considered the overall effectiveness of Coffeyville's alcohol and drug abuse prevention programming. The Task Force believes that, in light of the College's position as a local community college and its available resources and personnel, overall the College's drug and alcohol abuse prevention program is effective.

During the course of its review, the Task Force identified the following strengths/positives with the College's drug and alcohol abuse prevention program during the two year review period:

- Consistent sanctioning when enforcing drug and alcohol policies.
- Where there are conduct issues related to drug and alcohol abuse, the Task Force found that they are limited to students residing in the College's student housing.
- A new annual notification document has been developed that aligns with legal requirements.
- A procedure has been developed to ensure this notification document is appropriately distributed to students and employees.
- A procedure has been developed to ensure a biennial review occurs every other year.
- A new "Drug and Alcohol Abuse Prevention Program" webpage on the College's website has been developed that houses the notification document and the most recent biennial review report (<http://www.coffeyville.edu/student-services/drug-and-alcohol-abuse-prevention>).
- The College's drug and alcohol policies are simple and easy to understand – the Task Force is unaware of any situations in which members of the campus community have expressed confusion or misunderstanding of these policies.
- The development of a policy inventory led to the removal of some content on the College's website that was outdated.

During the course of its review, the Task Force identified the following areas for improvement/further consideration with the College's drug and alcohol abuse prevention program:

- The number of alcohol and drug conduct violations in the residential facilities is concerning.
- Collaboration with faculty and staff on getting alcohol/drug messaging out to students could be improved.
- There is currently no formal training/programming/materials for employees related to alcohol and drugs.
- Alcohol-free events for students are not currently being publicized as such.
- With the availability of the College's resources in mind, consideration should be given to whether the College's Maxient program for tracking student violations is the best way of tracking and gathering information about drug and alcohol related violations.

Recommended Policy and Programming Revisions

At this time, the Task Force does not have any recommended policy revisions. Regarding programming efforts, the Task Force recommends the following items for further consideration:

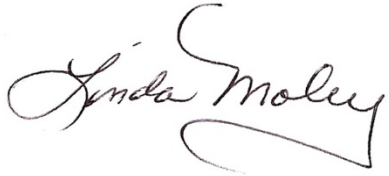
- Targeted programming to students residing in the College's residential facilities (due to the number of drug and alcohol related conduct violations from this population).
- Increase collaboration with faculty and staff on getting alcohol/drug messaging out to students.
- Provide formal training/programming/materials for employees.
- Publicize the College's alcohol-free student events that it already holds in a manner that expresses that the event is an alternative to binge drinking, partying, etc. In addition, consider developing new alcohol-free student events. Examples of events where this messaging would be appropriate include, but are not limited to, the College's annual Super Bowl watch party and a Cinco de Mayo event.

- Development of a social media-driven drug and alcohol abuse prevention campaign (due to social media being such an important part of people's lives, especially students).
- Find ways to publicize to students and employees that if they are having issues with substance abuse, College officials can help direct them to available resources.
- Development of other cross-campus initiatives for alcohol/drug messaging (e.g., a bi-monthly Dean/HR health-focused newsletter that includes information about drug and alcohol abuse prevention).
- Partnerships with community groups and agencies in order to provide drug and alcohol abuse prevention programming.
- Incorporation of drug/alcohol messaging into other programming materials (e.g., include some discussion of alcohol and drugs in sexual misconduct programming).
- Prior to the next biennial review, distribution of a survey to campus community members (or a portion thereof) to gauge attitudes and awareness related to drugs and alcohol and the College's prevention efforts.

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

Approval

This report was presented to and approved by the President in May 2017.

A handwritten signature in black ink that reads "Linda Moley". The signature is written in a cursive style with a large, looping initial "L" and a long, sweeping underline.

President's Signature

Appendix A

Coffeyville Community College Internal Procedure #9 – Drug and Alcohol Abuse Prevention Program

Responsible College Official: Dean of Students	Date Implemented: 5/3/2017
	Revision Dates:

Reason for Procedure

Coffeyville is required to annually distribute in writing to students and employees a notification of certain standards related to the College's drug and alcohol abuse prevention program (DAAPP). In addition, the College must conduct a biennial review of its DAAPP. The Introduction to the Clery-Related Internal Procedures document contains guidance that should be considered when implementing this procedure.

