



ANOKA-RAMSEY
COMMUNITY COLLEGE

CAMBRIDGE • COON RAPIDS

Anoka-Ramsey Community College
Drug and Alcohol Abuse Prevention Program

Biennial Review 2018

Biennial Review Purpose & Objectives

Anoka-Ramsey Community College is committed to the health and safety of its campuses and its community. This Drug and Alcohol Abuse Prevention Plan (DAAPP) review document examines the practices and programs implemented on campus assist students in obtaining knowledge and/or help they need to address their health/safety concerns. The college is committed to ensuring the programs that we implement on campus are effective. Thus, we examine program elements annually. Further, the college officials understand the responsibilities required of the Drug-Free Schools and Communities Act (DFSCA) and have implemented strategies to ensure distribution and review consistent with the requirements.

This review of the College's Drug and Alcohol Abuse Prevention Program examines program elements from 2016 and 2018. The task force members completing review include: Deans of Student Affairs (Cambridge and/or Coon Rapids campuses), Director of Student Development & Engagement (also Conduct/Title IX Coordinator), Director of Financial Aid, and the Director of Safety & Security.

The objectives of the review are:

- a. To determine the effectiveness of, and to implement any needed improvements and modifications to the drug and alcohol prevention program
- b. Review research methods and data analysis tools
- c. To ensure that the college enforces the disciplinary sanctions for violating standards of conduct consistently.

To assist in conducting the review, the College has utilized the *Guide for University and College Administrators* available from the Higher Education Center for Alcohol and other Drug Abuse and Violence Prevention. Included in the guide are checklists to ensure that colleges are meeting compliance requirements associated with the two objectives of the biennial review. The completed checklists are available within the appendix for review.

Six areas have been included which meet the objectives of this review. These include: Descriptions of the program elements; Statement of program goals and goal achievement; Summary of program strengths and weaknesses; Procedures for distributing annual notification to students and employees; Copies of policies distributed to students and employees; recommendations for revising DAAPP programs.

Objective A: To determine the effectiveness of, and to implement any needed improvements and modifications to the drug and alcohol prevention program

The group discussed current efforts and what can be done to increase efforts on campus. We recognize that Anoka Ramsey's incidents have been low but that should not limit programs offered to students and staff. With that being said, we feel that the efforts thus far have been effective in keeping incidents at a minimum, but will continue to provide valuable resources and update resources as needed annually to disseminate to students and staff.

After review of the aforementioned information, the task force concluded we should provide programming to employees and students at least annually in addition to current alcohol and drug prevention program efforts. The College held an event where a public speaker addressed students/staff about the impact of drugs/alcohol in addition to printed materials and other programming as part of our health fairs. Lastly, our policy and procedures have been updated to include information about this biennial review, DAAPP program components, and a policy statement added to ensure that biennial reviews are conducted in a timely manner and are fully documented.

1. Description of the program elements		
2014	2016	2018
<ul style="list-style-type: none">• Provide students with information on how to receive help for Drug and Alcohol related issues• Provide assistance through Counseling and Employee Assistance Program• Alcohol Free events on campus• Conducted Boynton Health Survey Spring 2013• On campus events must be pre-approved	<ul style="list-style-type: none">• Provide students with information on how to receive help for Drug and Alcohol related issues• Provide assistance through Counseling and Employee Assistance Program• Alcohol Free events on campus• Green Dot training for employees and students for intervention strategies• On campus events must be pre-approved	<ul style="list-style-type: none">• Continuation of college task force to examine data and to make recommendations for DAAPP events/materials/programming.• Review of policies to ensure compliance.• Updated policy to include procedure for distribution of DAAPP email (AY 2017-2018).• Information campaign on use of drugs/alcohol by counseling department.• Nursing Health Fair included information by an exhibitor on impacts of drugs and alcohol use.

