

DRUG-FREE SCHOOLS AND COMMUNITIES ACT
BIENNIAL REVIEW
2018

The Tunxis Community College biennial review of the Drug-Free Schools and Communities Act took place during the fall 2018 semester. The review was conducted by the college's Behavioral Intervention Team. Team members are as follows:

Charles Cleary, Dean of Administration
Vivian Craven, Counselor
Christopher LaPorte, Director of Student Activities
John Lodovico, Director of Facilities
James Lombella, Interim President
Kirk Peters, Director of Student Affairs
Judith Reilly-Roberts, Counselor
Jessica Waterhouse, Professor, Criminal Justice

Period covered: This biennial review covers academic year 2016-2017 and 2017-2018.

Program Inventory - Offered in 2017 & 2018

The college has regularly scheduled events every year on prevention:

- January - Counseling offers National Drug & Alcohol Facts Week Tabling
- April - National Alcohol Screening Day held screenings for students, information and referral, drive the racecar activity with beer and marijuana goggles, color pictures and put together Legos with beer goggles
- Mental Health First Aid Training for student workers and employees four time in the spring/fall semesters
- October – Annual Health Fair

Resources on Alcohol and Drug abuse on counseling website:

<https://www.tunxis.edu/student-services/academic-advising-and-counseling/mental-health-wellness-resources/>

Free alcohol screenings offered online and by appointment every semester

Opioids

Unfortunately, during this period, the opioid epidemic has exploded. The college sponsored several events. In addition, employees attend outside events.

On August 31, 2018, the Dean of Administration attended the CT Clearinghouse's International Overdose Awareness Day – Prevention & Remembrance event in Plainville.

During this period, the Civic Engagement Institute sponsored a community event:

Wednesday, February 28, 2018, at 1:15, the *Civic Engagement Institute* will be hosting a panel discussion on the ongoing Opiate Epidemic. Professors Rafaele Fierro and James Schlatter will be moderating. Panelists will include a current student who is a recovering heroin addict, an ex-student who is now a drug counselor, and a narcotics detective from the Farmington Police.

September 20, 2017 the Tunxis Dean of Administration participated in CT State College & Universities (CSCU) press conference held at Central CT State College. The press conference announced that all CSCU campuses will have Narcan on campus. At Tunxis, the Narcan doses are stored in the college's 'jump bag,' which is used by the college's Emergency Medical Response Team. [Press release included at end of report.]

On November 16, 2017, Dr. Joy M. Hamilton of Concentra presented to the Tunxis campus "Why, When and How to Use It."

On August 31, 2017, the Dean of Administration attended CT Clearinghouse's Naloxone 101 training.

On October 4, 2017, the Dean of Administration attended the CT Department of Public Health's Symposium on The Opioid Crisis & CT's Workforce.

On October 17, 2017, the Dean of Administration attended the CTACLEA (CT Association of College Law Enforcement Administrators) Opioid Epidemic Crisis in CT meeting.

Alcoholic Violations – Academic Year 2016-2017

No official violations.

Alcoholic Violations - Academic Year 2017-2018

No official violations

Alcohol & Other Drugs Program Elements

Tunxis Community College complies with the Drug-Free Schools and Campuses regulations through the following means:

- Annual distribution of the Drug-Free Schools and Campuses Annual Notification
- Observing National Alcohol Screening Day
- Including AOD in the annual Health Fair
- Regularly using beer goggles during events to demonstrate to students how alcohol impairs cognition.
- Requiring written consent of the President and Dean of Administration for alcohol to be served on campus
- Almost all events are alcohol-free
- Any AOD violations would be referred to the Dean of Student Services for students or Human Resources for employees for appropriate action and referral services
- Educate students about the health risks of AOD

Alcohol & Other Drug Program Goals & Goal Achievement

During the 2018 biennial review, the Behavioral Intervention Team re-approved the goals, which were adapted in 2016:

1. Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse.
2. Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use.
3. Provide a reasonable level of care for substance abusers through counseling and referral.

4. Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical and physical well-being of the members.
5. Combatting the negative issues surrounding alcohol and other drug use and abuse on campus.

In addition, the committee agreed to give continued emphasis to opioids.

Recommendations for Revising Alcohol & Other Drug Programs

- The Team, again, reiterated previous recommendations, feeling they were sound and relevant.
- For employees:
 - Send out an e-tip on AOD.
 - Put information on AOD periodically in the Tatler
 - Include AOD information in the Administrative Services PSO report
- For students:
 - Continue slides in rotation on the hallway monitors
 - Continue to include AOD info in the class schedule (see sample at end of report)
- Have the Behavioral Intervention Team review the AOD program goals every semester, review actions taken, and make recommendations to ensure AOD issues are being addressed.

Assessment of Recommendations of 2016 Biennial Review **2016 Alcohol & Other Drug Program Goals & Goal Achievement**

The 2016 goals were:

1. Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse.
2. Provide ongoing education for members of the campus community for preventing alcohol abuse and other drug use.
3. Provide a reasonable level of care for substance abusers through counseling and referral.
4. Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical and physical well-being of the members.

Recommendation Achieved

The college has achieved its goals.

Recommendation Not Achieved

The college achieved all goals. What the team learned from the 2014 and 2016 biennial reviews was to be mindful of the limited college resources. Setting overly ambitious goals resulted in goals not being achieved.

