

**Blue Cliff**  
**Career College**

**BIENNIAL**  
**REVIEW**

**Of BCCC's Drug &**  
**Alcohol Abuse Prevention**  
**Program**

**October 1st 2018 Report**

# Table of Contents

Introduction to Biennial Review..... 2

Additional Explanation Regarding the 2018 Biennial Review..... 3

Enforcement and Consistency of Disciplinary Sanctions..... 3

State of the Drug and Alcohol Abuse Prevention Program Goals and Achievement ..... 4

Drug and Alcohol Abuse Prevention Program Strengths and Weaknesses ..... 5

Procedures for Distributing Annual Drug and Alcohol Abuse Prevention Program Notification to Students and Employees ..... 6

Contact Information for Additional Questions..... 6

# **Biennial Review of Blue Cliff Career College's Drug and Alcohol Abuse Prevention Program**

## **Introduction to Biennial Review**

Federal Drug-Free Schools and Campuses Regulations require institutions of higher education to conduct a biennial review of their alcohol and other drugs programs and policies to determine program effectiveness and consistency of policy enforcement and to identify and implement any changes needed to either. The required review has two objectives:

1. To determine the effectiveness of, and to implement any needed changes to, BCCC's Drug and Alcohol Abuse Prevention Program.
2. To ensure that BCCC enforces the disciplinary sanctions for violating standards of conduct consistently.

BCCC will perform a review every two years. Each report will review the Drug and Alcohol Abuse Prevention Program's effectiveness for the previous two academic years.

## **Research Methods and Data Analysis Tools for Biennial Review**

BCCC will use a variety of methods and tools to conduct the biennial review of its Drug and Alcohol Abuse Prevention Program. Each institution of higher education faces its own unique set of challenges in regards to the prevention of drug and alcohol abuse. The details of each institution's review can and should adjust to strategically address the specific alcohol and other drug issues faced by their students.

The various methods and tools used for the biennial review can include but are not limited to the following:

- Campus surveys including students and employees
- Interviews with students and employees
- Security and Safety Office records regarding incidents that reported the use or abuse of alcohol and other drugs including any available information from local law enforcement
- Education Office records regarding incidents that reported the use or abuse of alcohol and other drugs including sanctions and disciplinary action taken
- Evaluation of any specific programs used to assist with the prevention of drug and alcohol use and abuse that were implemented or administered during the academic years being evaluated by the biennial review
- Comparing our plan with other College's Drug and Alcohol Abuse Prevention Programs

## **Responsible Offices and Officials for Biennial Review**

BCCC's commitment to a drug and alcohol free College is a campus wide effort. In conjunction with other offices and individuals across campus, the following offices and officials work together to produce the biennial review and submit to the President for approval.

<i>Responsible Office</i>	<i>Responsible Individual</i>
Education Office	Campus Director
Financial Aid Office	Director of Financial Aid

## **Approval of Biennial Review**

BCCC's biennial review of its Drug and Alcohol Abuse Prevention Program is evaluated and approved by the President of the college, Richard Denney.

## **Availability of Biennial Review**

BCCC's biennial review is available to students, applicants, parents, employees and the general public. Any interested party can request a copy of the biennial review by contacting the Education Office at [jenny@blue.edu](mailto:jenny@blue.edu) or (251)473-2220. In addition, information may also be obtained by going to the website: <http://www.blue.edu/drug--alcohol-prevention-program>.

## **Additional Explanation Regarding the 2018 Biennial Review**

BCCC's current Drug and Alcohol Abuse Prevention Program was done in September of 2018 as a part of our biennial reporting requirement. While preparing a response and talking with students and staff, the school officials discovered a positive level of support for the efforts. Significant input was received by personal/confidential discussions and interviews with students and staff. In addition, the student and staff surveys and analysis was positive. Standard protocol for a biennial review is to review the Drug and Alcohol Abuse Prevention Program for the previous two academic years. BCCC's Drug and Alcohol Abuse Prevention Program as well as the biennial review documentation and review process. The students and staff were given a copy of this final review and report.