Annual Notification

The College maintains a document titled "Notification of Standards Related to Drugs and Alcohol." As required by law, this document includes the following information as it relates to both students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Coffeyville's property or as part of any of the College's activities;
- Clear statements that the school will impose sanctions for violations of standards of conduct and descriptions of sanctions;
- A description of applicable legal sanctions under state, local, and federal law;
- A description of health risks; and
- Descriptions of available counseling, treatment, rehabilitation, or re-entry programs.

This notification document may be amended from time to time as deemed necessary by the Dean of Students or the biennial review Task Force (discussed in the next section).

The currently-in-effect notification document will be published on the College's website. During the first two weeks of each academic year (Fall semester), the Dean of Students will ensure that students and employees are sent an email to their @coffeyville.edu email accounts that includes the following statement (or a substantially similar statement) and a direct link to the document on the College's website:

In accordance with federal law, Coffeyville Community College is providing you with information regarding its drug and alcohol abuse prevention program. The purpose of this information is to give you an overview of the College's standards related to alcohol and drugs, discuss possible institutional sanctions and legal sanctions, and inform you of health risks and available resources. This information is available here: <https://campussuite-storage.s3.amazonaws.com/prod/33891/6364a13c-3a18-11e6-b537-22000bd8490f/1055579/f25a6aaa-2f75-11e7-b792-22000bd8490f/file/Notification%20of%20Standards%20Related%20to%20Drugs%20and%20Alcohol.pdf>. If you have any questions about this information, please contact the Director of Human Resources at 620-252-7180, bauer.kelli@coffeyville.edu, or the Dean of Students at 620-252-7046, mccune.ryan@coffeyville.edu.

In addition to the notification that is made during the first two weeks of each academic year (Fall semester), the Dean of Students will ensure the above email is also sent to students according to the following schedule:

- In the second-half of the Fall semester (in order to ensure that students who enroll for only the second 8-week term within the semester receive the notification);
- During the first two weeks of the Spring semester;
- In the second-half of the Spring semester (in order to ensure that students who enroll for only the second 8-week term within the semester receive the notification);
- After the enrollment deadline for the June term (typically week 2 of a 4-week term); and
- After the enrollment deadline for the July term (typically week 2 of a 5-week term).

The Dean of Students will also communicate with other College personnel to ensure that any students who enroll under unusual circumstances are also provided with the notification document.

The Director of Human Resources will ensure that all new employees are provided with a hard-copy of the notification document in their orientation materials.

Prior to notifications being made as described above, the College official making the notification will ensure that the correct contact information for the Director of Human Resources and Dean of Student Life is included. In addition, prior to the email notifications being sent, the College official will ensure the link to the notification on the website is a direct link and is working properly.

Biennial Review

In every odd-numbered year, Coffeyville will engage in a full review of its DAAPP to (1) determine its effectiveness and implement changes to the program if they are needed, and (2) ensure that disciplinary sanctions are consistently enforced. The Dean of Students is responsible for appointing a Task Force to undertake the review and ensuring the review occurs. While the individuals assigned to the Task Force may change due to a variety of reasons, the Task Force will generally consist of the following positions:

- Dean of Students (Co-Chair)
- HR Director (Co-Chair)
- Athletic Director
- Director of Nursing
- Student Nurse
- VP for Operations & Finance
- Director of Student Life

During each odd-numbered year, the review will take place sometime between June and December (as schedules of the Task Force members allow) and will cover the two immediately preceding academic years. For example, the 2019 review will cover academic years 2017-2018 and 2018-2019. Each review will culminate in a report that is approved by the President and published on the College's website on or before December 31 of the year of review. Below is a schedule of upcoming biennial reviews:

Year of Review	Academic Years Covered by the Review	Publication of Report
2019	2017-2018; 2018-2019	On or before 12/31/19
2021	2019-2020; 2020-2021	On or before 12/31/21