Alcohol & Other Drug Program - Strengths

- The college purchased 'beer goggles' and uses them regularly at student events. Students have found this a fun and engaging way of learning how impactful alcohol can be on judgment and coordination.
- The college now has doses of Narcan on campus in the event of an opioid overdose. Emergency Medical Response Team Members have been trained on how to administer Narcan.
- The Biennial Reviews have been posted on the Tunxis website.
- The college developed written AOD program goals.
- There continues to be few documented instances of AOD violations on campus, due in part to Tunxis not being a residential school.
- It is rare for events on campus to have alcohol served. The serving of alcohol requires the written consent of the President and the Dean of Administration.
- Counseling staff are experienced in advising students struggling with AOD issues. Counselors have a strong list of off-campus resources to which students may be referred.
- EAP is available free of charge to employees and is confidential. The Human Resources Department routinely reminds employees of the services available from EAP.
- There is at least one event held every semester that focuses on AOD issues. In the spring the Counseling Office sponsors National Alcohol Screening Day. In the fall, the Behavioral Intervention Team and Health & Safety Committee co-sponsor an annual Health Fair. The Civic Engagement Institute has included AOD, specifically opioids, in its programming.

Alcohol & Other Drug Program - Weaknesses

- The college's weaknesses have not changed since 2016:
- Although there are few documented instances, anecdotally AOD issues are present on campus.
- While the college has offered the alcohol screenings and included AOD in the Health Fair, there has not been a concerted effort to do more outreach.
- The annual notification still needs to spell out more explicitly the consequences for employees. This is challenging given the college has multiple bargaining units with different disciplinary processes.

Attachments

Policy Inventory

- Office of Labor Relations, OLG General Notice 2007-08
- Connecticut's Drug-Free Workplace Policy
- Board of Regents/CSCU Student Code of Conduct p. 10
 - <http://www.ct.edu/files/policies/5.1%20StudentCodeofConduct.pdf>
- Fall 2018– Spring 2019 Catalog (Policy on Student Conduct, pp. 227,236)
<https://www.tunxis.edu/wp-content/uploads/2018/09/Tunxis-18-19-Catalog-Web.pdf>
- Tunxis Community College Request to Serve or Sell Alcoholic Beverages on Campus

Other Attachments

- Drug-Free Campus Notice in Course Schedule
- AOD slide being displayed on hallway monitors
- 2017 & 2018 DFS&CA Annual Notification
- Part 86 Compliance Checklist
- Supplemental Checklist
- 9/20/17 BOR Narcan Press Release

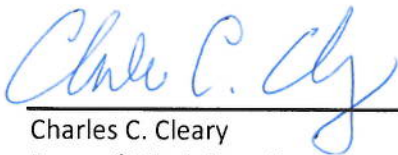
2018 Alcohol & Other Drug Program Goals & Goal Achievement

The team reiterated its commitment to the 2016 goals.

1. Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse.
2. Provide ongoing education for members of the campus community for preventing alcohol abuse and other drug use.
3. Provide a reasonable level of care for substance abusers through counseling and referral.
4. Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical and physical well-being of the members.
5. Combat the negative issues surrounding alcohol and other drug use and abuse on campus.

2018 Recommendations for Revising Alcohol & Other Drug Programs

- The team felt the recommendations from 2016 were still relevant:
- Continue actions that the college has already taken:
 - Drug & alcohol screenings
 - Use of beer goggles at student events
 - Have AOD info present at Criminal Justice fair
 - Counseling staff to continue to advise students struggling with AOD & refer appropriately.
 - Include AOD in annual health fair in October
 - Encourage other areas to consider AOD information in their events
- For employees, ask HR staff to do the following:
 - Send out an e-tip on AOD
 - Put information on AOD periodically in the Tatler
 - Include AOD information in the Administrative Services PSO report
- For students:
- Work with a faculty member to invite MADD, or another appropriate speaker, to campus during calendar years 2017 and 2018.
- Have the Behavioral Intervention Team review the AOD program goals every semester, review actions taken, and make recommendations to ensure AOD issues are being addressed.
- Give special emphasis to opioid abuse.



Charles C. Cleary
Dean of Administration

December 27, 2018



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

June 22, 2007

OLR GENERAL NOTICE 2007-08

TO: Labor Relations Designees

SUBJECT: Connecticut's Drug-Free Workplace Policy

In 1989, the United States Congress passed the Drug-Free Workplace Act (Title 41 Chapter 10; 41 U.S. Code §§701 et seq.), which requires any employer that receives any federal grants or has procurement contracts in excess of a specified amount (currently \$100,000) to certify that it will maintain a drug-free workplace. In addition to the information in this general letter, the attached documents pertaining to this act will be needed by State agencies:

- Connecticut's Drug-Free Workplace Policy (rev. 4/07)
- Connecticut Certification of Compliance for Federal Fiscal Year 2006-2007

BASIC REQUIREMENTS

The Act requires that a statement be published to notify employees that the unlawful manufacture, distribution, possession or use of controlled substances is prohibited in the workplace and that disciplinary action will be taken against employees for violation of the prohibition. The Act also requires that employees notify their agency of any criminal drug statute conviction for violations occurring in the workplace within five days of the conviction. The federal granting or contracting agency must be notified within ten days of any such conviction for any employee working on a federal grant or contract. A copy of this notice should also be sent to the Office of Labor Relations.

The Drug-Free Workplace Policy attached to this notice is almost identical to the policy that was issued by this Office in prior years. Please ensure that this policy is given to any new employees and is posted. It is suggested that the policy be redistributed to all employees to reinforce its message.

AGENCY RESPONSIBILITIES

- I. Notify employees of the State's Drug-Free Workplace Policy. Distribute a copy of the policy to new employees, prominently post the policy and consider redistributing

it annually to all employees to reinforce the message. Maintain documentation about the method(s) of distribution, particularly the receipt of the policy by any employees working on a federal grant or contract.

