

GTCC's Drug and Alcohol Abuse Prevention Program

2020 Biennial Report

The Drug-Free School and Communities Act of 1989

This report has been prepared to comply with the Drug-Free Schools and Communities Act of 1989, Public law 101-226, which requires Guilford Technical Community College to certify that it has adopted and implemented a program to prevent the possession, use or distribution of illicit drugs and alcohol by students and employees. This statement is being published to clearly define the following items set forth by the statute:

1. The annual distribution in writing to each employee and to each student who is taking one or more classes for any kind of academic credit, except for continuing education units, regardless of the length of the student's program of study, of a:

- Description of the standards of conduct that clearly "prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities"
- Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol
- Description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- Description of any drug and alcohol programs (counseling, treatment, rehabilitation, and reentry) that are available to employees or students
- Clear statement that the College will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution

2. A biennial review by the institution of its program to: determine its effectiveness and implement changes to the program if needed; and ensure that disciplinary sanctions are consistently enforced.

The participants in the GTCC 2020 review, who collectively serve as the authors of this report, are:

- Angela Campbell, Coordinator, ACA/Benefits
- Chris Chafin, Associate Vice President, Student Services
- Berri Cross, Director, Student Life
- Scott Jaeschke, Director, Student Conduct & Community Standards
- Anya Michael, Student Success Specialist
- Dina Nasreddin, Advisor II, Financial Aid
- James Phillips, Chief, Campus Police
- Jacqueline Greenlee, Director, Organizational Development

Student Services is the primary office responsible for overseeing the biennial review. This report was completed and submitted to the College's leadership team on September 8, 2020.

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Compliance with the Requirement for Providing Written Notice

Annual Policy Notification Process

Annual Notification Process for Students

Annual notification is sent to every student taking one or more classes for any type of academic credit, except for continuing education units, regardless of the length of the student's program of study. This includes students only enrolled in online courses.

During the first week of September in 2018 and 2019, the College sent each student (as defined above) an email notifying them of GTCC's DAAPP and provided them with the hyperlink to view the details of the program via the most recent report. This complied with our internal deadline for distribution to occur on or before October 1st of each year.

As well as being linked in an email to each student's College email account, the DAAPP is posted on the College's website at <https://www.gtcc.edu/student-life/student-policies-and-information/index.php>. Students can request a print copy of the GTCC DAAPP from the Office of the Vice President for Student Services. Response is based on requester's preference.

The College's DAAPP provides the following information:

- A description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

The College's annual email alerts provide the following information:

- A description of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students

The College's Student Code of Conduct and employment policy provide the following information:

- A description of the standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities
- A clear statement that the College will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion from the College and referral for prosecution

Annual Notification Process for Employees

Annual notification is sent to all current employees of the College via email. Our DAAPP states that distribution should occur on or before October 1st of each year. On September 27, 2019 the College sent each employee an email notifying them of GTCC's DAAPP. In addition to the annual notification sent to each employee via email:

- The College's DAAPP has been posted on the GTCC website
- Employees are to be provided with a copy of the Annual Notification through their College email account no later than October 1st of each year
- New employees receive the Drug-Free Workplace brochure along with the GTCC DAAPP disclosure form during new employee orientation (NEO). NEO is held on the 1st, 10th and 20th of each month. The disclosure form is signed by each new employee and the signed document is placed in their personnel file

The Content of our Annual Notification to Employees Includes:

- Description of the standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities
- Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol
- Description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- Description of any drug and alcohol programs (counseling, treatment, rehabilitation, and reentry) that are available to employees or students
- Clear statement that the College will impose disciplinary sanctions on employees for violations of the standards of conduct and a description of those sanctions, up to and including termination of employment and/or referral for prosecution

Samples of the 2018/2019 written statements to students and employees

For Students

Guilford Technical Community College's Drug and Alcohol Abuse Prevention Program (DAAPP)

GTCC Students,

Guilford Technical Community College's Drug and Alcohol Abuse Prevention Program (DAAPP) exists to support the health, safety, and well-being of our students & employees, and to educate them on the dangers of drug and alcohol abuse. Please take the time to review this Program at ***Drug and Alcohol Abuse Prevention Program (DAAPP)***

GTCC's DAAPP is in compliance with the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations. These regulations require each institution of higher education to certify that it has developed and implemented this program.

For Employees

THIS EMAIL IS NOT DIRECTED TO ANY SPECIFIC INDIVIDUAL.