Year of Review	Academic Years Covered by the Review	Publication of Report
2023	2021-2022; 2022-2023	On or before 12/31/23
2025	2023-2024; 2024-2025	On or before 12/31/25
2027	2025-2026; 2026-2027	On or before 12/31/27
2029	2027-2028; 2028-2029	On or before 12/31/29
2031	2029-2030; 2030-2031	On or before 12/31/31
2033	2031-2032; 2032-2033	On or before 12/31/33
2035	2033-2034; 2034-2035	On or before 12/31/35
2037	2035-2036; 2036-3037	On or before 12/31/37

Appendix B

Coffeyville Community College Notification of Standards Related to Drugs and Alcohol

Prohibition of Drugs and Alcohol

Coffeyville Community College policies prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities. The College will impose sanctions for violating standards of conduct relating to drugs and alcohol, as discussed below.

Students

Student incidents involving drugs and alcohol are referred to the Student Conduct Committee. Potential sanctions for infractions involving drugs and alcohol are described below.

Alcohol (per year): First Offense - \$100 fine, mandatory parental notification, Drug/Alcohol education program; Second Offense - \$200 fine, community service, mandatory parental notification, session with counselor and possibility of additional education sanctioning; Third Offense – removal from the residence hall and/or separation from the institution.

Display of empty alcoholic beverage containers and/or wrappers is prohibited. Display of empty alcoholic beverages and/or wrappers or such containers which includes empty beer bottles, cans, and hard liquor bottles, shot or any other alcohol glasses or alcohol covers such as Crown Royal anywhere in the residence hall will result in the following sanction: First Offense - Container and/or wrappers removed from Residence Hall; Second Offense - Container and/or wrappers removed from Residence Hall, and referred to student conduct system.

Drugs/Controlled Substances (per year): First Offense - \$250.00 fine, mandatory parental notification, placed on probationary status, Drug/Alcohol education program; Second Offense - Dismissed from the Residence Halls, and/or separation from College. *Possession with intent to sell will result in immediate expulsion from College.*

Amnesty Policy: Coffeyville Community College students seeking immediate medical assistance on behalf of persons experiencing alcohol-related or drug-related emergencies will not be sanctioned for violations of CCC alcohol-related or drug-related policies. This program is designed to promote the health and safety of our community. Any student who abuses this policy can be subject to disciplinary action for impeding the orderly process of the College.

Parental Notification Policy: Parents and/or legal guardians of students under the age of 21 will be notified after the first known violation of College policy or state law regarding drugs, or after the first known violation involving alcohol that endangered the health or welfare of the student and/or another person. Notification will also be given following a known drug or alcohol violation that results in the cancellation of a student's housing contract, or if the student has been referred for alcohol assessment. Notification for all other offenses involving alcohol will occur after the second known violation.

Employees

Employee incidents involving drugs and alcohol are investigated and resolved by the Human Resources Office.

The College's employee policies require that any employee who is convicted of a criminal drug statute in the course of their employment or during work time must notify the President of the conviction within five days after the convictions. In addition, the College may require a drug/alcohol test in the event of any

accident involving College-owned vehicles or property or in the event there is reasonable cause to suspect the individual is under the influence of or consuming alcohol or illegal drugs during working hours.

An employee's violation of the College's drug and alcohol policies could result in the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

Full employee policies regarding drugs and alcohol are located in the Faculty/Staff Handbook.

Relevant Laws and Potential Legal Sanctions

Students and employees are expected to abide by federal, state, and local laws related to drugs and alcohol. A summary of several of these laws and potential legal sanctions is as follows:

Federal Law

- Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.
- Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.

State and Local Laws

State and local laws also provide penalties for violations of laws relating to the unlawful manufacture, sale, or use or possession of drugs and alcohol. Sanctions may range from local citation to state law felonies. Penalties range from small fines to imprisonment, depending on the violation and past criminal history of the individual. Some of the most relevant state laws and local ordinances are discussed below.