2. Program Goals and Discussion of Goal Achievement		
2014	2016	2018
<ul style="list-style-type: none"> • Inform students of information required by the DAAPP. Students received information through the student planner and through the online report. • Assist students who are experiencing Drug and/or Alcohol dependency. No data available to support number of students who received assistance as the program for tracking was replaced. • Evaluate student needs by conducting the Boynton Health Survey Spring 2013. 	<ul style="list-style-type: none"> • Inform students of information required by the DAAPP. Students received information through the student planner and through the online report. • Assist students who are experiencing Drug and/or Alcohol dependency. 4 students received assistance and referrals for chemical related appointments during this review period. 	<ul style="list-style-type: none"> • Implementation of Americorps volunteer responsible for assisting in determining health needs of students in order to ensure their success. Focus is on Drugs, Alcohol, stress and nutrition. Focus groups conducted Spring 2018, recommendations were provided by end of spring. • Reviewed 2017 Boynton Health Survey results Identified areas to provide information to students on including marijuana use and alcohol abuse and academic ramifications. Used this information to develop table tents with informative information on drugs/alcohol use/abuse. • Reviewed policies and procedures on 09/2018. • Mocktail event which will distribute information about drug and alcohol use occurred in April 2018, will occur again Spring 2019. • Speaker 10/2018 survey collected - 252. 94% found speaker message helpful. 54% found exhibitor materials helpful.

3. Summaries of Program strengths and Weaknesses		
2014	2016	2018
<p>Strengths:</p> <ul style="list-style-type: none"> • Information on DAAPP is available to students in multiple places: Student 	<p>Strengths:</p> <ul style="list-style-type: none"> • Information on DAAPP is available to students in multiple places: Student 	<p>Strengths:</p> <ul style="list-style-type: none"> • Policy and procedure annual review occurred 09/2018 as planned.

<p>handbook, website, Security Report</p> <ul style="list-style-type: none"> • Conducted survey to evaluate needs of students • Institution has a drug prevention policy (1A.9) • Institution provides services to students for drug and alcohol assistance • Institution provides activities to students that are drug and alcohol free <p>Weaknesses:</p> <ul style="list-style-type: none"> • College plan for distribution of DAAPP does not ensure that every student and employee has received it, but only makes it available • Procedure does not ensure that students and employees after annual distribution date receive information. • Procedure on distribution is not included with policy • Inclusion of DAAPP with the Security report is not sufficient to ensure compliance. • Biennial review not completed. 	<p>handbook, website, Security Report</p> <ul style="list-style-type: none"> • Conducted survey to evaluate needs of students • Institution has a drug prevention policy (1A.9) • Institution provides services to students for drug and alcohol assistance • Institution provides activities to students that are drug and alcohol free <p>Weaknesses:</p> <ul style="list-style-type: none"> • College plan for distribution of DAAPP does not ensure that every student and employee has received it, but only makes it available • Procedure does not ensure that students and employees after annual distribution date receive information. • Procedure on distribution is not included with policy • Inclusion of DAAPP with the Security report is not sufficient to ensure compliance. • Did not conduct 2015 Boynton Health survey which does not assist in determining effectiveness of programming. • Biennial review not completed. 	<p>ensure the college is meeting compliance.</p> <ul style="list-style-type: none"> • Electronic distribution ensures that students and employees will receive twice during the year, not just on the annual distribution. • Institution has a tracking method for drug and alcohol related offenses. • Task force conducted review by Dec. 31, 2018 as planned. • Survey of students/staff who attended the October 2018 speaker occurred and (Tony Hoffman) was mostly positive. <p>Weaknesses:</p> <ul style="list-style-type: none"> • Electronic distribution needs adjusting, students may receive email more than once per semester. <ul style="list-style-type: none"> ○ Must change schedule/format in communications module (as some students are receiving the email multiple times). • Information supplied in catalog and student handbook difficult to follow. • Review distribution of DAAPP to employees. • Method for tracking program elements from year to year not sufficiently outlined.
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Cases reported to Public Safety & Security (in annual security report) and cases reported to the Student Conduct/Title IX coordinator.

