

Drug Free Campus Committee Meeting  
May 28, 2009

Attendees included:

Bob Austin, Dean of Enrollment Management  
Steve Chance, Police Department  
Toni Gray, Director, Criminal Justice programs  
Heather Atchley, Director, Student Activities  
Brenda Bussey, Human Resources Manager  
Students: Marisela Marquez and Amanda Shelton

Sally Evans, Coordinator, Career Services, Committee Chair

During this meeting, all of the policies, documents, and campus events pertaining to alcohol and drug use were reviewed. The committee agreed that AC satisfies all items required on the Compliance Checklist (attached). Some issues requiring discussion were:

1. The "Substance Abuse Prevention Program" at AC states that the college will pay for the initial screening if a student is referred for assessment regarding drug or alcohol treatment. We questioned which account that money would come from. Bob Austin said that there is a contingency fund that he could access for this purpose. In the future, if funds are needed for student assistance in this matter, the Dean of Enrollment Management will be the contact person.
2. The location of the relevant documents was uncertain. It was determined that meeting minutes and all documents will be stored on the Amarillo College Electronic Archives Site, located at [www.actx.edu/archives](http://www.actx.edu/archives) under the "minutes" link.

This meeting was very productive and we all left more informed about events and initiatives that various departments offer each year. Items mentioned for Fall and Spring, 2008-2009 are as follows:

\* AC's Criminal Justice Program offers a great variety of awareness and prevention events throughout the year for the surrounding community as well as the Amarillo College student population. This year:

- 1) "Alcohol Education Program for Minors" – 16 classes offered
- 2) "DWI Alcohol Education Program" – 15 classes offered

- 3) "DWI Intervention Repeat Offender Program" – 3 classes offered
- 4) "Adolescent Tobacco Cessation Program" – 5 classes offered

The Criminal Justice Program also conducts a Drug Symposium each fall, including two day filled with seven to eight conferences pertaining to alcohol and drug use.

\* Student Activities conducts an event each semester focusing on student responsibility. Responsible alcohol and drug use is always included. This year's activities featured a "fatal vision kit" and a drinking and driving simulator. In collaboration with DisAbility Services, a fundraising luncheon was held and the keynote speaker was a survivor of an alcohol-related accident. He gave a strong message to students and community members alike to use alcohol in a moderate and responsible manner.

3. The committee discussed several topics that may need to be addressed in the near future:

- \* Our policy may need to be revised to include prescription drug use and
- \* Attention needs to be directed to the volume of returning veterans to college, some of whom have alcohol/drug issues.

These issues were brought to the table by officer Steve Chance, who reported that there have been only three alcohol/drug related police reports this year.

Sally Evans, Committee Chair

The compliance checklist developed by the Department's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention highlights the legal requirements of the Drug-Free Schools and Campuses Regulations. Completing this checklist will ensure that your campus has a sense of what has been done to satisfy the minimum requirements. To read the exact letter of the law, visit [www.ed.gov/policy/fund/reg/edgarReg/edlite-part86a.html](http://www.ed.gov/policy/fund/reg/edgarReg/edlite-part86a.html).

## Appendix 2

### PART 86 COMPLIANCE CHECKLIST

#### Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes ☐ No ☐  
If yes, where is it located? 1. Student Rights & Responsibilities booklet and  
2. www.actx.edu/admission/files/filecabinet/folder2/Substance\_Abuse\_Prevention\_Program and  
3. www.actx.edu/archives
2. Does the institution provide *annually* to *each employee* and *each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
  - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities  
Students: Yes ☒ No ☐ Staff and Faculty: Yes ☒ No ☐
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: Yes ☒ No ☐ Staff and Faculty: Yes ☒ No ☐
  - c. A description of applicable legal sanctions under local, state, or federal law  
Students: Yes ☒ No ☐ Staff and Faculty: Yes ☒ No ☐
  - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs  
Students: Yes ☒ No ☐ Staff and Faculty: Yes ☒ No ☐
  - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions  
Students: Yes ☒ No ☐ Staff and Faculty: Yes ☒ No ☐
3. Are the above materials distributed to students in one of the following ways?
  - a. Mailed to each student (separately or included in another mailing)  
Yes ☒ No ☐ *e-mailed*
  - b. Through campus post offices boxes  
Yes ☐ No ☒
  - c. Class schedules which are mailed to each student  
Yes ☐ No ☒
  - d. During freshman orientation  
Yes ☐ No ☒
  - e. During new student orientation  
Yes ☐ No ☒

- f. In another manner (describe) Each semester (fall & spring) currently enrolled students are sent an e mail including the AOD policy and asked to read it. Employees receive it once per year.
4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?  
Yes ☒ No ☐
5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes ☒ No ☐
6. Are the above materials distributed to staff and faculty in one of the following ways?
- a. Mailed <sup>e mailed</sup>  
Staff: Yes ☒ No ☐ Faculty: Yes <sup>e mailed</sup> ☒ No ☐
- b. Through campus post office boxes  
Staff: Yes ☐ No ☒ Faculty: Yes ☐ No ☒
- c. During new employee orientation  
Staff: Yes ☒ No ☐ Faculty: Yes ☒ No ☐
- d. In another manner (describe) \_\_\_\_\_
7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?  
Staff: Yes ☒ No ☐ Faculty: Yes ☒ No ☐
8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution? <sup>at new employee orientation</sup>  
Staff: Yes ☒ No ☐ Faculty: Yes ☒ No ☐
9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?
- a. Conduct student alcohol and drug use survey  
Yes ☐ No ☒
- b. Conduct opinion survey of its students, staff, and faculty  
Students: Yes ☐ No ☒ Staff and Faculty: Yes ☐ No ☒
- c. Evaluate comments obtained from a suggestion box  
Students: Yes ☐ No ☒ Staff and Faculty: Yes ☐ No ☒
- d. Conduct focus groups  
Students: Yes ☐ No ☒ Staff and Faculty: Yes ☐ No ☒
- e. Conduct intercept interviews  
Students: Yes ☐ No ☒ Staff and Faculty: Yes ☐ No ☒

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees  
Students: Yes ☐ No ☒ Staff and Faculty: Yes ☐ No ☒

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

Students: Yes ☐ No ☒ Staff and Faculty: Yes ☐ No ☒

h. Other (please list)

The committee meets bi-annually, reviews policies, events held, police reports, and assures compliance with this checklist.

10. Who is responsible for conducting these biennial reviews?  
the committee chairperson. For 2009-2010, Sally Evans, Advising,  
806-371-5448

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review? Yes ☒ No ☐

12. Where is the biennial review documentation located?

Name www.actx.edu/archives click "minutes"

Title Drug Free Campus Committee

Department \_\_\_\_\_

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13. Comments

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