Under Kansas laws related to alcohol, it is illegal for anyone to:

- Furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age. The maximum penalty for such an offense is as follows: 6 months in jail; \$200 minimum fine; and attend an alcohol education program.
- Host a person under 21 in such a manner that permits the minor to consume alcoholic liquor or cereal malt beverages. The maximum penalty for such an offense is as follows: 1 year in jail; \$1,000 minimum fine; perform community service.
- Operate a vehicle under the influence of alcohol, drugs, or both alcohol and drugs, with a breath or blood alcohol content of .08 or more. For anyone under 21, it is illegal to do so with a breath or blood alcohol content of .02 or greater. A first offense could result in 6 months in jail or 100 hours of public service, \$1,000 fine, completion of an alcohol education program, and driver's license suspension. Additional convictions could result in 1 year in jail, fines up to \$2,500, completion of an alcohol education program, driver's license suspension, use of ignition interlock device, and impoundment of the individual's vehicle.

Under Kansas laws related to drugs, generally, the illegal possession or illegal use of drugs may subject individuals to criminal prosecution. Kansas law also mandates for certain offenders a non-prison sanction

of placement in drug abuse treatment programs. Certain other offenders, including habitual drug users and those convicted of unrelated felonies, remain subject to the punishment of imprisonment. Several specific laws and sanctions are as follows:

- The manufacturing of a controlled substance is a drug severity level 2 felony. The maximum penalty for such an offense is: 12 years imprisonment; \$500,000 fine.
- Illegal possession or use of opiates, amphetamines, and narcotics is a drug severity level 5 felony. The maximum penalty for such an offense is: 3 ½ years of imprisonment; \$100,000 fine.
- Unlawful possession or use of depressants (including barbiturates), stimulants, hallucinogenic drugs (including K-2 and LSD), marijuana, anabolic steroids, simulated controlled substances, and paraphernalia, as well as unlawfully obtaining and distributing prescription drugs is a Class A non-person misdemeanor and may escalate to a level 5 felony. The maximum penalty for such an offense is: 1 year imprisonment; \$2,500 fine. With a prior conviction for this offense: 3 ½ years of imprisonment; \$100,000 fine.
- The sale or distribution of the drugs mentioned in the previous point is a drug severity level 4 felony and may escalate to a drug severity level 1 felony. The maximum penalty for such an offense is: 4 years and 3 months of imprisonment; \$300,000 fine. With prior convictions for this offense: 17 years imprisonment; \$500,000 fine.

In addition to or conjunction with the federal and state sanctions that could be imposed, the cities of Coffeyville and Columbus also have ordinances related to drugs and alcohol that could result in fines and/or imprisonment.

- In Coffeyville, people are prohibited from consuming alcohol in public or on public property, except in limited circumstances, and violations could result in a fine of up to \$500 per offense. In addition, Coffeyville ordinances indicate that possessing illegal drugs could result in a fine up to \$1,000 and/or a prison sentence up to 6 months in length.
- In Columbus, people are prohibited from consuming alcohol on public property (unless a permit has been granted), consuming alcohol while driving, using a fraudulent identification card to purchase or consume alcohol. Such offenses can result in a fine up to \$1,000 and/or imprisonment in jail for not more than 179 days. In addition, Columbus ordinances prohibit the use or possession of simulated controlled substances and drug paraphernalia, as well as the possession of marijuana. Violations can result in fines up to \$2,500 and/or up to one year in jail.

Health Risks

There are a vast array of health risks associated with chronic drug and alcohol use including but not limited to: depression; liver and kidney disease; psychosis and impaired thinking; heart attack; seizures; strokes; high blood pressure; violent outbursts; paranoia; anxiety; increased risk of birth defects and developmental issues during and after pregnancy. For more information about the health risks associated with alcohol and particular types of drugs, please visit <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

Resources

Below is a list of resources that are available to students and employees who are dealing with issues related to alcohol and drug abuse:

- Student Health Nurse
 - Bottom level of Student Union on Coffeyville campus
 - (620) 251-7700
- Four County Mental Health Center (Coffeyville, KS Branch Office)
 - <http://www.fourcounty.com/index.htm>
 - 1601 W. 4th, Coffeyville, KS 67337
 - (620) 251-8180

- Spring River Mental Health and Wellness Incorporated (Columbus, KS Office)
 - <http://springrivermh.org/>
 - 201 W. Walnut, Columbus, KS 66725
 - (620)-429-1860

Please contact the Dean of Students or Director of Human Resources if you would like assistance in finding or contacting community resources.