- Cases reported to Student Conduct/Title IX coordinator (all resulting in required appointments with counselors and warnings):
 - Calendar Year 2017: One case of misconduct reported that involved drugs/alcohol, resulting in probation. Case did not occur on clery geography, so it was not included as a data element on the ASR.
- Cases reported to Public Safety & Security:

CRIME STATISTICS: Crime statistics for ARCC are reported in two separate geographic locations. The Coon Rapids Campus at 11200 Mississippi BLVD NW. including the ARCC Nature Area and Professional Workforce Center. The second location is the Cambridge Campus at 300 Spirit Drive and adjacent Spirit River Nature Trails in Cambridge. See attached aerial photos. Crime statistics were provided by the Cambridge and Coon Rapids Police Departments based on the FBI Uniform Crime Reporting Act and the definitions as provided by the Clery Act, Violence Against Women Act and Higher Education Act guidance. Crime data is collected using calendar year timelines, and published in the current fiscal year in the Annual Security Report.

****ARCC Coon Rapids campus and Cambridge campus does not have residential student housing.**

<i>Crime Statistics for Anoka-Ramsey Community College Coon Rapids Campus, published Year 2018 (Data for 2015 – 2017 calendar years Jan-Dec)</i>				
Alleged Criminal Activity (does not necessarily constitute arrest or conviction)				
Category	Venue	2015	2016	2017
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0

Category (Hate Crimes w/Bias)	Venue	2015	2016	2017
Larceny-Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Vandalism/Destruction/Damage	On Campus	0	3	0
	Non Campus	0	0	0
	Public Property	0	0	0
Violence Against Women Act				
Category	Venue	2015	2016	2017
Domestic Violence	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	4	1	4
	Non Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action				
Category Disciplinary referrals for:	Venue	2015	2016	2017
Liquor Law Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	1	0
	Non Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Arrests on Campus		2015	2016	2017
Weapons: carrying, possessing, etc.	On Campus	0	0	0
	Non-Campus	0	0	0
	Public property	0	0	0
Drug Abuse violations	On Campus	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0
Liquor Law violations	On Campus	0	0	0
	Non-campus	0	0	0
	Public property	0	0	0

**Cambridge
Campus**

*Crime Statistics for Anoka-Ramsey Community College **Cambridge Campus**, Reportable Year 2018
(2015 – 2017 calendar years Jan-Dec)*

Alleged Criminal Activity (does not necessarily constitute arrest or conviction)

Category	Venue	2015	2016	2017
Murder	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0

Bias/Hate Crimes				
Category	Venue	2015	2016	2017
Larceny-Theft	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0

Intimidation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Vandalism/Destruction/Damage	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Violence Against Women Act				
Category	Venue	2015	2016	2017
Domestic Violence	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Disciplinary Action				
Category Disciplinary referrals for:	Venue	2015	2016	2017
Liquor Law Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
Arrests on Campus	Venue	2015	2016	2017
Weapons: carrying, possessing, etc.	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Abuse violations	On Campus	4	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law violations	On Campus	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

Cambridge Campus



Cambridge on campus property extends north to 2nd Ave West, just south of hwy 95, East to River Park trails, and West to Spirit River Dr, Hwy 70, South to 329th Ave NE to include out bldg., storage shed, adjacent to 329th Ave NE. There are no non-public buildings on campus.

Coon Rapids Campus, MN



Coon Rapids on campus property extends North to Coon Rapids Blvd, to include the Professional Workforce Training Facility to the Northeast corner of the campus, East to Mississippi Blvd to the East; South to Lot #3 adjacent to Mississippi View Apartments, demarcation is a chain link fence to West up to the Mississippi River. In addition ARCC encompasses a natural trail area up to Coon Rapids Blvd to the East side of campus. There are no non-public buildings on campus.

4. Procedures for distributing annual notification to students and employees

Current procedure for distribution:

Dissemination statement:

Anoka-Ramsey Community College is committed to providing comprehensive alcohol and drug prevention materials to students and employees. Materials shall be distributed to each employee and to each student who is 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. The College's drug and alcohol abuse prevention materials shall be compiled into a resource document and disseminated to students and employees on at least an annual basis.

