



## Biennial AOD Review 2014—2016

The purpose of this report is to comply with the Drug-Free Schools and Campuses Regulation (EDGAR Part 86). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Alcohol and Other Drug (AOD) Abuse Prevention Regulations may cause an institution to forfeit eligibility for federal funding. To comply with this regulation, IHE, such as Helena College University of Montana, are required to complete biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and consistency of enforcement of sanctions, along with the number of alcohol and drug violations. An institution's AOD program must include an annual notification to students, faculty, and staff on the availability of the AOD policy; the policy must address the standards of conduct, description of sanctions for violating federal, state and local laws or college policy, health risks associated with use and/or abuse, prevention programs offered, as well as information about various treatment options.

### Biennial Review Committee Members:

Valerie Curtin – Director of Financial Aid

Barbara McAlmond—Director of Communications and Marketing

Matthew Richards—Director of Human Resources

Elizabeth Stearns Sims—CSAO/Title IX Coordinator

Dr. Patrick Turner—Director of the Student Support Center

## Summary

Helena College University of Montana is a comprehensive two-year, non-residential institution of higher education. Helena College (HC) is committed to providing a safe and healthy learning environment that enriches the lives of its students, faculty, staff and community. As such, HC has implemented a Drug-Free Campus policy (400.4) that the unlawful manufacture, distribution, sale, possession, or use of a controlled substance in the workplace or while conducting college business is prohibited. No event involving the sale, possession, and/or consumption of alcoholic beverages may take place on college property without prior written approval of Helena College's Dean/CEO per policy 600.6. It is the responsibility of each member of the college community, students, faculty and staff, to be familiar with the provisions of the policy and also the Montana Code Annotated as they pertain to alcohol and drug use and abuse, The College's Drug-Free Work place and Alcohol policies place responsibility for individual and group conduct on the individuals who use drugs and consume alcohol.

The College has two buildings, referred to as campuses, approximately 4 miles apart. The main campus is located at 1115 N. Roberts and the secondary campus at 2300 Airport Road, both in Helena, MT 59601. Policies and programs summarized in this report are common to both college locations.

The management and enforcement of Helena College's AOD policies and programs present a unique challenge due to the non-residential opportunities. Rather than be faced with on-campus violations of AOD laws and policies, Helena College's Dean of Student Affairs, faculty and staff more often handle the impact of alcohol use and abuse that occurs off-campus and within the family dynamics; thus, placing the emphasis on recognizing the signs and symptoms of use/abuse and external resources available for support and care rather than enforcement actions on campus. The college's programs address this difference through an emphasis on AOD laws and collaborations with external agencies in addition to providing access to support within our community.

## Alcohol and Other Drug Prevention Program Goals

The prevention programs offered by Helena College to students are designed to create a safe and healthy learning environment free from alcohol, other drug use/abuse and develop and disseminate information to the campus community about the health risks associated with use and abuse as well as information regarding treatment facilities to support all members of the college community.

To help meet these goals, Helena College's Office of Student Affairs offers a variety of programs designed to educate and support an alcohol and drug free lifestyle. In various courses, faculty provide educational opportunities for conversations concerning AOD emotional, psychological and physical ramifications. Some examples of these efforts include:

- \* Requiring all students, except those enrolled in continuing education programming, to complete AlcoholEdu during the first 8 weeks of the initial term of enrollment earning a score of 75% or higher;
- \* Educational pamphlets on the risk associated with alcohol use/abuse as well as tips for healthy living available in the Student Support Center, Counseling and Veteran Services.;
- \* Student Government Association enforces the AOD campus policies when hosting events off-

campus;

- \* Requiring all students, except those enrolled in continuing education programming, to complete Haven, a bystander intervention module, during the first 8 weeks of the initial term of enrollment earning a score of 75% or higher;
- \* Campus Security Authority training provided yearly to those individuals identified as Campus Security Authorities (CSA), as required by Clery;
- \* Faculty and staff workshops highlighting classroom management when confronting students with AOD use/abuse;
- \* Reviewing AOD and other pertinent policies at a mandated New Student Orientation for students new to Helena College or those who have returned after two more consecutive semesters absence;
- \* Various events hosted throughout the academic year available to all students, faculty and staff. Some events included, but not limited to, were:
  - \* “We need to Talk” a Town Hall Meeting hosted by Helena College and other community agencies regarding the challenges associated with underage drinking;
  - \* “No More” campaign—Students identifying how they will help end Domestic Violence and Sexual Assault;
  - \* Campus safety training;
  - \* Programming highlighting Campus Safety and Domestic Violence Awareness months
  - \* Stress Free Zones—healthy alternatives during finals week.

## Policies

### *Alcohol Sale, Possession and/or Consumption on College Property, 600.6*

It is the policy of Helena to comply with applicable laws pertaining to the sale, possession, and/or consumption of alcoholic beverages on college property and to foster responsible attitudes toward alcohol among the members of the college community, including students, faculty, staff, and visitors. No event involving the sale, possession, and/or consumption of alcoholic beverages may take place on college property without prior written approval of Helena College’s Dean/CEO.

### *Drug-Free Work Place, 400.4*

Helena College is committed to providing a drug—free workplace in compliance with the Drug -Free Workplace Act of 1988. The unlawful manufacture, distribution, sale, possession, or use of a controlled substance in the workplace or while conducting college business is prohibited.