2. Establish or continue an Employee Assistance Program, and provide drug-free awareness information to employees about the State's policy, the dangers of drug abuse in the workplace and the availability of drug counseling or rehabilitation programs.
3. Through drug-free awareness information, highlight the policy requirement that all employees notify their agency personnel office within five (5) days of any conviction for drug statute violations occurring in the workplace. It is suggested that a particular agency official be designated to receive this conviction information.
4. Notify the federal granting or contracting agency, with a copy to the Office of Labor Relations, of any workplace drug convictions for those employees working on a federal grant or contract within ten (10) days.
5. Provide the Office of Labor Relations with information about any workplace drug convictions that have been reported since October 1, 2005.
6. Make a good faith effort to continue to maintain a drug-free workplace through the efforts described in this letter and in the policy.

COMPLIANCE CERTIFICATION

Applications for federal grants or contracts may require a "compliance certification" to certify that the agency is in compliance with the Drug-Free Workplace Act. The statewide drug-free workplace compliance certification for federal fiscal year 2006-2007 is attached. This certification, signed by Governor M. Jodi Rell, applies to all state agencies listed on the certification and will be renewed annually. Please ensure that the employee(s) in your agency involved in the preparation of federal grants and/or contracts are aware of this certification and have copies of it.

Employee questions about the policy should be addressed to the Agency Human Resources Office. Inquiries from agency designees about the policy should be addressed to Ellen Carter of this Office at ellen.carter@ct.gov or (860) 418-6218.

Robert L. Curtis

Robert L. Curtis
Director of Labor Relations



STATE OF CONNECTICUT DRUG-FREE WORKPLACE POLICY

The State of Connecticut is committed to fighting the problem of substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act", (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

GENERAL POLICIES

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

EMPLOYEE REQUIREMENTS

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

"Controlled substances" are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as "illegal" drugs; and (2) certain medications if not being taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to their agency's human resources director (or other official serving in that role for the agency) within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

"Workplace" includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The agency must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at Agency Human Resources Offices.



STATE OF CONNECTICUT

STATEWIDE CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Federal Fiscal Year 2006-2007

Pursuant to the Drug-Free Workplace Act of 1988, and regulations published in the May 25, 1990 Federal Register, the grantee (the State of Connecticut) certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in state workplaces and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The state policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of a federal grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under a federal grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the federal agency, in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every Federal grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for receipt of such notices. Notice shall include identification number(s) of each affected Federal grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Primary worksites are noted on the attached list. However, all state employees under my authority are included under this policy regardless of worksites.

May 29, 2007
DATE


M. JODI REIL
GOVERNOR

**STATE OF CONNECTICUT
EXECUTIVE AND ADMINISTRATIVE AGENCIES**

CONSTITUTIONAL OFFICERS AND EXECUTIVE BRANCH DEPARTMENTS

Office of the Governor, State Capitol, 210 Capitol Avenue, Hartford, Connecticut 06106
Office of the Lieutenant Governor, State Capitol, 210 Capitol Avenue, Hartford, Connecticut 06106
Office of the Attorney General, 55 Elm Street, Hartford, Connecticut 06106
Office of the Comptroller, 55 Elm Street, Hartford, Connecticut 06106
Office of the Secretary of State, 30 Trinity St., Hartford, Connecticut 06106
Office of the Treasurer, 55 Elm Street, Hartford, Connecticut 06106
Office of the Claims Commissioner, 18-20 Trinity Street, Hartford, Connecticut 06106
State Elections Enforcement Commission, 18-20 Trinity Street, Hartford, Connecticut 06106
Office of State Ethics, 18-20 Trinity Street, Hartford, Connecticut 06106
Freedom of Information Commission, 18-20 Trinity Street, Hartford, Connecticut 06106
Criminal Justice Commission, 231 Capitol Avenue, Hartford, Connecticut 06106
Division of Criminal Justice, 300 Corporate Place, Rocky Hill, Connecticut 06067

STATE DEPARTMENTS (Including related Agencies, Boards and Commissions)

Department of Administrative Services, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Agriculture, 755 Asylum Avenue, Hartford, CT 06105
Department of Banking, 260 Constitution Plaza, Hartford, Connecticut 06103
Office of the Child Advocate, 18-20 Trinity Street, Hartford, Connecticut 06106
Department of Children and Families, 505 Hudson Street, Hartford, Connecticut 06106
Department of Consumer Protection, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Correction, 24 Wolcott Hill Road, Wethersfield, CT 06109
Commission on Culture and Tourism, 755 Main Street, Hartford, Connecticut 06103
Department of Economic and Community Development, 505 Hudson Street, Hartford, Connecticut 06106
Department and Board of Education, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Board of Education and Services for the Blind, 184 Windsor Avenue, Windsor, CT 06095
Department of Emergency Management & Homeland Security, 25 Sigoumey Street, Hartford, CT 06106
Department of Environmental Protection, 79 Elm Street, Hartford, Connecticut 06106
Office of Health Care Access, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Higher Education, 61 Woodland Street, Hartford, Connecticut 06105
Commission on Human Rights & Opportunities, 21 Grand Street, Hartford, Connecticut 06106
Department of Information Technology, 101 East River Drive, East Hartford, CT 06108
Department of Insurance, 153 Market Street, Hartford, Connecticut 06103
Department of Labor, 200 Folly Brook Blvd., Wethersfield, Connecticut 06109
State Library, 231 Capitol Avenue, Hartford, Connecticut 06106
Department of Mental Health & Addiction Services, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Mental Retardation, 460 Capitol Avenue, Hartford, Connecticut 06106
Military Department, State Armory, Capitol Avenue, Hartford, Connecticut 06106
Department of Motor Vehicles, 55 West Main Street, Waterbury, CT 06702
Office of Policy and Management, 450 Capitol Avenue, Hartford, Connecticut 06106
Office of Protection & Advocacy for Persons with Disabilities, 60B Weston Street, Hartford, Connecticut 06120
Department of Public Health, 410 Capitol Avenue, Hartford, Connecticut 06106
Department of Public Safety, 1111 Country Club Rd., Middletown, CT, 06457-9294
Department of Public Utility Control, 10 Franklin Square, New Britain, Connecticut 06051
Department of Public Works, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106
Department of Revenue Services, 25 Sigoumey Street, Hartford, Connecticut 06106
Department of Social Services, 25 Sigoumey Street, Hartford, Connecticut 06106
Division of Special Revenue, 555 Russell road, Newington Connecticut 06111
Department of Transportation, 2800 Berlin Turnpike, Newington, Connecticut 06131-7546
Department of Veterans Affairs, 287 West St., Rocky Hill, Connecticut 06067
AND UNAFFILIATED STATE AGENCIES, BOARDS AND COMMISSIONS



