
DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS [EDGAR PART 86] BIENNIAL REVIEW

ILLINOIS CENTRAL COLLEGE
2014-2015 AND 2015-2016



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COMPILED BY STUDENT SERVICES
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Table of Contents

- Introduction/Overview 3
 - Introduction 3
 - Why ICC is conducting a Biennial Review 3
- Biennial Review Process 3
 - Time frame that the Biennial Review is covering 3
 - Biennial Review Process..... 3
 - Where Biennial Review Reports are kept on campus..... 4
 - How to request/receive current and past Biennial Reports 4
- Annual Policy Notification Process 4
 - Primary method utilized to distribute policy to all students 4
 - Primary method utilized to distribute policy to all employees 4
- Evaluation 6
 - ALCOHOL AND OTHER DRUG Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data..... 6
 - The number of Clery-reportable drug and alcohol-related arrests, referrals and fatalities that occurred on or near campus **Error! Bookmark not defined.**
 - The number of non-Clery reportable drug and alcohol-related reports, including smoking citations and violations, that occurred on or near campus..... 6
 - ALCOHOL AND OTHER DRUG Policy, Enforcement & Compliance Inventory & Related Outcomes/Data ... 7
 - ALCOHOL AND OTHER DRUG Comprehensive Program /Intervention Inventory & Related Process and Outcomes/Data..... 7
- Goals and Objectives 9
 - ALCOHOL AND OTHER DRUG Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed..... 9
- Goals and objectives recommended for next Biennium 9
- Appendices 10
- References 10
 - Primary resources 10
 - Specific references..... 10

Introduction/Overview

Introduction

Edgar Part 86 of the Drug-Free Schools and Campuses Act (DFCSA) regulations require that, as a condition of receiving federal funding, colleges and universities must develop and implement programs “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees” both on the institution’s premises and as part of any of its activities (Edgar reference 1). Additionally, regulations indicate that ICC must retain all records related to DFCSA compliance for three years. The ultimate purpose of the regulations is to increase awareness and education efforts related to the impact of alcohol and drug use.

Creating a program that complies with the regulations requires ICC to do the following:

- Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs.
- Develop a sound method for distributing annual notification information to every student and staff member each year.
- Prepare a biennial report on the effectiveness of its alcohol and other drug programs and the consistency of sanction enforcement.

Why ICC is conducting a Biennial Review

According to the Part 86 regulations, if ICC fails to submit the necessary certification when requested to do so or violates its certification, the Secretary of Education has the ability to enforce sanctions up to and including the ability to terminate all forms of financial assistance, including federal funding, and may require repayment of such assistance, including paying for students’ disbursed federal grants, such as Pell grants.

Biennial Review Process

Time frame that the Biennial Review is covering

This review is for the 2014-2015 and 2015-2016 academic years. This biennial review will be conducted by the Vice President of Student Services, who joined the college in March, 2014 and will address all activities since that time.

Biennial Review Process

- The review will be compiled by the Vice President of Student Services, Dr. Tracy Morris. This review is compiled with the assistance of multiple departments across campus, including the following key individuals:
 - Counseling Coordinator, Amy Daxenbichler
 - Campus Police Sergeant, Erika Schwiderski
 - Associate Dean of Organizational Learning, Janice Kinsinger

Where Biennial Review Reports are kept on campus

The Biennial Review Report will be housed in the Student Services Office and are available upon request. Additionally, the biennial review report will be available on the Student Services website at icc.edu/students/student-services/.

How to request/receive current and past Biennial Reports

Students, employees and community members who would like to obtain a complete version of the biennial report or related materials can contact the following:

Vice President of Student Services	Dr. Tracy Morris
tracy.morris@icc.edu	309-694-8970
Vice President of Human Resources	Ms. Marti Bloodsaw
marti.bloodsaw@icc.edu	309-694-5593

Annual Policy Notification Process

Primary method utilized to distribute policy to all students

- Every enrolled student receives notification once per semester of the alcohol/drug policy and information via student email.
- Every enrolled student also receives the information via the Clery Report that is sent each semester to every student via student email.
- The policy and link to the information is included in the student handbook, which all students are emailed the link to and told about at new student orientation and by faculty during the first week of classes.
- The policy and link to the information can be found on the Student Services webpage, which is promoted to all students via email, at new student orientation, and through many student services events and offices.
- Students receive notification once per semester and once in the summer
- Printed copies are always available in the Student Services office.

