

Cranbrook Academy of Art Biennial Review of CAA's Alcohol and Other Drug Programs – 2017 and 2018

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Cranbrook Academy of Art to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by CAA students and employees both on its premises and as a part of any of its activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees 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.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and types of sanctions imposed on students or employees as a result of such violations or fatalities.

The purpose of this report is to comply with the requirement to conduct this review, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

The sources used to collect data are the Clery Reports for the most recent two calendar years (2017 and 2018). Additional review was conducted by the *Registrar, Financial Aid & Admissions Manager, the Student Services Coordinator and Assistant Registrar and Studio Council* (the Academy's student-led steering organization with representatives from each of the 10 departments). The Cranbrook Educational Community's *Human Resources Director* also provided information.

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on Cranbrook Academy of Art's campus during the 2017-2018 and 2018-2019 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions;
- Alcohol and drug information provided students;
- Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply;
- Employee Handbook policies related to drug and alcohol use by Academy employees and the sanctions imposed for failure to comply;
- Various resources available to students and employees regarding drug and alcohol abuse;
- Incidents reported to the Enrollment/Student Services Office related to any possible infractions of the drug and alcohol policy presented to students;

- Postsecondary policies and guidelines;
- Local, State and Federal Mandates

The biennial review determined that:

- The current drug and alcohol abuse policies and distribution of information related to those policies appear to be in compliance with federal regulations;
- The current policies and program are deemed adequate by Studio Council, who reviewed policies and resources available to students and did not communicate a need for additional programs or policies (meeting 10/30/17);
- The current policies are deemed adequate by the general student population, according to a survey conducted for the 2018-2019 academic year;
- No drug- and alcohol-related violations and fatalities occurred on the campus or as part of their activities, per reports collected by Public Safety, Human Resources, and Enrollment/Student Services;
- No sanctions were reported for students;
- No sanctions were reported for staff.

Compliance with Drug-Free Schools and Communities Act:

Cranbrook Academy of Art provides education and awareness information to employees and students with the goal of reducing harmful consequences of alcohol and other drug use. All students are provided with information regarding the dangers of abusing prescription drugs, the dangers of drinking too much, seeking drug abuse treatment, tips for cutting down on drinking, and an alcohol self-check survey to determine a student’s current level of risk. This information is provided in printed format to each student individually at registration, and resources are posted on the CAA Intranet. The Cranbrook Academy of Art Student Handbook lists resources to assist students in dealing with drug and alcohol issues, and the Academy provides every student with 5 free counseling sessions annually, which can be used to address issues that may lead to drug and alcohol abuse/problems. Employees are provided with information through the Cranbrook Education Community Human Resources Department, in the form of information contained in the Employee Handbook distributed to all newly hired employees; information is also provided to each employee annually.

The federally mandated policy about alcohol and other drugs is distributed to all students in person (both in the Student Handbook and as a separate printed policy), and it is also available on the Academy Intranet. The alcohol and drug policy is presented via email to all employees with the distribution of the Employee Personnel Manual each fall; supervisors are instructed to post the policy for employees who may not have access to work computers.

Alcohol-and Drug-Free Campus Workplace Policy:

Cranbrook Academy of Art is committed to maintaining a campus free from alcohol abuse and the illicit use of drugs. The Academy requires all employees and students to report for work or studio activity free from the effects of drugs or alcohol. Persons whose actions suggest they are under the influence of alcohol and/or drugs will not be allowed to remain in the workplace/studio. All employees and students have been notified of this policy by print publication and electronic delivery.

Human Resources incident reports for staff:

In compliance with the Drug-Free Workplace Act of 1988, Cranbrook requires employees to abide by the conditions set forth in the preceding statement, and further to notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. Cranbrook in turn will adhere to reporting requirements stipulated by the law.

Year	Incidents in Workplace	Outcome
2015-2016	0	
2016-2017	0	

Enrollment/Student Services incident reports for students:

All Cranbrook Academy of Art students are responsible for complying with Michigan state laws, federal laws, and policies of Cranbrook Academy of Art/Cranbrook Educational Community.