Appendix C

Policy Inventory

CCC Alcohol and Drug Policy (location: Student Handbook)

Coffeyville Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. In addition, the College requires students to comply with the provisions of the Kansas Controlled Substance Act, K.S.A. 65-4101. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. These laws and policies provide, in part, that no student shall consume or possess any alcoholic beverages, unlawfully manufacture, distribute, dispense, consume or possess controlled substances, or be under the influence of such substances on any College-owned, College-operated, or College-utilized facility or at any College sponsored event or activity either on or off campus. Authorized exceptions to this policy must be obtained in writing by a Vice President or the College President regarding Service of Alcoholic Beverages for Special Events and Regular Operations. Any student found to be using, possessing, manufacturing or distributing controlled substances or alcohol will be in violation of the law or College policy. Violators are subject to College disciplinary action. Criminal prosecution, fine, and imprisonment.

DRUG FREE WORKPLACE (location: Employee Handbook)

As a condition of employment in the College, employees shall abide by the terms of this policy. The Board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the College.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring in the course of their employment or during work time must notify the President of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the College will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

The Board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the College. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any person is prohibited in the College.

Drug and Alcohol Abuse Prevention Information (location: consumer information webpage)

Coffeyville Community College's policy on alcoholic beverages and use of illegal substances is in compliance with state and federal laws. The Alcohol and Drug Education Service at Coffeyville Community College offers timely and accurate information on the physical effects and social issues related to alcohol and other drug use and abuse. Campus services provided include individual counseling regarding alcohol and other drug issues, alcohol/drug information, basic assessment and intervention assistance, educational presentations, and professional referral resources.

Tobacco Usage (location: Student Handbook and Employee Handbook)

Smoking is allowed in designated areas only. The use of any tobacco products and/or the distribution of tobacco products, including smokeless, is prohibited in all College facilities, (i.e., classrooms, hallways, dorm rooms, offices, the Student Union, Gilmer K. Nellis Hall, Football Complex, Learning Resource Center, and Theatre), in any College-owned vehicle, at College-sponsored events, on College grounds which have been posted as tobacco-free areas as well as within ten feet outside any building access point (such as doorways, open windows, and air intakes).

Intoxicating Liquors and Beverages (location: Board Policy Manual)

The College will comply with Kansas Statute 41-719 regarding intoxicating liquors and beverages. Additionally, consumption of alcoholic liquor on College property may be permitted under authorized and appropriately controlled conditions and guidelines. The service of alcoholic liquor on campus must be approved in advance by the College President or designee and may only be allowed provided the property is not used for formal classroom instruction. While permitting reasonable consumption of alcohol in certain circumstances, the College encourages responsibility on the part of those who choose to drink. Specific policies may be adopted relevant to each event and will be included in the operational procedures for service of alcoholic liquor.

Amnesty Policy (location: Student Handbook)

Coffeyville Community College students seeking immediate medical assistance on behalf of persons experiencing alcohol or drug related emergencies will not be sanctioned for violations of CCC alcohol/drug related policies. This program is designed to promote health and safety of our community. Any student who abuses this policy can be subject to disciplinary action for impeding the orderly process of the College.

CCC Disciplinary Action for Drug and Alcohol Violations (location: Student Handbook)

Alcohol (per year)

- First Offense-\$100 fine, mandatory parental notification, Drug/Alcohol program.
- Second Offense-\$200 fine, community service, mandatory parental notification, session with counselor and possibility of additional education sanctioning.
- Third Offense- removal from residence hall and/or separation from the institution.
- Display of empty alcoholic beverage containers and/or wrappers is prohibited. Display of alcoholic beverages and/or wrappers or such containers which includes empty beer bottles, cans. and hard liquor bottles, shot or any other alcohol glasses or alcohol covers such as Crown royal anywhere in the residence hall will result in the following sanction:
- First Offense- Container and/or wrappers removed from the Residence Hall.
- Second Offense- Container and/or wrappers removed from Residence Hall, and referred to the Student Conduct system.

Drugs/Controlled Substances (per year)

- First Offense -\$250.00 fine, mandatory parental notification, placed on probationary status, Drug/Alcohol education program.
- Second Offense- Dismissed from Residence Halls, and/or separation from College

Possession with intent to sell will result in immediate expulsion from College.