CONNECTICUT'S POLICY FOR A DRUG-FREE WORKPLACE

The State of Connecticut is committed to winning the battle against substance abuse. Substance abuse jeopardizes a stable family structure, exacerbates crime, threatens worker productivity and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially harmful threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's existing three-pronged strategy of education, treatment and enforcement to combat substance abuse, and in accordance with new federal legislation, the Drug-Free Workplace Policy has been adopted. Connecticut State employees will be protected and served by this new initiative, which includes an on-going substance abuse awareness program.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace" Act. This act requires that any State agency which receives federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy is published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drug. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

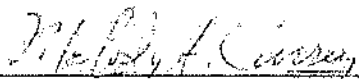
Controlled substances are specifically defined in federal law. They consist of two classes of "drugs": 1) those commonly thought of as "illegal" drugs, and 2) certain medications available by prescription, but not being taken under a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Connecticut's Policy For a Drug-Free Workplace
Page Two

Employees must inform their agency's personnel administrator (or the person serving in the personnel role) within five (5) days of any drug conviction for violation of a state or federal drug statute if the violation occurred in the workplace. A conviction means a finding of guilty, including a plea of nolo contendere, or the imposition of a sentence by a judge or jury in any federal or state court. Within ten (10) days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace, the agency personnel officer must notify the appropriate federal granting or contracting agency.

Employees who have substance abuse problems are encouraged to participate in the Employee Assistance Program or a rehabilitation program prior to any disciplinary action. If an employee chooses not to undergo rehabilitation, the State will take disciplinary action consistent with collective bargaining agreements and State law and regulation.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. This policy will also be available at Agency Personnel Offices.



Melody A. Currey, Commissioner
Department of Administrative Services

2/24/16

Date

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
 - a. Unauthorized access to CSCU computer programs or files;
 - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
 - c. Unauthorized use of another individual's identification and/or password;

for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:

- a. The contacting person knows or should know that the contact is unwanted by the other person; and
- b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

X 17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

- E. Students are obligated not to interfere with the operation of the office in which the record is being maintained.
- F. Students are obligated to examine the record during reasonable hours at the place the record is maintained.
- G. The examination of the record shall be transmitted to the student upon written request.

III. Reviewing and Expunging Records

The student's transcript is maintained in perpetuity by the institution. No other record is officially designed as a permanent record and will be expunged at the discretion of the custodian of the record three years after the student last attended the college.

IV. Challenges to the Content of Records

After reviewing a record, a student has a right to challenge the contents of the record as being inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. A student may not challenge the correctness of a grade that has been assigned to his/her performance in a course but may challenge the accuracy of the recording of the grade.

1. Upon deciding that some aspect of his or her record is inappropriate, the student shall so inform the designated person in the office where his or her record is maintained and shall attempt to resolve the problem through informal discussions with such person and the person in charge of that office.
2. If no agreement is reached through informal discussions, the student may submit in writing to the Dean of Academic Affairs a request for a hearing in order to challenge the contents of the record.
3. Hearing Procedures will:
 - a. Take place within ten (10) working days of the time following receipt of the request.
 - b. Be conducted and a decision rendered by the Dean of Academic Affairs or designee.
 - c. Afford the student a full and fair opportunity to present evidence relevant to the issue.
 - d. Be rendered in writing within five (5) days after the conclusion of the hearing.

English as a Second Language

The Connecticut Community College System shall award academic credit, specifically foreign language credit, to students enrolled in English as a Second Language (ESL) courses at the intermediate through advanced ESL levels. The number of applicable credits shall be determined by existing foreign language credit limitations.

Students seeking to transfer ESL credits to a four-year institution should check transferability at that institution.

Statement on Drug and Alcohol Abuse

Tunxis Community College is committed to providing students with a safe and healthy learning environment. The College is committed to clear and concise policies on substance abuse, and a program of counseling, treatment, rehabilitation and re-entry programs for all Tunxis employees and students.

The unlawful possession, use or distribution of drugs and alcohol by anyone on College property, or in any College activity is prohibited.

If a student engages in repeated behavior in violation of the Student Code of Conduct which is indicative of likely substance abuse problems, he or she may be required to attend a meeting or hearing with the Dean of Student Affairs as appropriate. The result may be expulsion or suspension from campus. Employees may face disciplinary action, up to and including termination, in accordance with union contracts. In addition, the unlawful possession or distribution of drugs and alcohol may result in prosecution under federal, state or local laws. Consequences may include fines and incarceration.