Year	Student Incidents	Outcome
2015-2016	0	
2016-2017	0	

Enforcement:

The primary sources on campus that enforce the alcohol and drug policies are Public Safety and the Enrollment/Student Services Office. For instances involving employees, the Human Resources Office coordinates interventions and/or sanctions. It is the responsibility of the *Registrar, Financial Aid & Admissions Manager*, in consultation with the *Student Services Coordinator and Assistant Registrar*, to assess instances of infractions by students and to determine sanctions or convene a Disciplinary Committee which will recommend any necessary sanctions. For 2013-2014 and 2014-2015, no referrals were made for sanctions or Disciplinary Committee for Drug and/or Alcohol violations.

Intervention:

Cranbrook Academy of Art has several options available for students and staff members who need to address alcohol and other drug abuse issues. The Academy has an agreement with a local community organization, Catholic Charities of Southeast Michigan, to provide up to 5 free counseling sessions for students, paid for by the Academy. The *Student Services Coordinator and Assistant Registrar* will work with the student and Catholic Charities of Southeast Michigan to secure additional counseling sessions at a discounted rate to the student, if necessary. The Student Handbook lists additional resources for students, as well. Employees may use the Employee Assistance Plan to access counseling for alcohol and drug abuse issues. The Employee Handbook also lists several other sources employees may contact to receive help with such issues.

Drug-Free Workplace Policy:

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the policies are in effect for Cranbrook Academy of Art and are published annually in the Student Handbook and the Employee Handbook.

Student Handbook:

The laws of the state of Michigan and Cranbrook Academy of Art’s policies prohibit the consumption or possession for personal consumption of alcoholic beverages by persons under the age of 21 years. Further, Michigan laws and Academy policies prohibit the sale, service or giving of alcoholic beverages to persons under the age of 21. The Academy’s policies, local ordinances and laws, state laws and federal laws also prohibit the unlawful possession, use and/or distribution of illicit drugs and alcohol.

Selling, distributing, manufacturing, dispensing, purchasing, possessing or consuming alcohol or illegal drugs, or misusing prescribed drugs, is strictly prohibited. (Nothing in this statement is intended to restrict reasonable consumption or handling of alcoholic beverages by employees or students age 21 or older at an authorized event). Returning to the workplace/studio, equipment rooms, shops, or other spaces of production provided by Cranbrook to perform work of any kind after consuming alcohol is strictly prohibited.

In compliance with the Drug-Free Workplace Act of 1988, Cranbrook requires employees to abide by the conditions set forth in the preceding statement, and further to notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. Cranbrook in turn will adhere to reporting requirements stipulated by the law.

Cranbrook Academy of Art will impose sanctions, consistent with Local, State and Federal law, upon persons found to be in violation of the standards of conduct as described herein. Such sanctions may include, but are not limited to, referral for prosecution, suspension or termination without prior warning, or the completion of an appropriate counseling, treatment, or rehabilitation program before reinstatement is allowed.

Employees and students are provided at least once yearly with information dealing with the health risks associated with the use of illicit drugs and the abuse of alcohol. Written information is available at any time from the Cranbrook Academy of Art Library or Administration Office or the Cranbrook Educational Community Human Resources Director.

External Sanctions

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin, cocaine, marijuana and prescription drugs;
- Forfeiture of personal and real property;
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

Illegal Drugs: See full description of federal sanctions for drug felonies: <http://www.justice.gov/dea/druginfo/ftp3.shtml>. This section is not intended as legal advice; consult with an attorney regarding you specific legal issues.

Alcohol: Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol.

Prescription Drugs

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on Academy property. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in conviction with jail time.

Violation of policies

The Academy community has established expectations for nonacademic student conduct in the CAA Student Handbook, under the Student Code of Conduct. The Code of Conduct specifically addresses the illicit use of alcohol and other drugs as follows:

Illegal or Unauthorized Drugs and Alcohol

Students shall not use, possess, sell or solicit the sale of illegal, "look-a-like," "designer," or unauthorized drugs. Neither shall students abuse alcohol. Providing alcohol to minors is illegal and is therefore prohibited on campus.

Students who violate the Student Code of Conduct are subject to disciplinary action as outlined in the CAA Student Handbook. Disciplinary action may take the following form: probation; dismissal; expulsion from campus dormitories.

A student may be dismissed for issues of alcohol and drug abuse in accordance with Cranbrook Educational Community policies. These policies provide for a compassionate response, including counseling and treatment. If a student does not take responsible advantage of the benefits of the policies, his or her student status may be jeopardized.