Copy of policies are available in Appendices.

Notation of how students who enter the institution after policy is distributed get policy before next distribution: We traditionally send the information at the midpoint of the semester to ensure that any late-starting class enrollments are included. The link to the Student Handbook and Student Services websites are included in multiple emails to remind students about the resources available.

Notation of how students who are taking classes off-campus, abroad, and on-line get policy: Since email is utilized, these students are provided with the same information. Printed copies can be mailed upon request to students with limited email access.

Primary method utilized to distribute policy to all employees

- Description of which employees get policy: Any individual who conducts business for the organization, is applying for a position, or is conducting business on Illinois Central College's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to, all employees of Illinois Central College.
- Dates/times in which policy is distributed: In order to ensure that all employees in the workplace are familiar with the terms of this important policy, a copy of the policy will be distributed to each individual currently employed by the College as of 1997. Additional copies may be acquired from Human Resources. Copies of the policy are provided to all newly hired employees as part of the initial employment process. Every year, all employees are directed to the Employee Handbook, which contains this information.
- Method of distribution used: Paper copies are distributed at New Employee Orientation and the employee handbook is delivered electronically and available on the internet and the intranet. Drug-Free Awareness Program is in the NEO binder each new employee receives if they attend and it is in the Employee Handbook (2012) version online.
- Content of policy/ Copy of policy

<http://icc.edu/faculty-staff/files/2014/05/ICC-Employee-Handbook.pdf>

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities **YES
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol YES
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol **NO—it is included in the student version so we will add a link back to the current student document.
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students. There is a reference to Health Services assisting with counseling and treatment referrals and vague information in the Employee Handbook on pg 83. This is also included in the student version so we will add a link back to the current student document.
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct; a disciplinary sanction may include the completion of an appropriate rehabilitation program. YES
- Notation of how employees who work off-campus (off-campus sites, teaching on-line classes) The employee handbook is delivered electronically and available on the internet and the intranet. Paper copies are available through Human Resources.
- Additional methods used to distribute policy (on-line availability, inclusion in written materials, etc.) The employee handbook is delivered electronically and available on the internet and the intranet. Paper copies are available through Human Resources.

Evaluation

ALCOHOL AND OTHER DRUG Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data

The number of reportable drug and alcohol-related reports, including smoking citations and violations, that occurred on or near campus (based on Campus Housing, Campus Police, and Dean of Students records):

Charge (2014-2015)	Total	Notes
RVN A(1) - Possession / Consumption	6	Alcohol - 4 / Marijuana - 2
RVN A(6) - Paraphernalia Possession	1	
1811 Possession of Cannabis 30 gm and Under	2	
2220 Illegal Possession of Alcohol by Minor	1	
Alcohol Involved - No RVN Issued	2	
Tobacco - No RVN Issued	1	
Charge (2015-2016)	Total	Notes
1811 Possession of Cannabis 30 gm and under	2	*Both were incidents of bags of marijuana found but no person to tie to it
2020 Possession of Controlled Substance	1	
2410 Driving Under the Influence - Alcohol	1	* Note - not a student - driving through on College Drive at night
Alcohol involved - No RVN issued	15	* 12 of these were related to one large party
RVN A(1) - Possession / Consumption	13	Alcohol 10 / Marijuana 2 / Pills 1
RVN A(2) - Party Attendance	7	
RVN A(3) - Party Host	1	
RVN A(6) - Paraphernalia Possession	1	
RVN E(1) - Smoking / Tobacco Usage	3	
Smoking Policy Violation	22	
Suspicion of Alcohol Empty Containers	50	
Suspicion of Drug Use - CH	60	
Suspicion of Smoking	30	

*Note - Regulation Violation program started in August 2014

*Note- Fields may include duplication based on the event-often students are "charged" with more than one of these violations.