Procedure:

The College will disseminate drug and alcohol abuse prevention materials to students electronically via email at least annually. Re-occurring monthly emails will be set to automatically send the communications to students as they are admitted and an email address is generated. Human Resources shall, upon hire, make employees aware of the drug and alcohol abuse prevention plan and resources. Additionally, an email communication will be sent to all employees twice per year.

The College's plan shall be available year round, posted on Anoka-Ramsey's student consumer information web page and in hard copy in the President's Office on campus. Additionally, the direct electronic address shall be included in the Annual Security Report (annually distributed), Student Handbook (for student access) and College Catalog (employee access). For prospective students and employees, links to the information is available in the "notes" of the College's Net Price Calculator and in job postings. The college is also determining other manners in which to disseminate information, which may include orientation packets to students, links to information on classroom D2L pages, and speakers/exhibitors on campus.

5. Copies of the Policies distributed to students and employees

Previous versions of the Environmental Health and Safety policy are only available upon request. Please contact the Director of Financial Aid, Brittany Tweed (Email: brittany.tweed@anokaramsey.edu or Phone: 763-433-1399) for questions or an electronic copy of the previous policy.

Current policy distributed to students and employees (underline indicates changes made from previous policy)

Policy 1A.9/01 Environmental Health and Safety: Anoka-Ramsey Community College Drug-Free Policy

State of Compliance:

Anoka-Ramsey Community College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA), [34 CFR 86](#), [CFR 668.14](#), and Minnesota State Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus. In accordance with federal regulations, this policy is printed in the Student Handbook, which is made available to every student and employee and included with the annual Campus Crime and Security Report, which is distributed to every student and employee. The college conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

Standards of Conduct:

- No student or employee shall manufacture, sell, give away, barter, deliver, exchange, or distribute; or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia while involved in a college-sponsored activity or event, on- or off- campus.
- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law while involved in a college-sponsored activity or event, on- or off-campus.
- No student shall report to campus, and no employee shall report to work while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety.
- Except as allowed by Minnesota State Board Policy 5.18, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at the college and at college-sponsored events is prohibited.

Legal Sanctions:

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits.

Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and [Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus](#). Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

Health Risks:

Alcohol—Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines—Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Health Risks (continued):

Cocaine/Crack—Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

Hallucinogens—Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

Marijuana—Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Methamphetamine—Methamphetamines, known as speed, meth, ice, glass, etc., have a high potential for abuse and dependence. Taking even small amounts may produce irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Over time, methamphetamine users may experience symptoms similar to Parkinson's disease, a severe movement disorder.

Narcotics—Narcotics such as codeine, heroin or other opiate drugs cause the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Steroids—Steroid users experience a sudden increase in muscle and weight and an increase in aggression and combativeness. Steroids can cause high blood pressure, liver and kidney damage, heart disease, sterility and prostate cancer. Additional information can be found at: www.nida.nih.gov.

Educational and Treatment Programs:

- The college provides annual information and periodic training for employees and information to students that foster a drug- and alcohol-free environment. Trainings occur online, as part of distributed communications, and mandatory training through Enterprise Learning Management in MMB's Self-Service.
- Counselors are available to assist students deal with personal concerns that might interfere with their academic work while at the college. Services are free and confidential and can be arranged by contacting the Counseling and Advising Department. Phone: 763-433-1240.
- The Employee Assistance Program (EAP) is available to all Minnesota State employees. EAP can assist employees by providing a professional assessment of a possible alcohol or drug problem. The mission of EAP is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. For additional information, contact the Human Resources Department. Phone: 651-259-3840.
- Community area substance abuse treatment center referrals include:

Anoka/Metro Regional Treatment Center
3301 7th Ave N, Cronin Building, Anoka, MN 55303
763-712-4492

Allina Health Residential Addiction Services
(formerly Dellwood Recovery Center)
701 S Dellwood Ave, Cambridge, MN 55008
763-689-7723
www.cambridgemedicalcenter.com

Transformation House
1410 S Ferry St, Anoka, MN 55303
763-427-7155
www.transformationhouse.com

Hazelden Foundation
15245 Pleasant Valley Rd, Center City, MN 55012
800-257-7800
www.hazelden.org