Employee Handbook:

The Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants and contracts to take specific steps to provide a drug-free place of employment. In compliance with this Act, Cranbrook has a Drug-Free Workplace policy. As a condition of employment, employees must abide by this policy.

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs and the abuse of alcohol are prohibited in Cranbrook's workplace. This prohibition applies to all activities sponsored by Cranbrook whether on campus property or at

other locations. Employees who violate this policy will be subject to disciplinary action, up to and including discharge. A medical leave of absence or Family Medical Leave Act leave of absence may be available to employees with substance abuse problems, and an employee may be required to obtain treatment from a rehabilitation program as a condition of continued employment.

If an employee is convicted of a drug violation occurring on or off campus while conducting Cranbrook business, he/she must notify his/her supervisor and the Director of Human Resources in writing within five calendar days of the conviction. Cranbrook is then required by law to notify appropriate federal agencies that provide funds to Cranbrook.

In support of this policy, Cranbrook has established a drug-free awareness program which includes providing employees with information explaining the dangers of drug abuse, and information about obtaining treatment for chemical dependency problems.

All employees who hold a commercial driver's license and operate a commercial vehicle are required to comply with this drug and alcohol testing policy as a condition of employment. This includes bus drivers, maintenance vehicle drivers and other staff who drive designated commercial vehicles for Cranbrook.

Cranbrook implemented this program on January 1, 1996 in order to comply with the United States Department of Transportation Omnibus Transportation Employee Testing Act of 1991 as amended in February of 1994. As drug and alcohol abuse impairs employees' abilities to perform their job, employees who work under the influence of drugs or alcohol may be a danger to themselves and others. Cranbrook prohibits employees from working under the influence of, possessing, consuming or selling intoxicants while on company premises. Cranbrook also complies with the Drug-Free Workplace Act.

Types of Testing Required

Drug and alcohol tests are required for employees covered under this policy in the following circumstances:

1. Pre-employment. Employees will be tested after a conditional offer of employment is made, but before actually performing driving duties.
2. Post-accident. Employees will be tested if any of the following occur: An accident involving a fatality, an accident where one or more of the individuals involved in the accident requires medical treatment away from the scene, an accident where one of the vehicles in the accident must be towed away, and an accident where the employee driving receives a citation as a direct result of the accident.
3. Reasonable Suspicion. Tests will be performed in any situation where a supervisor observes behavior or appearance, or has information related to behavior which is characteristic of drug or alcohol misuse.
4. Random Testing. Tests must be performed on at least 50% of the number of employees in the eligible pool annually and on 25% of the eligible employees annually for alcohol

Information About the Testing Procedures

The complete policy and pertinent procedures are available in the office of the Director of Human Resources. This policy and procedures cover testing procedures, employee rights related to test results, confidentiality of records.

Disciplinary Procedures for Employees Testing Positive

Violation of this policy as evidenced by a positive drug or alcohol test will result in immediate dismissal. Refusal to take a drug or alcohol test will also result in immediate discharge.

Rehabilitation Information

Employees who feel that they may have an alcohol or drug abuse problem may contact various sources for assistance, including Cranbrook's Employee Assistance Program (*see policy titled Employee Assistance Program*). Other sources available to assist employees with drug and alcohol issues are outlined in the policy titled Drug-Free Workplace. Employees seeking in-patient rehabilitation may request a leave of absence to cover a treatment stay. Each request will be evaluated on an individual basis.

Prescription Drug Use

Employees who must possess and use drugs prescribed by a doctor for medical purposes should inform their supervisor in the event that they have a prescription that limits their ability to operate machinery and such operation is required by their

position. This includes drivers and those operating equipment such as lawnmowers, snow blowers, etc. Employees taking a non-prescription drug that cautions against use while operating machinery must also report this information to their supervisor. Whenever employees who operate machinery are taking a drug that presents a potential impairment, they must submit a physician's certificate stating that the use of this drug will not impair their ability to perform their job safely.

Violation of policies

The Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants and contracts to take specific steps to provide a drug-free place of employment. In compliance with this Act, Cranbrook has a Drug-Free Workplace policy. As a condition of employment, employees must abide by this policy.

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, and the abuse of alcohol are prohibited in Cranbrook's workplace. This prohibition applies to all activities sponsored by Cranbrook whether on campus property or at other locations. Employees who violate this policy will be subject to disciplinary action, up to and including discharge (see policy titled Counseling and Corrective Action).