The Counseling Office can provide referral assistance to students facing problems associated with drug and alcohol abuse. Employees should contact Human Resources or EAP for assistance and referral.

For more information, please contact the Counseling Office at 860.773.1510 or Dean of Administration at 860.773.1302.

AIDS and Other Communicable Diseases (Board Policy 2.10)

The Community College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the Community College community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current specific knowledge.

TUNXIS COMMUNITY COLLEGE

Request to Serve or Sell Alcoholic Beverages on Campus

The Board of Trustees Drug and Alcohol Policy for Community Colleges allows the college President to authorize the consumption of alcoholic beverages on campus subject to the following conditions, as appropriate:

- a) when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
b) when a college permit has been obtained;
c) when students bring their own beverages;
d) when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

This request must be submitted to the Dean of Administration at least four (4) weeks in advance of the function.

Requestor's Name: Phone:

Signature: Date of function:

Description of function:

Is this a request to sell alcohol? Yes No

If yes, a temporary permit for the sale of alcoholic beverages must be obtained and dram act insurance must be purchased. If request is approved copies of these documents must be provided to the Dean of Administration at least 7 days before the function.

Describe how alcohol will only be made available to legal age students and/or quest.

Describe the plan for a visible educational program display or presentation urging responsible drinking of alcoholic beverages during the function.

Forward to the Dean of Administration

Dean of Administration: Recommended Not Recommended

Signature Date

President: Approved Disapproved

Signature Date

CREDIT COURSES – Spring 2019

CRN	DAY(S)	TIME	INSTRUCTOR
1350	ONLINE		Keifer
<p>ENG*202 Technical Writing (a) 3 credits Provides directed practice in writing and oral skills needed in technical fields for specific audiences. Students create documentation for technical systems, including formal and informal reports, abstracts and reviews. Students learn strategies for producing such reports successfully, including planning, analyzing, purpose and audience, gathering data, and developing revising techniques, and oral presentations. Students are encouraged to choose topics based on their major or intended career. <i>Prerequisite: C- or better in Composition (ENG*101) or permission of Department Chair. (Elective Type: EIG/HUILAS) (Transfer Ticket Competency in Degree Works: CRIX) (Abilities Assessed: 2, 11)</i></p>			
1351	ONLINE		Staff
<p>ENG*216 Contemporary Fiction (a) 3 credits Focuses on fiction from the post WWII period to the present. Students will concentrate on how fiction of this period engages ideas such as history and authority, popular culture, warfare, science and technology, mythology, and aesthetics. In this course, a range of works will be read and discussed in order to define and examine shifts, sometimes radical, in the form and nature of fiction. <i>Prerequisite: C- or better in Composition (ENG*101). (Elective Type: EIG/HUILAS/LIT) (Transfer Ticket Competency in Degree Works: CRIX) (Abilities Assessed: 2, 11)</i></p>			
1352	M/W	1:15-2:35P	Schlatter
<p>ENG*222 American Literature II (a) 3 credits Surveys major American writing, prose and poetry, from its emergence with Whitman, Dickinson, and Twain through the contemporary period, focusing on 20th-century American literature as an evolving multicultural literature. <i>Prerequisite: C- or better in Composition (ENG*101). (Elective Type: EIG/HUILAS/LIT) (Abilities Assessed: 1, 11)</i></p>			
1353	T/R	8:30-9:50A	Brown, R.
<p>ENG*233 Shakespeare (a) 3 credits Introduces Shakespeare, his time period, and his contributions to literature through an exploration of poetry and dramatic works. Students may view, analyze, and interpret film, video or live performances of his work. Course offered in Spring only. <i>Prerequisite: C- or better in Composition (ENG*101). (Elective Type: EIG/HUILAS/LIT) (Transfer Ticket Competency in Degree Works: CRIX) (Abilities Assessed: 1, 11)</i></p>			
1354	T/R	11:40A-1:00P	Terrell
<p>ENG*242 World Literature II (a) 3 credits Surveys world literature from 1650 to the present. The course emphasizes the connections between culture, history, and literary works as the world becomes increasingly interconnected and interdependent. Course offered in Spring only. <i>Prerequisite: C- or better in Composition (ENG*101). (Elective Type: EIG/HUILAS/LIT) (Transfer Ticket Competency in Degree Works: CRIX) (Abilities Assessed: 2, 11)</i></p>			
1355	T/R	5:00-6:20P	Ersinghaus
<p>ENG*283 Creative Writing: Fiction (a) 3 credits Focuses on the elements and techniques of fiction writing. Students will study examples of fiction of many kinds and discuss and practice elements of craft, such as character, conflict development, dialogue, and point of view. Students</p>			

DRUG-FREE CAMPUS

Tunxis Community College is committed to providing students with a safe and healthy learning environment. The college promotes a drug-free campus through workshops, written materials and flyers.

Students who violate the drug-free rules face disciplinary action, including expulsion.

The Counseling Office can provide referral assistance to students facing problems associated with drug and alcohol abuse. For more information visit the Institutional Policies on the Consumer Information page of the Tunxis website.

CONTACTS

Counseling Office: 860.773.1510
Dean of Administration: 860.773.1302

INJURIES ON CAMPUS

The college wants all students, employees and guests to enjoy a healthy and safe learning environment. When a person is injured on campus, they should report it immediately to a faculty member, security guard or employee. If the injury is serious, do not hesitate to call 911 from a campus phone. Members of the college's Emergency Medical Response Team will be notified and respond. First aid kits are available throughout campus.