New Connection Programs Outpatient Treatment
8000 Hwy 65 NE, Minneapolis, MN 55431
763-784-2454
www.regionshospital.com

Treatment Programs (continued):

Spirit River Health Recovery
209 6th Ave S, Princeton, MN 55371
800-964-8524

Allina Health Addiction Services - Mercy-Unity
550 Osborne Rd, 2 E, Minneapolis, MN 55432
763-236-4522
www.mercy-unity.com

Dissemination Policy Statement & Procedure

Anoka-Ramsey Community College is committed to providing comprehensive alcohol and drug prevention materials to students and employees. Materials will be distributed to each employee and to each student who is 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. The College's drug and alcohol abuse prevention materials shall be compiled into a resource document and disseminated to students and employees on at least an annual basis.

Procedure:

The College shall distribute materials electronically to students and employees at least annually. As new students enroll, an email communication disseminating the College's drug and alcohol prevention program materials will occur using the Minnesota State Communications Module.

The College will disseminate drug and alcohol abuse prevention materials to students electronically via email at least annually. Re-occurring emails will be set to automatically send the communications to students as they are admitted and an email address is generated. Human Resources shall, upon hire, make employees aware of the drug and alcohol abuse prevention plan and resources. Additionally, an email communication will be sent to all employees twice per year.

The College's plan shall be available year round, posted on Anoka-Ramsey's student consumer information web page and in hard copy in the President's Office on campus. Additionally, the direct electronic address shall be printed in the Annual Security Report (annually distributed), Student Handbook (for student access) and College Catalog (employee access). For prospective students and employees, links to the information is available in the "notes" of the College's Net Price Calculator and in job postings.

Biennial Review Policy Statement & Procedure

The College shall conduct annual reviews, rather than less frequent biennial reviews, of its drug and alcohol prevention program to determine its effectiveness and implement changes to the program if they are needed. Review of incidents reported on campus

where alcohol and drugs were present or abuse was noted, will occur annually to ensure that sanctions are consistently enforced. Additionally, the College's drug and alcohol abuse prevention resource document shall be reviewed to ensure the following components, at a minimum, are incorporated:

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation or re-entry programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol; and
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Procedure:

The Health & Safety Task force, on behalf of the College, shall ensure students and/or employees are surveyed to evaluate the effectiveness of drug and alcohol abuse prevention programming offered on campus. The information derived from the surveys shall inform the annual evaluation of programming efforts and subsequent recommendations for changes to programming.

The Health & Safety Task force, on behalf of the College, shall obtain lists of drug and alcohol related incidents reported on campus from Public Safety & Security, Human Resources (if applicable), and Student Code of Conduct/Title IX Coordinator. Incidents shall be reviewed to ensure sanctions are consistently enforced. Representatives on the taskforce include but are not limited to: Dean of Student Affairs, Public Safety & Security Director, Financial Aid Director, and Student Code of Conduct/Title IX Coordinator.

The completed review shall be presented to Cabinet for approval by Cabinet and the President.

History:

11.2003 Added referral list, outlined health risks, and updated description of legal sanctions and disciplinary sanctions.

10.2015 Revised to include language regarding Minnesota's Medical Cannabis Law

07.2017 Technical Changes, MnSCU to Minnesota State

03.2018 Dissemination and Biennial Review Policy and Procedure added

6. Recommendations for revising DAAPP program elements

After review of the 2016 and 2018 strengths and weaknesses of the DAAPP program, it is recommended that the following items be considered:

- Determine Goals for the DAAPP for the upcoming review period.
- Establish a process for tracking and documenting events that occur across campus that support the goals of the DAAPP.
- Conduct the Boynton Health Survey in 2019 and review the results when they are available in the fall.
- Reconvene task force during 2019, create a timeline for processes/programs to occur.
- Better promote and communicate the DAAPP plan with the college community.
- Continue creating materials that are more easily read by students and employees.
- Continue to evaluate (survey or other evaluation method) DAAPP programming offered on campus for students and staff (e.g. speakers, Nursing Health Fair events, and educational Mocktail events).
- Determine frequency of speakers on campuses.