A medical leave of absence or Family Medical Leave Act leave of absence (see policy titled Family Medical Leave) may be available to employees with substance abuse problems, and an employee may be required to obtain treatment from a rehabilitation program as a condition of continued employment.

If an employee is convicted of a drug violation occurring on or off campus while conducting Cranbrook business, he/she must notify his/her supervisor and the Director of Human Resources in writing within five calendar days of the conviction. Cranbrook is then required by law to notify appropriate federal agencies that provide funds to Cranbrook.

Health Risks of Drugs and Alcohol:

Following is a summary of health risks associated with alcohol abuse and the use of specific types of drugs:

Alcohol - Alcohol consumption has acute effects on the body and causes a number of marked behavior changes. Even low doses significantly impair the judgment and coordination required to drive a car safely. Moderate to high doses increase the incidence of a variety of aggressive acts including risk-taking behaviors. Moderate to high doses of alcohol cause marked impairments in mental functions, severely affecting a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

Illicit Drugs - Drugs interfere with the brain's ability to take in, sort and synthesize information. They distort perception, affect sensations and impair memory. Specific health risks associated with particular types of drugs are listed below:

Cocaine/Crack - Cocaine stimulates the nervous system, elevates blood pressure, increases heart and respiratory rates and elevates body temperature. Cocaine can produce psychological and physical dependency. Effects of the use of crack include increased pulse rate, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Cocaine in any form, but particularly crack, can cause sudden death from cardiac arrest or respiratory failure.

Marijuana - Marijuana may increase the heart rate, produce bloodshot eyes, a dry mouth and increased appetite. It may impair short term memory, alter sense of time and reduce the ability to perform tasks requiring coordination and concentration. Research shows that motivation and cognition may be altered and that marijuana can cause severe psychological damage. Marijuana also damages the lungs and pulmonary system and contains more cancer-causing agents than tobacco smoke.

Narcotics - Narcotics produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death.

Amphetamines - Amphetamines (uppers) can cause increased heart and respiratory rates, elevated blood pressure and decreased appetite. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse.

Barbiturates - Barbiturates (downers) have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of alcohol and barbiturates will multiply the effects, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Hallucinogens - Hallucinogens interrupt the functions of the brain that control the intellect and keep instincts in check. The use of hallucinogens may produce a sense of distance and estrangement, panic, confusion, suspicion, anxiety and loss of control. Large doses may produce convulsions and coma, and heart and lung failure.

Inhalants - The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Alcohol and Drug Abuse Prevention:

Cranbrook Academy of Art provides education and awareness information to employees and students with the goal of reducing harmful consequences of alcohol and other drug use. All students are provided with information regarding the dangers of abusing prescription drugs, the dangers of drinking too much, seeking drug abuse treatment, tips for cutting down on drinking, and an alcohol self-check survey to determine a student’s current level of risk. This information is provided to each student individually at registration, and resources are posted on the CAA Intranet. The Cranbrook Academy of Art Student Handbook lists resources to assist students in dealing with drug and alcohol issues, and the Academy provides every student with 5 free counseling sessions annually, which can be used to address issues that may lead to drug and alcohol abuse/problems. Employees are provided with information through the Cranbrook Education Community Human Resources Department, in the form of information contained in the Employee Handbook distributed to all newly hired employees; information is also provided to each employee annually.

Program for awareness/prevention/treatment of substance abuse and mental health counseling:

In the spirit of assisting employees and students in being free from alcohol abuse and the use of illicit drugs, Cranbrook Academy of Art provides a program for awareness/prevention/treatment for substance abuse. All are encouraged to become familiar with the ways in which appropriate and timely help may be obtained.

Students

The Academy has contracted with a certified counselor who will be available, by appointment, for counseling for drug and substance abuse. During the 2015-2016 and 2016-2017 academic years, the Academy contracted with Catholic Charities of Southeast Michigan for this service; counseling was done off campus at the agency’s site. Although the word “Catholic” appears in its title, the agency is not directly associated with any religious group. This agency is the most respected in its field in this part of the state. Beginning with the 2017-2018 academic year, the Academy has contracted with a private counselor who is able to meet with them in a location on campus; students have been provided with appropriate contact information.