The college has two AED's. Employees who respond to medical emergencies must complete an Incident Report form and submit it to the Dean of Administration.

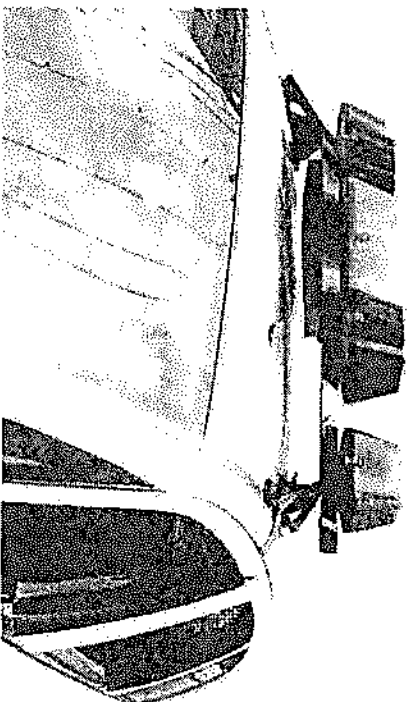
Tunxis Community College is a state agency. As such, any individual wishing to pursue a claim against the State must follow the procedures as outlined by the Office of the Claims Commissioner.

CONTACT

Chuck Cleary, Dean of Administration,
at 860.773.1302
if you wish to pursue a claim.

Tunxis Community College is committed to providing students with a safe and healthy learning environment.

Tunxis is a drug-free, alcohol-free campus.



The Counseling Office can provide referral assistance to students facing problems associated with drug and alcohol abuse.



Cleary, Charles C

From: Cleary, Charles C
Sent: Friday, September 29, 2017 1:49 PM
Subject: 2017 Tunxis Community College Annual Security Report

Good Afternoon,

Tunxis Community College's **Annual Security Report** is now available. The report is required by federal law & contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures & programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. It will be posted on the college website here: <http://www.tunxis.edu/asr2017>.

The college has two 20-minute campus safety videos available online here: <https://www.tunxis.edu/college-information/campus-security-act/campus-security-videos/>

- 'Shots Fired' offers suggestions for surviving an active shooter situation.
- 'Flashpoint' offers advice for responding to disturbing behaviors.

Students may access the videos 24/7 using their NetID and password.

The college's 2017 **Drug Free Schools & Communities Act** is also posted on the college website here:

<https://cdn.tunxis.edu/wp-content/uploads/2016/11/Drug-Free-Schools-and-Communities-Act.pdf>

The college's 2017 – 2018 **Emergency Response Plan** is posted on the Tunxis website here:

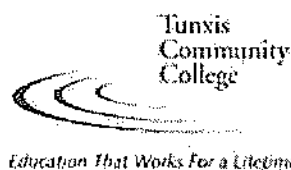
<https://cdn.tunxis.edu/wp-content/uploads/2016/11/2016-EMERGENCY-RESPONSE-PLAN.pdf>

The college's 2017-2018 **Security Protocol Plan** posted on the Tunxis website here: <https://cdn.tunxis.edu/wp-content/uploads/2017/08/TCC-2017-Security-Protocol-Plan.pdf>

Hard copies of the above documents are available from the Dean of Administration's Office on the third floor of the 600 Building.

The college uses myCommNet Alert to send text messages in the event of emergencies & weather-related closings. You may edit and update your information at <https://my5prodcas.commnet.edu/cas-web/login?service=https%3A%2F%2Fmy.commnet.edu%2Fc%2Fportal%2Flogin>

If you have questions, comments and/or concerns about campus safety, please email me at ccleary@tunxis.edu .



Charles C. Cleary
Dean of Administration
Acting Human Resources Director
Affirmative Action Officer
ccleary@tunxis.edu
860.773.1302
Tunxis Community College
271 Scott Swamp Road, Farmington, CT
tunxis.edu

Cleary, Charles C

From: Cleary, Charles C
Sent: Thursday, December 27, 2018 4:53 PM
Subject: Drug-Free Schools Annual Notice
Attachments: DFS&CA 2018.docx

Good Evening,

I am attaching the college's Drug-Free Schools and Communities annual notice. If you have any questions, please contact me.

Charles C. Cleary
Dean of Administration
Acting Director of Human Resources
Affirmative Action Officer
Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032
Phone: 860 773 1302
Fax: 860 606 9729
www.tunxis.edu

The College's Annual Security Report may be found here: <https://tunxis.edu/asr>

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? _____
Office of the Dean of Administration, Room 6-390
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 *Emailed*
 - 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

An email is sent to every student's CSCU-issued email as well as their personal email. A hard copy is placed on the Dean of Administration's bulletin board in the cafeteria.

- f. In another manner (*describe*) Hard copies are available across campus in Human Resources, Admissions, Continuing Ed, Counseling, etc.
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
 Staff: Yes No Faculty: Yes 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*) An email is sent to all employees and put in the Dean of Administration's PSO report. HR distributes to new employees during Orientation.
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?
 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) See below:

10. Who is responsible for conducting these biennial reviews?

Tunxis Community College Behavioral Intervention Team

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

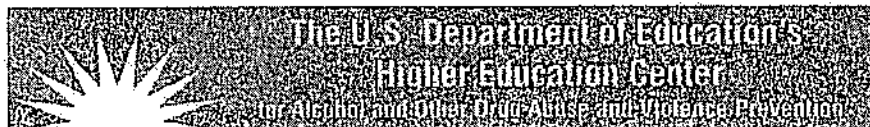
12. Where is the biennial review documentation located?