ALCOHOL AND OTHER DRUG Policy, Enforcement & Compliance Inventory & Related Outcomes/Data

- **Methods used for general enforcement:**

All officers with the Campus Police Department have the authority to issue Regulation Violation Notices to violators of the established College Regulations Policy, which covers conduct for everyone on College and Foundation property ranging from parking, smoking / tobacco use, and loud music to disorderly conduct, assault, theft, and alcohol / drug use or possession. The College Regulations Policy can be found on the Campus Police page at www.icc.edu/campus-police. Issuance of a Regulation Violation Notice does not preclude College officials or law enforcement officers from any additional appropriate action including lawful arrest.
- **Description of law enforcement/security forces and authority/jurisdiction:**

Sworn Illinois Central College Campus Police Officers are armed and have the same authority as County and Municipal Police Officers, including the power to make arrests and issue citations. Non-sworn Campus Security Officers have Use of Force and Arrest powers as authorized in state Statutes 725 IFCS 5/107-3, 720 ILCS 5/7-1 and 5/7-3.
- **Description of relationships with off-campus law enforcement and jurisdiction:**

The Campus Police Department maintains a working relationship with federal, state, and local police agencies. Interagency agreements are in place with the East Peoria, Peoria, and Pekin Police Departments. Special needs are communicated between agencies as they occur.
- **Description of others who may provide monitoring of alcohol and other drug policies**
 - Resident Assistants and Campus Housing staff members
 - All employees
 - All students are encouraged to call Campus Police if they witness any incidents or behaviors that threaten the safety of campus, including alcohol or drug violations.
- **Number of requests for permission/authorization:**

No requests have been submitted outside of the Culinary Arts department processes that have been approved.

ALCOHOL AND OTHER DRUG Comprehensive Program /Intervention Inventory & Related Process and Outcomes/Data

Compliance Information Packets

The compliance packets (including the packet related to Alcohol and other Drugs) was revised during the 2015-2016 year and posted on September 2015

Campus Housing Programs

Below is a list of programs and tables that have been done regarding alcohol, smoking, and drugs.

- 10/19/2015: Sexual Health Education Program (including impact of alcohol and drugs) at Campus Housing 29 participants
- 3/30/16 – Smoke/Tobacco Free (tabling by Smoke Free, Tobacco Free Campus Outreach)

- 4/4/16 – The Cost of Smoking (RA handed out information to residents) 67 participants reached

**Note: Prior to Spring 2015, a different company managed campus housing and no clear records on attendance can be found

Classroom Initiatives

Human Services programs teach components on substance abuse in coursework and have guest speakers on the subject in classes. The DACT program has the drug and alcohol curriculum embedded in the program and the program coordinator takes students to conferences/workshops. However, according to the Human Services program coordinator who has retired, “we have done very little as a college to promote substance abuse education/prevention.”

Mental Health First Aid courses discuss substance abuse and that training has been offered to numerous students/faculty/staff since May 2014. NEED NUMBERS HERE

Counseling Center Initiatives

The need for a more comprehensive approach to mental health and other related issues, including alcohol and drug education, led to the creation of a Counseling Coordinator position in Fall 2015. Prior to this time, there were limited educational initiatives because the primary focus was on advising. The mission is as follows: “We provide students with brief solution-focused counseling from our professionally trained counselors. If you need more in-depth counseling services than we can provide, our counselors will assist you in finding community resources. We also have group counseling services.” Effective Fall 2016, the Counseling Coordinator developed a monthly schedule for targeted education and September was designated as Alcohol and Drug Abuse Prevention and Awareness education month.

Participation in the Screen U program pilot began in Spring 2016. ScreenU Alcohol is a free, confidential screening tool that can help students identify any problematic drinking patterns that could lead to negative consequences. All responses are completely anonymous and will not be accessible by any Illinois Central College faculty or staff. This program was live for the Fall 2016 semester and data will be discussed in the next biennial review.

