



**2016-2018 Biennial Review:
School Years 2016-17 & 2017-18
Drug-Free Schools and Communities Act and Drug-Free
Schools & Campuses Regulations**

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About LBCC

Linn-Benton Community College serves Linn and Benton counties in the central Willamette Valley, Oregon. LBCC offers 60 transfer and career & technical programs to choose from. The College also offers an academic transfer program for students who want to complete the first two years of a bachelor's degree before transferring to a 4-year College or university. In addition, the College offers classes in communities throughout its 2-county service area, online learning, an iLearn Campus, and training and development for businesses, industries and other organizations. Central administration is located on the Albany campus. Three additional campuses are located in Corvallis, Lebanon, and Sweet Home. The Advanced Transportation Technology Center and Health Occupations Center are located in Lebanon.

Drug- and Alcohol-Free Program

Linn-Benton Community College is legally required and morally committed to the prevention of illegal drug use and the abuse of alcohol by both students and employees. Drug and alcohol abuse is a significant public health problem which has spread throughout our society, affecting performance and productivity, as well as our level of general health. In addition, the use of drugs can adversely affect an organization's level of safety as well as its public confidence and trust. And lastly, with reference to "The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226)," "...No institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees."

The Drug-Free Schools and Communities Act

In order to certify its compliance with the regulations, a College or university must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities.

Creating a program that complies with the regulations requires a College or university to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file so that it can be submitted, if requested by the U.S. Department of Education, other entities or individuals.

Linn-Benton Community College (LBCC) Dean of Students, Student Affairs; Assistant Director, Human Resources; and Director, Safety and Loss Prevention; along with the other members of Drug and Alcohol Prevention Committee conducted a review as required for the years 2016-17 and 2017-18. A hardcopy of this report is available at the Human Resources Department, Campus Safety, and the Student Affairs office. This report will be published online at the [LBCC website](#).

Campus Safety Report

The Annual Campus Safety Report (also known as the annual Clery Act report) includes crimes reported, Public Safety Incidents, and Public Safety activity statistics for main campus, Benton Center, Lebanon Center, the Advanced Transportation Technology Center, the Health Occupations Center and each campus' respective non-campus facilities and public contiguous areas. Reports are based on calendar year data and are included for 2014, 2015, and 2016 on the Public Safety Website at <http://www.linnbenton.edu/faculty-and-staff/College-services/public-safety-emergency-planning-ehs/annual-safety-report>

Information on accessing the reports is emailed to students annually, referenced in the student "Rights and Responsibilities" document, and available at the Dean of Students' office and the Campus Public Safety Office. It is also available to anyone that applies for enrollment or employment. Creating a program that complies with the regulations requires Colleges and universities to do the following:

1. Annually distribute to each student and employee:
 - Standards of conduct that directly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises or as part of any of its activities;

- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsions or termination of employment and referral for prosecution, for violations of the standards of conduct.

This information is emailed to students and staff annually, referred to in the student “Rights and Responsibilities” document, posted on the Drug Free Campus bulletin board with hard copy handouts in nearby wall bin, available on the College’s Student Right To Know Website at <http://www.linnbenton.edu/current-students/administration-information/policies/drug-free>

Copies are also available at the Dean of Students’ office. New employees are provided with this information, and it is also available to anyone that applies for enrollment or employment.

2. Conduct a biennial review to:

- Determine the effectiveness of its alcohol and other drug prevention programs and ensure sanctions are consistently enforced.
- Maintain its biennial review report on file so that the College can submit it to the U.S. Department of Education if requested to do so.
- Report objectives and outcomes in order to meet compliance.

The 2016 Biennial Review of the College’s alcohol and drug related policies and programs was conducted in June 2016. The objectives of the review as identified by the U.S. Department of Education include:

- Determining the effectiveness of and implementing any needed changes to alcohol and other drug programs.
- Ensuring that the disciplinary sanctions for violating standards of conduct are enforced consistently.

Alcohol and Drug Prevention Program Goals

LBCC is committed to educating students, staff, and faculty of the dangers of abuse of alcohol and other drugs, to have appropriate information and resources to ameliorate such abuse, and to ensure that violators of the College’s policy are subjected to appropriate enforcement regarding the inappropriate or illegal use or abuse of such substances.