### *Non-tobacco Use, Smoke-free Workplace and Facilities, 600.1*

Helena College has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff, and visitors while respecting individual choice. Consistent with these concerns and with Montana Code Annotated (MCA), Title 50(Health and Safety); Chapter 40 (Smoking in Public Places); and Part 1(Montana Clean Indoor Air Act), Policy 601 has been established to restrict the use of tobacco products inside all campus buildings owned, operated, or leased by Helena College. These buildings are designated as non-tobacco use, smoke-free facilities, and Helena College is considered a non-tobacco use,

smoke-free workplace.

Helena College does not permit any tobacco use, including Vapor or e-cigarettes on any college property and has no designated smoking area.

### *Student Code of Conduct and Disciplinary Sanctions*

Helena College's Student Code of Conduct outlines the student conduct expectations both on and off-campus. The policy prohibits the possession and use of alcohol and other illegal drugs on college property and at college-sponsored activities. The policy also outlines the due process and procedures for students accused of conduct violations and the potential disciplinary sanctions. The full Code of Conduct may be found both in print in the Student Handbook and online at [Code of Conduct](#).

### Distribution of Policies

A copy of Helena college AOD policies are distributed annually to new students via the Student Handbook both in print and online at the start of every fall and spring semester during New Student Orientations and to returning students via the Student Handbook in print. Students are again informed of the policies before March 01 of every year which is communicated through the student's institutional email. All Helena College policies are published in the college's website found [here](#).

### Enforcement of Disciplinary Sanctions

#### *Determination of Responsibility:*

The primary source on campus to enforce the AOD policies as related to students, is the Chief Student Affairs Officer (CSAO). For matters involving employees, Human Resources is the unit responsible for managing interventions and/or disciplinary actions. It is the primary responsibility of the CSAO to assess student infractions and determine sanctions. Helena College is fortunate to have very little reported incidences of alcohol or other drug violations over the past two years. For reported incidents, the student conduct process used is the preponderance of the evidence, or, 'more likely than not' standard for determining whether or not a violation has occurred. Both informal and formal adjudication methods are used. Most cases are resolved informally, whereby the CSAO and the student reach an agreement about responsibility and sanctions. If the case cannot be resolved informally, it proceeds to a formal review and the Associate Dean for Academics reviews the information to determine a finding of responsible or not responsible and issues disciplinary sanctions.

#### *Disciplinary Sanctions and Rationale:*

Disciplinary sanctions range from a warning to permanent expulsion from Helena College. Sanctions are determined on the circumstances of the case, as well as the perceived learning needs of the student and judicial record, if any. Disciplinary sanctions for violations by students are included in the Student Code of Conduct which articulates the following:

- \* The violation of the code
- \* The determination of sanctions
- \* The factors considered in determining sanctions
- \* Possible sanctions that can be imposed

Factors examined for determination of responsibility:

- \* The nature of the violation
- \* Prior violations/conduct history of the student
- \* Sanctions issued for similar cases
- \* Factors which will assist the student to learn from experience and make better choices
- \* Impact on the campus community

Sanctions imposed range from a warning to probation, suspension or expulsion from Helena College. However, often warning sanctions are imposed and behavioral contracts are implemented.

The chart below shows the number of alcohol and other drug arrests and referral as reported in the Helena College 2015 Annual Security Report, which can be accessed [here](#).

OFFENSE	On CAMPUS			Non CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Liquor Law Arrest	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred to Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	1	1	0	0	0	0	0	0
Drug law violations Referred to Disciplinary Action	0	0	1	0	0	0	0	0	0

#### Helena College AOD Program Strengths and Weaknesses

Members of the Biennial Review Committee used various materials to help produce this report and assist in the determination of the strengths, weakness and recommendations. Some documents used include the following:

- \* Student Code of Conduct
- \* Helena College website
- \* National Institute on Drug Abuse website
- \* Complying with the Drug-Free Schools and Campuses Regulations: A guide for Universities and College Administrators
- \* Annual Security Report (2015)
- \* Alcohol Policy
- \* National Institute on Alcohol Abuse and Alcoholism website
- \* Compliance Checklist Part 86
- \* Smoke and Tobacco Policy
- \* Drug-Free Workplace Policy
- \* Montana DPHHS website
- \* Supplemental Checklist Drug-Free Schools and Campuses Regulations (EDGAR part 86)

The committee indicated various strengths:

- \* Limited number of drug and alcohol policy violations and disciplinary referrals;
- \* Availability of printed information and resources about alcohol and other drug use readily accessible to all members of the college community;
- \* Multi-format, distribution and availability of the Student Code of Conduct, sanctions and judicial processes;
- \* Promotion of living healthy lifestyle with tips for doing so;
- \* Partnerships with external agencies and community resources;

- \* Institutional student requirements regarding AlcoholEdu and Haven;
- \* Required New Student Orientation;
- \* On campus free counseling for students;
- \* Accessibility of Annual Security Report;
- \* Health insurance supporting, counseling, drug and alcohol treatment/rehab available to all full-time employees;
- \* Alcohol sale (600.60 and Tobacco (600.1) policies.

The committee found several areas of weaknesses:

- \* Drug-Free Workplace Policy (400.4) has not been reviewed and or updated in eight years;
- \* Lack of relevant policies distribution to employees and potential employees;
- \* Lack of counseling availability on campus for staff and faculty;
- \* Limited collaboration with faculty to help facilitate prevention and awareness activities;
- \* Limited faculty referrals for potential Code of Conduct violations;

The committee, through this Biennial Review, makes the following recommendations for improvement to the Alcohol and Other Drug Program:

- \* Increased collaboration with faculty to help facilitate prevention and awareness activities;
- \* Increased collaborations with external agencies and resources;
- \* Update Drug-Free Workplace Policy (400.4);
- \* Incorporate employee notification of annual policy notice when sending notice to students.

Submitted by,

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CSAO