A comprehensive website was under development in Summer 2016 and was live for the Fall 2016 semester and will be discussed in the next biennial review.

Smoke-Free/Tobacco Free Initiatives

Effective July 1, Illinois Central College (ICC) Administrative Policy was enacted to implement the Illinois Smoke-Free Campus Act, which prohibits smoking and tobacco usage on all State supported Illinois college campuses. Effective July 1, 2015, smoking and/or use of all tobacco products is prohibited on all premises and property of Illinois Central College and the Education Foundation Student Residence, LLC, including but not limited to, all land, buildings, facilities and college-owned or controlled vehicles. In compliance with

State law, the smoking and tobacco usage prohibition shall not apply to non-college owned vehicles traveling through campus. This policy supersedes all previous smoking and tobacco usage Administrative Policies adopted by the ICC Board of Trustees.

Procedures

- A. The prohibitions on smoking/tobacco usage in this policy shall be communicated to all students and employees on or before May 1, 2015, and to guests of ICC upon request.
- B. “No Smoking” signs (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) and additional signage educating students, employees and guests on the ICC smoke-free/tobacco-free policy will be clearly and conspicuously posted on each campus.
- C. In compliance with State law, the College shall post on the ICC website a smoke-free/tobacco-free campus map indicating the locations where smoking/tobacco usage is prohibited and also information on smoking cessation programs available to students and employees.
- D. Discrimination or retaliation in any manner against any person for making a complaint regarding a violation of this policy or furnishing information concerning a violation is prohibited.
- E. Violations of this policy by students and employees are subject to the College Regulations Violation Notice fine and appeals process and/or other disciplinary action as deemed appropriate by the ICC Administration. Visitors and members of the public who refuse to comply with this policy may be required to leave the campus.

Education

With the support of a grant from the Truth Initiative, ICC was able to conduct multiple educational outreach opportunities in the 2015-2016 year and promote smoking cessation options at no cost to students and employees. Only one student took advantage of this cessation option in the time period for the biennial review. The education events were targeted outreach and were not evaluated well, which was a recommendation for improvement for the 2016-2017 academic year.

Goals and Objectives

ALCOHOL AND OTHER DRUG Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed

- There were no recommendations, objectives or goals found from prior reviews. This may be due to the transition between Chief Student Services Officers.

Goals and objectives recommended for next Biennium

- Educational and compliance information sent via email every semester and tracked for open rates and click-through to Alcohol and Other Drug information.
- Utilize the Screen U tool across campus to determine educational programming needs.
- Educational sessions presented to the campus, at minimum, once per semester, including campus housing.

- Develop an electronic educational session that can supplement the written compliance information and track access to the session.
- Utilize the Screen U tool for educational sanctions for all RVN's written related to alcohol or drug possession and/or suspicion.

Appendices

The following policies can be found in the Appendices (located in Student Services and available upon request)

- Administrative Policies of the Board of Trustees (revisions for 1/24/14, 3/28/14, 10/17/14, 12/3/14 and 2015)
- Diesel Powered Equipment Technology Policy on Chemical Impairment
- ICC Athletic Department Drug Testing Compliance Agreement (2014-2015 and 2015-2016)
- Student Code of Conduct (2015)
- Student Handbook (2014-2015 and 2015-2016)

The following policies are available on the ICC Intranet for employees and can be requested in hard copy in the Student Services Office)

- Employee Drug Free Awareness Program (Employee Handbook)
- Drug and Alcohol Free Workplace Policy (Employee Handbook)
- Faculty Handbook
- Employee Assistance Program Referral Policy

References

Primary resources

COMPLYING WITH THE DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS: A Guide for ICC and College Administrators. A publication of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention Funded by the U.S. Department of Education

<http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>

Specific references

#6: EDGAR Part 86.1, titled, "What Is the Purpose of the Drug and Alcohol Abuse Prevention Regulations?" and 20. U.S.C. 1145g.