Objective B: Review research methods and data analysis tools

The group reviewed drug and alcohol related incidents to discuss a plan for research methods and analysis going forward. Recommendations: The Health & Safety Taskforce, on behalf of the College, shall ensure students and/or employees are surveyed to evaluate the effectiveness of drug and alcohol abuse prevention programming offered on campus. Steps have been taken to conduct focus groups to determining health needs of students in order to ensure their success. As found in the Boynton Health Survey as areas of concern among our student population, our focus is on drugs, alcohol, stress and nutrition. The information derived from the surveys and focus groups shall inform the annual evaluation of programming efforts and subsequent recommendations for changes to programming.

Objective C. To ensure that the college enforces the disciplinary sanctions for violating standards of conduct consistently.

A review of conduct cases related to drug and alcohol was conducted to ensure consistency of sanctions. The review evaluated the following: number of cases, sanctions issued, and any special circumstances for each case.

Number of drug and alcohol related conduct cases			
2016 Cases	Violation	Sanction	Special Circumstances
Case #1	Misuse of drugs	Written reprimand	No special circumstances. Occurred on campus.
Case #2	Alleged Misuse of drugs	Not applicable	Investigation determined that no violation of law or college policy was conducted as no drug use by student was evident.
Case #3	Alleged Misuse of Drugs	Not applicable	Investigation determined that no violation of law or college policy was conducted as no drug use by student was evident.
2017 Cases	Violation	Sanction	Special Circumstances
Case #1	Alcoholic Beverages	Probation	At student event. Incident involved several other conduct violations which resulted in a more serious sanction.

After review of the statistics reported in the annual security report and conduct cases from calendar years 2016 and 2017 it was determined that sanctions were consistently issued and that where more serious sanctions were given, the special circumstances warranted it.

The incident noted in 2017 occurred off clery geography at a student event that was not regularly scheduled. Thus, the violation was not noted in the annual security report data.

Anoka-Ramsey utilizes a conduct software that easily allows us to track throughout the year the number of alcohol and drug related cases and the sanctions issued to ensure consistency.

General conclusion

Anoka-Ramsey Community College takes its responsibility in ensuring compliance with the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Regulations very seriously. College officials understand the responsibilities required of the DFSCA and have implemented strategies to ensure policies, procedures, and timely distribution/review are consistent with the requirements in 34 CFR Part 86 and 34 CFR 668.14.

Anoka-Ramsey Community College now appears to be in full compliance with federal legislation. The College has developed and maintains a drug prevention policy. The College distributes the drug-free policy to all staff, faculty and students bi-annually and has developed a plan to ensure that all new students and staff receive this information. The College provides services and activities to promote a strong drug-free campus environment. The College tracks the number of drug and alcohol related offenses, sanctions and referrals. Lastly, the College provides students and staff with educational related materials, events, and/or programming to increase knowledge/understanding of alcohol/drug related health issues and availability of resources on/off campus.

College compliance with federal legislation:

College Policy – Policy 1A.9/01 Environmental Health and Safety: Anoka Ramsey Community College Drug-Free Policy

<http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a901-environmental-health-and-safety-anoka-ramsey-community-college-drug-free-policy/>

Drug and Alcohol Prevention Plan (Under Health & Safety)

<https://www.anokaramsey.edu/about-us/policies-disclosures/student-consumer-information/>

College Safety & Security Policy & Procedure

<http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-1a902-environmental-health-and-safety-arcc-safety-and-security/>

Student Code of Conduct – Policy 3F.1 Student Conduct Code

<https://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3f1-student-conduct-code/>

Drug & Alcohol Abuse Prevention Program & Biennial Review Approved by:

Health & Safety Taskforce

Dean of Student Affairs: Lisa A.

Director of Financial Aid: Brittany Dwyer

Public Safety & Security Director: [Signature]

Student Conduct/Title IX Coordinator: Michael A. [Signature]

President's Approval: Kent [Signature]

Date: 12-11-18