Name Charles C. Cleary
 Title Dean of Administration
 Department Dean of Administration, Room 6-390, 600 Building
860 773 1302 E-mail ccleary@tunxis.edu
 Phone _____

13. Comments:

The Behavioral Intervention Team receives input from Counseling, the Dean of Student Affairs, Director of Student Activities & Human Resources. Evening Administrator and Security reports are reviewed for possible AOD violations or concerns. The Dean of Student Affairs is responsible for imposing student disciplinary actions. Counseling makes referrals to service agencies for students struggling with AOD issues. Human Resources works with supervisors to impose disciplinary actions in accordance with union guidelines, makes EAP referrals when appropriate & oversees AOD screenings that are required for certain positions.

Appendix 6



SUPPLEMENTAL CHECKLIST¹ Drug-Free Schools and Campuses Regulations (EDGAR Part 86)

The Drug-Free Schools and Campuses Regulations require an institution of higher education (IHE) to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.

EDGAR Part 86 establishes a set of minimum requirements for college substance use programs. Colleges and universities may have additional obligations under state law, including recent court decisions in lawsuits brought against IHEs by college and university students and employees. Consultation with an attorney knowledgeable in this area is highly recommended.

A. Description of the AOD Program Elements

1. Alcohol-Free Options

How does your campus provide an environment with alcohol-free options? Please check all that apply:

- Alcohol-free events and activities are created and promoted.
- Student service learning or volunteer opportunities are created, publicized, and promoted.
- Community service work is required as part of the academic curriculum.
- The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings.
- The student center, fitness center, or other alcohol-free settings have expanded hours.
- Nonalcoholic beverages are promoted at events.
- Does not promote alcohol-free options.
- Other: Alcohol must be pre-approved by the President and Dean of Administration. All events - Halloween Party, Spring Fling, etc. are alcohol free.

Examples of campuses that offer alcohol-free options can be found at www.higheredcenter.org/ideasamplers. Pennsylvania State University, Ohio State University, and University of North Carolina.

¹ This checklist can be found online at www.higheredcenter.org/dlscu/supp_checklist.html.

2. Normative Environment

How does your campus create a social, academic, and residential environment that supports health-promoting norms? Please check all that apply:

- College admissions procedures promote a healthy environment.
- The academic schedule offers core classes on Thursdays, Fridays, and Saturdays.
- Exams/projects increasingly require class attendance and academic responsibility.
- Substance-free residence options are available.
- The campus encourages an increase in academic standards.
- Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
- Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to illicit drug use.
- Faculty are encouraged to engage in a higher level of contact with students.
- Students are educated about misperceptions of drinking norms.
- Student leadership (e.g., orientation leaders, resident assistants, fraternity and sorority members, athletes, student organizations) promotes positive, healthy norms.
- Students have opportunities to advise and mentor peers.
- Pro-health messages are publicized through campus and community media channels.
- Does not promote a normative environment.
- Other: _____

Examples of campuses that promote a normative environment can be found at www.higheredcenter.org/ideasamplers: Santa Clara University, Northern Illinois University, and University of Arizona.

3. Alcohol Availability

How does your AOD prevention program limit alcohol availability? Please check all that apply:

- Alcohol is banned or restricted on campus.
- Alcohol use is prohibited in public places.
- Delivery or use of kegs or other common containers is prohibited on campus.
- Alcohol servers are required to be registered and trained.
- Server training programs are mandatory.
- Guidelines for off-campus parties are disseminated.
- The number and concentration of alcohol outlets near campus are regulated.
- The costs of beer and liquor licenses are raised.
- The days or hours of alcohol sales are limited.

- The container size of alcoholic beverages is reduced.
- Alcohol is regulated by quantity per sale.
- Keg registration is required.
- State alcohol taxes are increased.
- Does not limit alcohol availability.
- Other: _____

Examples of campuses that limit alcohol availability can be found at www.higheredcenter.org/ideasamplers:
Lehigh University, Michigan State University, and University of Colorado.

4. Marketing and Promotion of Alcohol

How does your AOD prevention program limit marketing and promotion of alcohol on and off campus? Please check all that apply: N/A

- Alcohol advertising on campus is banned or limited.
- Alcohol industry sponsorship for on-campus events is banned or limited.
- Content of party or event announcement is limited.
- Alcohol advertising in the vicinity of campus is banned or limited.
- Alcohol promotions with special appeal to underage drinkers is banned or limited.
- Alcohol promotions that show drinking in high-risk contexts is banned or limited.
- Pro-health messages that counterbalance alcohol advertising are required.
- Cooperative agreements are endorsed to institute a minimum price for alcoholic drinks.
- Cooperative agreements are endorsed to limit special drink promotions.
- "Happy hours" is eliminated from bars in the area.
- The sale of shot glasses, beer mugs, and wine glasses at campus bookstores is banned.
- Does not restrict marketing and promotion of alcohol.
- Other: _____

Examples of campuses that limit marketing and promotion of alcohol can be found at www.higheredcenter.org/ideasamplers: Baylor University, University of Minnesota, and University at Albany, State University of New York.