The Academy provides information on a variety of local facilities offering counseling, treatment, and therapy for those with drug or mental health related problems. These agencies are publicly funded by the Oakland County Health Division, Substance Abuse office, and may provide outpatient services at reduced or no fee based on income eligibility. The sources are listed below; additional copies are available any time from the Academy office.

Catholic Charities of Southeast Michigan 6637 Highland Road Waterford, MI 48327 248-666-8870	Oakland Family Services 114 Orchard Lake Road Pontiac, MI 48341 248-858-7766
Recovery Consultants, Inc 2710 W. 12 Mile Rd. Berkley, MI 48072 248-543-1090	Woodward Counseling, Inc. 35 S. Johnson St., Suite 0-C Pontiac, MI 48341 248-333-7222
Common Ground <u>Crisis and Resource Center</u> 1200 N. Telegraph Rd, Bldg #32E Pontiac, MI 48341 248-451-2600 800-231-1127 (24 Hour Helpline)	Alcoholics Anonymous For information on local Alcoholic Anonymous programs, including meeting locations and times: 248-332-3521 or 248-541-6565

Havenwyck Hospital
1525 University Drive
Auburn Hills, MI 48326
Havenwyck Hospital provides a continuum of individualized treatment for adults needing psychiatric and/or substance abuse treatment.
Intake Center, call 1-800-401-2727
Assessments and Admission, Staff is available 24 hours a day, seven days a week.

Additional resources include:

- Cocaine Helpline: 1-800-COCAINE
- National Council on Alcoholism Information Line: 1-800-NCA-CALL
- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- Parent's Resource Institute for Drug Education: 1-800-241-9746

Information regarding alcohol and drug abuse awareness/prevention is provided to students at registration; students sign a form to indicate that they will read this information. Information is also posted on the CAA Intranet, on the *Financial Aid, Registrar and Forms* page, in the *Substance Abuse Resources* section.

Cranbrook Academy of Art conducts a biennial review of its drug and alcohol abuse prevention program. Such review examines the effectiveness of the program initiatives, implements necessary changes, and ensures that sanctions are consistently enforced. Comments and pertinent information from employees and students will be accepted by the Cranbrook Academy of Art Director's office.

Employees

Cranbrook has established a drug-free awareness program which includes providing employees with information explaining the dangers of drug abuse, and information about obtaining treatment for chemical dependency problems.

Sources of Assistance Available

Sources available for dealing with drug and alcohol issues are:

- Cranbrook's Employee Assistance Program (see policy titled Employee Assistance Program).
- Cocaine Helpline: 1-800-COCAINE
- National Council on Alcoholism Information Line: 1-800-NCA-CALL
- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- Parent's Resource Institute for Drug Education: 1-800-241-9746

Ongoing programs for drug/alcohol abuse awareness:

Cranbrook Academy of Art will continue to provide information to students and employees as required by regulations. As a very small, close-knit community, the administration will react quickly if the climate changes and it is deemed necessary to adjust the programs to meet the needs of our students. Going forward, the Academy will continue to:

- Provide information to individually to students annually in the form of the Student Handbook and a separate copy of the Drug and Alcohol Abuse Awareness and Prevention policy given to students during one-on-one Registration with Enrollment/Student Services staff;
- Provide information to students in the form of the Student Handbook and the Drug and Alcohol Abuse Awareness and Prevention policy, posted on the CAA Intranet;
- Provide resources to individually to students annually in the form of brochures and documents assisting students in understanding and identifying issues associated with illegal drug use and abuse of alcohol, given to students during one-on-one Registration with Enrollment/Student Services staff;
- Provide resources individually to students annually in the form of brochures and documents assisting students in understanding and identifying issues associated with illegal drug use and abuse of alcohol, posted on the CAA Intranet;
- Provide the complete employee policy to employees when they are hired, and update them annually as required via email, with supervisors instructed to post the policy for those who do not have access to computers at work;
- Continue to communicate with the Director of Public Safety in an effort to determine if there are issues of concern for Enrollment/Student Services to address with students in the area of drug and alcohol abuse or prevention;
- Enrollment/Student Services staff will continue to keep lines of communication open with students so they will feel comfortable asking for assistance with their own and their peers' issues with drug and alcohol abuse;
- Monitor the annual Clery Report to determine if additional programs are necessary