GTCC is required to send this email to all employees every year to comply with federal regulations. Annual Notification to ALL Employees

The Drug and Alcohol Abuse Prevention Program (DAAPP) at Guilford Technical Community College (GTCC) is committed to protecting the safety, health, and well-being of all employees, students, and other individuals in our workplace/learning environment. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. Employees may view the details of GTCC's DAAPP using the following link: [GTCC'S DAAPP](#) and selecting the Drug and Alcohol Abuse Prevention Program.

One of the goals for our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. GTCC has long-standing policies prohibiting the unauthorized manufacture, possession, distribution, sale, or use of alcoholic beverages or controlled substances. Employees may obtain information regarding the following policies: I-2.1.7 Alcohol and Controlled Substance Use and I-2.1.3 Drug-Free Workplace by using this link: [Management Manual](#) and selecting the desired policy. Employees may also obtain a copy of the following policies: I-2.1.7 Alcohol and Controlled Substance Use and I-2.1.3 Drug-Free Workplace by contacting the Human Resources Office. Employees (regular status) who desire more information or confidential assistance with substance abuse may contact the college's Employee Assistance Program (EAP) provider at www.HelloE4.com. The user name is "gtcc" and the password is "guest." E4 may also be reached by phone at 800-828-6025. Information/assistance is available at no cost to the employee (GTCC pays for this service).

Additional resource links and information sources include:

www.insightnc.org

www.smartrecovery.org

In Greensboro:

Alcoholics Anonymous call: 336-854-4278 or email: help@nc23.org

Alcohol & Drug Services (ADS) call: 1-855-801-9817 or visit their website: www.adsyes.org

Mental Health Clinics in Guilford County 336-641-7777
Narcotics Anonymous call: 866-375-1272 or email: info@greensborona.org

In High Point:

Alcohol & Drug Services (ADS) 336-882-2125

Alcoholics Anonymous, answering service 336-885-8520

Mental Health Associates call: 336-882-2827 or email: information@mha-triad.org

Sincerely,
Human Resources Office

Biennial Review

Data

Sources for Review Material

- College Website: www.gtcc.edu
- Counseling Services Literature
- Management Manual:
https://www.gtcc.edu/files/administration/GTCC_Management_Manual_Policies_Only_March_2020.pdf
- New Employee Orientation Material
- Student Handbook:
https://www.gtcc.edu/files/student%20policies%20and%20procedures/gtcc_student_handbook%202019-20.pdf
- Annual Notification to Students
- Annual Notification to Employees
- College's Student Code of Conduct:
<https://www.gtcc.edu/files/student%20policies%20and%20procedures/StudentCodeOfConduct.pdf>
- Department of Athletics Code of Conduct
- Annual Safety Report: <https://www.gtcc.edu/files/campus%20police/ASR-Final.pdf>

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

During the review period (September 2018 to August 2020) there was one on-campus drug violation leading to arrest and one on-campus alcohol violation which was processed through the Community Standards Office for a total of two (2) student drug and alcohol-related incidents. Recognizing that this is two more than what was reported in the 2018 edition of this report, the College affirms that this indicates normal variation in a population rather than cause for concern.

The College has—and anticipates continuing to have—a low number of student AOD violations due to the following factors:

- The College is not a residential campus.
- The College does not have affiliated Greek chapters or other recognized social organizations.
- College Disciplinary Officers (now members of the Community Standards Office) have diligently enforced the Student Code of Conduct and educated campus constituents about their responsibilities pertaining to drugs and alcohol.
- Very few students are provided with storage (lockers) on campus that could be used to store or access drugs or alcohol.

There were no employee-related AOD incidents on campus during the review period. This is attributed most directly to the ongoing success of the new employee orientation—the emphasis that it places on the College's disposition toward alcohol and drugs.

Policies

College-Wide Policies

Policy I-2.1.7 is the College's *Alcohol and Controlled Substance Use* policy which defines both of those categories. The policy also provides a pre-approval pathway for serving alcohol responsibly at sponsored events and for the presence of prescribed drugs on-campus for legitimate medical purposes.

As well as including this policy, the College's Management Manual cites the North Carolina General Statute 90-95(a) which makes it illegal for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance; to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a counterfeit controlled substance; and to possess a controlled substance [without a prescription].

Student Policies

The federal Department of Education makes it clear that criminal convictions for drugs can suspend students' eligibility for Title IV financial aid: <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>.

Policy IV-3.1.1 is the College's *Student Code of Conduct* policy which affirms that illicit use or possession of controlled substances on-campus or at a College-sponsored event will constitute a violation. Allegations of such violations will be investigated by the Community Standards Office and, if affirmed, will result in sanctions up to and including separation from the College.