5. Policy Development and Enforcement

How does your AOD prevention program develop and enforce AOD policies on and off-campus? Please check all that apply:

- On-campus functions must be registered.
- ID checks at on-campus functions are enforced.
- Undercover operations are used at campus pubs and on-campus functions.
- Patrols observe on-campus parties.
- Patrols observe off-campus parties.
- Disciplinary sanctions for violation of campus AOD policies are increased.
- Criminal prosecution of students for alcohol-related offenses is increased.
- Driver's licensing procedures and formats are changed.
- Driver's license penalties for minors violating alcohol laws are enforced.
- Sellers/servers are educated about potential legal liability.
- ID checks at off-campus bars and liquor stores are enforced.
- Penalties for sale of liquor to minors are enforced.
- Laws against buying alcohol for minors are enforced.
- Penalties for possessing fake IDs are enforced.
- Undercover operations are used at retail alcohol outlets.
- DUI laws are enforced.
- Roadblocks are implemented.
- Open house assemblies are restricted.
- Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.
- Does not develop or enforce AOD policies.
- Other: On the rare occasion that alcohol is served, it must be in accordance with Board policy and approval from the President & Dean of Administration must be obtained. Any violations of policy would be referred to the Dean of Student Affairs, Human Resources or police.

Examples of campuses that increased enforcement of policies and laws can be found at www.higheredcenter.org/idea-samplers; Boston College, University of Oregon, and West Texas A&M University.

B: A Statement of AOD Program Goals and a Discussion of Goal Achievement

Please state your AOD program goals:

See attached.

(Sample: The following AOD prevention goals were written in 1995 by the Substance Abuse Education Initiatives: (1) Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse. (2) Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use. (3) Provide a reasonable level of care for substance abusers through counseling, treatment, and referral. (4) Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical, and physical well-being of the members. (5) Be vocal and visionary in combating the negative issues surrounding alcohol and other drug use and abuse on campus.

Please describe how the program's goals were achieved:

Documented throughout the review process.

Examples of specific program goals are demonstrated by the latest awardees of the Alcohol and Other Drug Prevention Models on College Campuses Grant Competition, please see www.higheredcenter.org/grants.

C. Summaries of AOD Program Strengths and Weaknesses

What are the strengths and/or weaknesses of your AOD prevention program?

See attachment

D. AOD Policy*

1. Policy Contents

What information do you distribute to employees and students (taking one or more classes for academic credit, not including continuing education)? Please check all that apply:

- A description of the health risks associated with alcohol abuse and the use of illegal drugs.
- A description of applicable legal sanctions under local, state, and federal laws.
- A description of any treatment, counseling, rehabilitation, or re-entry programs available at your institution. N/A
- A statement of the institution's disciplinary measures regarding alcohol and illegal drug use by students and employees.

Other AOD policy-related information: _____

We do not have an AOD policy.

2. Policy Distribution

Where does your institution publicize its alcohol or other drug policy? Please check all that apply:

- Student handbook
- Staff and faculty handbook
- Admissions materials
- Course catalogs
- Class schedules
- Employee paychecks
- Student's academic orientation
- Residence hall orientation
- Staff and faculty orientation
- Formal speaking engagements
- Other: _____
- We do not publicize our alcohol/drug policy.

Please see the publication *Setting and Improving Policies for Reducing Alcohol and Other Drug Problems on Campus* at the Web site of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention at www.higheredcenter.org.

* Please attach copies of the policies distributed to students and employees:

E. Recommendations for Revising AOD Prevention Programs


Please offer any recommendations for revising AOD prevention programs and/or policies:


See attachment _____

Narcan Now Available to First Responders on all CSCU Campuses

First responders will have Narcan available and ready for use on campuses in case an overdose emergency presents itself.

POSTED: SEP 20, 2017

 Share on Twitter

 Share on Facebook

 More News

Today, Mark Ojakian, President of the Connecticut State Colleges and Universities (CSCU) announced that starting this fall semester all 16 physical campuses will be supplied with the FDA-approved Naloxone, also known as Narcan, a nasal spray that reverses the effects of opioids. With the exception of Charter Oak, CSCU's online institution, first responders will have Narcan available and ready for use on campuses in case an overdose emergency presents itself. Although on-campus instances are extremely low, increasing incidence of opioid-related overdoses occurring nationwide initiated the decision to make it available to students and campus communities.

The administration of the nasal spray will vary. Police officers at the four CSCU universities— Central, Southern, Eastern and Western — and four CSCU community colleges with a police force — Naugatuck Valley, Capital, Gateway and Manchester — will act as first responders at each of those campuses. At the remaining eight community colleges without a police force, specific staff trained in responding to health crises or other campus leaders will be appointed to administer Narcan if they arrive at the scene of an overdose before non-CSCU medical providers or law enforcement officers.

"It is our sincere hope that the staff at CSCU colleges and universities never have to resort to the use of Narcan on their campuses," said President Ojakian. "Recent history, however, suggests it is significantly better to be prepared for these cases if and when they occur. Along with the education of our students, their safety is a paramount concern for us."

Deputy Director of AIDS CT, Shawn Lang, who helped lead the effort to get the life-saving drug on CSCU campuses added, "Unfortunately, I have many years of experience and have seen the positive impact Narcan can have on people's lives. I really appreciate how quickly CSCU leadership responded to make Narcan available to students. Although I hope there never comes a time when they need it, sadly, it's best to be prepared for any emergency."

Gregory Sneed, Chief of Police for CCSU also added "At CCSU, this is about saving lives and creating a safer environment for our entire campus community. These incidents rarely if ever occur but we want to be able to help any student who unintentionally put themselves in harm's way. We also truly appreciate the partnerships we have with our local first responders including EMS and New Britain Fire Department, who help our students when they are both on and off campus."

Each of the four Connecticut State Universities will receive an initial quantity of four doses per semester, and the doses administered will be replenished as it is used. By the

end of the semester, each of the 12 community colleges will be provided with two doses per semester for administration on their campuses. The shelf life of Narcan is up to 24 months.

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