## **Enforcement and Consistency of Disciplinary Sanctions**

Blue Cliff Career College is a drug and alcohol free campus. The College seeks to abide by all drug and alcohol related policies, regulations and laws, and to impose consistent disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with local, State or Federal law. In reviewing each offense listed below, there were no irregularities or inconsistencies found in the disciplinary action taken. BCCC will continue to strive for each individual offense to be handled fairly, consistently and in accordance with policies and regulations. Should a student feel that disciplinary action taken or not taken was unfair or

inconsistent with any drug or alcohol use or abuse policy, he/she should contact the Education Office. Should an employee feel that disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, he/she should contact the Human Resources Office. All such concerns will be taken seriously.

**Students**

The data below represents the number of drug and/or alcohol offenses committed by students in the previous two academic years.

<b>Academic Year</b>	<b>Number of Offenses</b>	<b>Outcomes/Action Taken</b>
<b>2015-2016</b>	0	0 probations 0 suspensions
<b>2015-2016</b>	0	0 probations 0 suspensions
<b>2016-2017</b>	0	0 probations 0 suspensions

Because there were no offenses by students in the last two academic years, there was no disciplinary action needed.

**Employees**

The data below represents the number of drug and/or alcohol offenses committed by employees in the previous two academic years.

<b>Academic Year</b>	<b>Number of Offenses</b>	<b>Outcomes/Action Taken</b>
<b>2014-2015</b>	0	Not Applicable
<b>2015-2016</b>	0	Not Applicable
<b>2016-2017</b>	0	Not Applicable

Because there were no offenses by employees in the last three academic years, there was no disciplinary action needed.

**State of the Drug and Alcohol Abuse Prevention Program Goals and Achievement**

BCCC strives to be a drug and alcohol free campus. Therefore, the ultimate goal of our Drug and Alcohol Abuse Prevention Program is to help us achieve that high standard. The College realizes that this may not always be possible and that students or employees can have struggles with drug and/or alcohol abuse from time to time.

Moving forward, the following goals outlined below are being implemented.

- To establish a drug and alcohol free campus
- To educate the campus on the importance of abstaining from drugs and alcohol and the dangers of the use and abuse of drugs and alcohol
- To ensure that all disciplinary action taken in regards to a violation of any drug and alcohol policy is administered fairly and consistently
- Work closely with the Drug and Alcohol Center for training for our students and staff
- To place an increased educational emphasis on the negative effects of marijuana which from personal discussions is a topic of interest to the students based on national legalizations trends.
- Goals are also to continue to review policies & disclosures to make them more “readable” without being too wordy or awkward.

## **Drug and Alcohol Abuse Prevention Program Strengths and Weaknesses**

### **Strengths**

- Multiple opportunities taken to talk with students and distribute anti-drug literature.
- A good focus by staff on the program with the assistance of reminders in the company information systems & calendars.
- Excellent survey results of students and staff (See summary of surveys).
- Extremely low occurrence “0” of drug & alcohol incidents on campus
- The use of personal college email accounts given to all students – allowing certain distribution of additional notices, disclosures and literature.
- Sincere desire by staff to be compliant with this program.
- BCCC’s Christian standards assist in the prevention of use and abuse of drugs and alcohol by students and employees. Many prevention programs are reactionary in nature. These programs tend to focus on education, and they encourage the campus to only drink in moderation and to avoid illegal drugs. Because a large number of college students in general tend to experiment with drugs and alcohol on college campuses across the country, typical prevention programs often focus greatly on how to help someone after they have abused drugs or alcohol. These are all good and necessary components of any program. However, BCCC also focuses on prevention from the start. Students and employees are required to commit to abstaining from all drugs and alcohol. Even students or employees that are of legal drinking age are required to refrain from drinking any alcohol and to commit to living by that standard prior to enrollment or employment. As such, the vast majority of students and employees are not currently using drugs or drinking alcohol before ever arriving on campus.
- In addition, BCCC has health and nutrition classes which encourage a more holistic and natural lifestyle absent of drug and alcohol use.