Additionally, the College's Athletics Department maintains an athlete's code of conduct under which student athletes agree not to use any illicit substances and to be subject to random testing as verification of this.

The annual Student Handbook, in addition to publishing the full text of the Student Code of Conduct, clarifies for student the authority under which Campus Police can investigate and intervene in drug and alcohol-related situations to include detention and arrest (NC General Statute 115D-21.1). The Student Handbook also shares health information about the effects of drug and alcohol use and includes annually-updated referral resources for drug counseling and rehabilitative services. Contact information for the College's on-campus Counseling Center is also included.

Employee Policies

Policy I-2.1.3 is the College's *Drug-Free Workplace* policy which sets the requirements for employees to avoid inappropriate involvement with substances at work. The policy also describes the method for sanctioning employees who violate these terms of employment up to and including termination.

Programs

Individual Based Programs/Interventions offered on campus which may be considered for students

GTCC's First Advising Session brings attention to the College's Student Success Program which allows students to self-identify any personal challenges they may be facing, to include drug and alcohol issues. Every new student is added to the Navigate System and sent a link to an intake form that allows them to explore resources available to assist with challenges they have self-identified.

The Counseling Center provides counseling services to all students with alcohol or other drug abuse issues. Students may voluntarily avail themselves of the College's Counseling Center for help with alcohol or drug abuse, or they may be referred by faculty, staff or the Community Standards Office as a part of sanctions for violations of the Student Code of Conduct.

The Counseling Center utilizes the CAGE Assessment of alcohol use, an individual screening test for alcohol dependence and the CAGE-Aid, which is an adaptation of the CAGE. The test is simple, with four questions, and has proven to be accurate in identifying usage patterns that may reflect problems with alcohol. The CAGE test focuses on the use of alcohol and the CAGE-Aid focuses on non-alcohol drugs.

Counselors also use motivational interviewing when counseling students with substance abuse issues. Motivational interviewing enhances a person's desire for changing his or her behavior. It is person-centered which engages the students. Through motivational interviewing counselors can help students explore and resolve their ambivalence towards change, and eventually commit to changing their behavior.

When appropriate, students are also referred to off-campus treatment providers, which include the following:

Daymark Recovery Services
5209 W. Wendover Avenue
High Point, North Carolina 27265
336.899.1550

Daymark
205 Balfour Drive
Archdale, North Carolina 27263
336-431-0700

Fellowship Hall
5140 Dunstan Rd,
Greensboro, NC 27405
800-659-3381

Additionally, the Counseling Center maintains an extensive collection of informational brochures, flyers, booklets and other literature related to alcohol and substance abuse. Students and employees can access the materials at any time that the Counseling Center is open.

Group Based Programs/Interventions on campus

All club and Student Government Association travel is alcohol/drug free. Students are asked to commit to the agreement in receiving permission from the College to travel. The College's Athletic Department requires that each student athlete read and sign a code of conduct form. This form is used exclusively by the Athletic Department. In signing this form, the student-athlete agrees that they will not use any form of illegal drugs, with an immediate suspension or dismissal from the team should they not comply. Each athlete also expresses that they understand that they can be drug tested at any time during the academic school year.

Universal or Entire Population-Based Programs and Interventions on Campus

All campus programs and events are alcohol and drug free. There are a number of student activities throughout the year that encourage student participation while in a fun alcohol-free environment. A sample of student activities that took place over the last two years include fall fests, movies, plays, club activities, comedians, speakers, etc. Specific examples of student programming or campus initiatives pertaining to drugs and alcohol during the 2018-2020 biennium include the following items:

- The College screened the documentary “The Hunting Ground” and the “It’s On Us” education video during the Spring and Fall 2018 and semesters at all four main campus locations. Screening also took place during Spring and Fall 2019 at the Jamestown, Greensboro, and Union Square campuses.
- The College secured 36 Naloxone kits for Campus Police in 2018.
- The College screened “The Anonymous People,” a 3-hour film event with a facilitated discussion about addiction and recovery.
- In 2018, Titan Recovery was formed at GTCC as an official student organization. Per its website description, “We are the GTCC chapter of Collegiate Recovery. Our purpose is in accordance with the Collegiate Recovery Mission Statement: Change the trajectory of recovering students’ lives by connecting, developing, and sustaining collegiate recovery through collaboration, guidance, and expertise. Titan Recovery provides a place for students living in recovery or who have been affected by substance abuse, thus fulfilling GTCC’s mission statement to provide for our diverse community. Our Chapter works closely with the Counseling Center to bring awareness to the students about services provided on campus and to spread awareness about substance abuse with our fellow students as well as in the communities GTCC serves. In addition, we enrich our community by assisting the less fortunate, the elderly, and the homeless. Through our efforts, Titan Recovery provides students a way to overcome the social stigma regarding living a life of recovery.”
- The Counseling Center began offering a bi-weekly support group for students in recovery.

On the instructional side, the College’s Defensive Driving-DDC 4 hour course included topics such as the effect of alcohol and drugs on driving and vehicle laws and regulations.

Individual Based Programs/Interventions for employees

For information or confidential assistance with substance abuse regular employees may contact the College's Employee Assistance Program (EAP) provider, New Directions, at eap.ndbh.com, Company Login Code: GTCC or by calling 800-624-5544 for information and/or assistance at no cost to the employee as the College pays for this service. Regular status employees desiring more information or confidential assistance with substance abuse may obtain resource details using the intranet and viewing the Human Resources Department webpage (select Other Benefits) or by contacting Human Resources at 336-334-4822, extension 50269.

Review

Goals and Objectives for Biennium Being Reviewed, Written October 2018

1. Send Annual Notifications to employees and students by October 1st of each year
2. Be more intentional about collecting data that can be analyzed to identify any AOD concerns on campus
3. Maintain a low number of AOD incidents on campus
4. Keep the College website current and send to employees and students notifications of any changes that occur, prior to scheduled notifications

Analysis of the College's Success in Accomplishing These Goals

The College achieved success with the first, third, and fourth goals from the previous biennium. Annual notification was shared with students and with employees as expected. AOD incidents remained low. And online materials were maintained and advertised appropriately.

It is unclear how the College increased intentionality in data collection and analysis. Data collection and analysis appears to have continued to rest with sub-groups within the institution such as Campus Police and the student conduct office (now Community Standards) which were already engaging in pieces of the work for their individual mandates. This appears to be an area for more intentional action in the coming biennium.

Other Measures Taken to Improve the College's DAAPP

During the biennium being reviewed the College changed its student success tracking software from SSP to Navigate. This change is anticipated to have ancillary benefits for drug and alcohol abuse prevention by making it easier for students to identify resource on-campus and to schedule appointments in times of crisis.

Committee reviewers were especially impressed by the founding of a campus chapter of Collegiate Recovery and a coordinated effort from the Counseling Center to provide a group support model for students in addiction recovery. The national opioid crisis has been seen by College employees to affect all of the communities we serve; these interventions are necessary and timely as shown by the fact that Titan Recovery was designated as the Student Club of the Year during the 2018-2019 academic year for its contributions to the campus.

Conclusion

Summary

During the 2018-2020 biennium the College was successful in maintaining an effective drug and alcohol abuse prevention program and did comply with the Drug Free School and Communities Act of 1989. Written notice was appropriately sent to students and employees; comprehensive policies were maintained, advertised, and used to guide campus action; proactive educational programming for community members was provided; and online materials were kept current.

New Goals and Objectives for the 2020-2022 Biennium

The Committee members have identified three goals to improve the drug and alcohol abuse prevention program over the next two years:

- Expand the language in the annual notification emails to students and employees. All constituents should be informed of the ability to request a print copy of the program report from Human Resources (for mailing or pickup based on personal preference). All constituents should be made aware of the full list of community resources for treatment and assistance. And all constituents should be made aware of the full list of College policies and procedures governing the presence and use of controlled substances on campus.
- Provide a clearer separation online between the program and the reports of the program. Several program links in the past have directed website users to PDF versions of a biannual report. The committee members understand that as a synopsis of the program's resources a report such as this one can itself serve as a resource. This can lead, though, to an insular cycle that is less than fully comprehensive.
- Plan and execute more student-facing programs that are joint ventures between the primary stakeholders: Campus Police, Student Life, and Community Standards. Such programs would be planned with specific desired outcomes and related assessment methods.

Implementation Plan

The committee members anticipate achieving the stated goals in three main ways:

- Expanding the program's online presence into a standalone DAAPP subpage under the College's main webpage. This subpage will include all gathered resources as well as links to prior reports.
- Developing a DAAPP programming calendar as a distinct programming track within the larger Student Life programming environment.
- Converting the *ad hoc* review committee into a standing DAAPP assessment committee to meet quarterly during the biennium and assess progress for the 2022 report.