## **Weaknesses**

- Although there is no evidence of drug or alcohol use on campus, during the personal discussions with students, many questions come up regarding how harmful marijuana or pot is since many states are legalizing it. What makes this a challenge is we are fighting a slow cultural “tolerance” of this national trend. The staff is facing this challenge with increased presentations and discussions with students regarding the negative effects of such use. It is noteworthy, that although students unofficially discuss this, they do not admit to using. They are simply stating current topics relating national trends.
- In the absence of actually seeing people apparently under the influence, it is difficult to definitively determine the level of illegal drug and alcohol use. Anonymous Surveys are helpful, but they are not truly conclusive since it relies on honest respondents.

## **Additional Observations**

No problem exists as far as consistently administering sanctions to students and staff since there have been no violations during the reporting period.

## **Procedures for Distributing Annual Drug and Alcohol Abuse Prevention Program Notification to Students and Employees**

BCCC will notify all students and employees of the Drug and Alcohol Abuse Prevention Program each fall semester through BCCC email accounts that have been set up for each student,. Each student signs acknowledging the new “email policies” which places responsibility on the students (and employees) to check their emails regularly for communications & disclosures such as DAAPP and the Biennial Review. A deliver system such as MS Outlook is used to send DAAPP and the Biennial Reviews at least twice per year. The Education Coordinator shall diligently ensure the distributions lists are complete and accurate. These distributions will leave BCCC with an electronic record and proof. At least one notification will be sent by October 1 of each year. Because all students (including applicants) and staff members are being provided a college issued email account and are expected to access BCCC email on a regular basis, providing the Drug and Alcohol Abuse Prevention Program through email is the most efficient, effective and all-inclusive method of communication. In addition to the use of emails, personal face to face deliveries will also be done in effort to add emphasis and importance to the students. In addition, copies of the most up to date disclosures are publicly available on the website at: [www .blue.edu /disclosures](http://www.blue.edu/disclosures); [www .blue.edu/drug-alcohol-prevention-program](http://www .blue.edu/drug-alcohol-prevention-program) and also made available in the information center in the student break room as well as by the employee clock in area.

Prior to having the mass emailing system functioning, the school made presentations directly in classrooms, made copies available and had students sign disclosure documents relating to the DAAPP & the Biennial Review. BCCC is in a state of constant improvements and as these and other disclosures are improved, they will be re-distributed and uploaded to the internet

websites. (Note: disclosures for DAAPP are also made at orientations and / or one of the first classes students have at the school. Copies of sign in sheets relating to distribution shall be maintained in the Financial Aid Office and electronic proofs shall be saved on the server and paper proofs of the email will be made available. To help ensure the DAAPP and the Biennial Review are done according to policy, job descriptions are being updated to increase the checks and balances within the school to ensure compliance.

## **Student & Staff Drug & Alcohol Survey Results**

The Drug and Alcohol Survey has been dramatically improved and we will continue to improve it.

44 Student and 11 staff surveys and discussions with students were performed and the results showed very low volume of drug & alcohol consumption anytime and none on campus. These results will give us a baseline for future surveys.

Positive Survey Results Include:

A key question that is now on the survey is:

“Do you know classmates that have drug problems during school?”.

Nearly 100% favorable. 1 response was yes and 1 respondent indicated “not sure”.

The surveys also revealed a very high awareness that the school had a DAAPP. As usual, a few did not indicate that they were aware of it, which is odd since they signed documents acknowledging the existence of this program and others when they enrolled, at orientation and during orientation. All of the surveys are available in the Education Office and may be made available by request to either the Education office or the Financial aid office.

A sample of the current survey in use is available in the education office. Actual surveys, although anonymous, are not available to the public due to the small survey size and small class sizes.

## **Contact Information for Additional Questions**

Students, parents, employees or any other interested party that would like additional information regarding BCCC’s efforts to maintain a drug and alcohol free campus should contact the Education Office at 251-473-2220.

As campus President, I, Richard Denney certify this report as being compliant to the best of my knowledge and encourage any questions to be directed to the Education Office regarding



statistics relating to violations of the drug and alcohol policies on campus.