As is the case for many universities and Colleges across the United States, drug and alcohol awareness efforts directed to LBCC students focus on harm reduction and prevention. At the same time, LBCC through Student Life and Leadership encourages students to abstain from the use of alcohol or other drugs and seeks to provide a broad array of activities that are alcohol- and drug-free. More generally, the College is dedicated to attempting to change the culture of abuse that is so common among College and university students. In addition, because Oregon is a state that tolerates the use of marijuana, LBCC has made an enhanced effort to educate students on abstaining from marijuana via posters and an electronic media campaign that rotates throughout the year.

LBCC Policies/Administrative Rules Addressing DFSCA

The College is committed to having campuses and centers that are drug free. LBCC policies and administrative rules are available to all employees, students and the public on the College’s webpage at [LBCC Board Policies and Administrative Rules](#)

In compliance with the Drug-Free Schools and Communities Act, the following LBCC policies are in place:

LBCC Policy 6135: Drug-Free Workplace

[Board Policy 6135 - Drug Free Workplace](#)

LBCC Administrative Rule 6135-01: Drug-Free Workplace [Administrative Rule 6135-01: Drug-Free Workplace](#)

As a supplemental to the drug free workplace policy and administrative rule, the required sanctions are outlined in the Drug Free Workplace and College Setting document. <http://www.linnbenton.edu/current-students/administration-information/policies/drug-free>

LBCC Policy 7030: Student Conduct and Discipline
[Board Policy 7030: Student Conduct and Discipline](#)

LBCC Administrative Rule 7030-01: Student Rights, Responsibilities and Conduct Code
[Administrative Rule 7030-01: Student Rights, Responsibilities & Conduct Code](#)

Conduct Code Purpose:

The purpose of the Student Rights, Responsibilities and Conduct Code is to provide students with an understanding of their rights and responsibilities in creating a safe, inclusive and positive environment for learning in and out of the classroom. Linn-Benton Community College students, as free citizens and members of a learning community, enjoy particular rights. Along with these rights is the responsibility to conduct oneself in accordance with the College's expectations of personal and social behavior to provide a healthy learning environment that promotes success and completion. [This purpose statement is in the process of updating. The new statement will be in effect Fall 2018 and will be reported in the 2018-19, 2019-20 biennial report. The updated policy makes clear the safety goals of the college and the prohibitions on unlawful drugs or abuse of prescription drugs.]¹

Items that Pertain to the DFSCA

STUDENTS

The *LBCC Student Rights, Responsibilities and Conduct Code* document defines the following behaviors as violations of the standards of student conduct: [Note: This Code is presently undergoing revision and will have even stronger statements about illicit and or abuse of alcohol and/or drugs.]

"The following are examples of the categories of misconduct for which students may be subject to disciplinary action: . . . unlawful possession or distribution of alcoholic beverages, narcotics or dangerous drugs, except as expressly permitted by College policy . . ." In addition, no student regardless of age may use, possess or distribute alcoholic beverages or controlled substances when traveling with LBCC to any College-sponsored trip, activity, or other event, during the entire course of travel.

"Participating in some programs may require a criminal background check or drug/alcohol testing. LBCC and its partners reserve the right to perform criminal background checks and/or drug/alcohol tests for programs that involve placement contact with vulnerable populations or when mandated by external agencies in accordance with employers and in accordance with state and federal law. Examples may include, but are not limited, to cooperative education, service learning and child care."

Students' Rights, Responsibilities and Conduct outlines the procedures the College will follow for students who violate either the drug or alcohol policies. These procedures may be informal or formal and shall provide for due process for the students. Those found responsible for misconduct may be subject to the following disciplinary actions: *educational interventions and assignments*; *disciplinary warning* (notice that a student's conduct in a specific instance does not meet College standards and that continued misconduct may result in more serious disciplinary action); *disciplinary probation* (written notice that the student found in violation of the College standards may continue to be enrolled under stated conditions); *temporary exclusion* (exclusion from classes or activities for up to two class meetings or longer); *suspension* (suspension for a fixed period of time which may include forfeiture of the right to enter the campus, exclusion from one or more classes, or exclusion from classes and/or activities; other alternate sanctions short of expulsion); *suspension with conditions of return*; and *expulsion*. Further supplemental sanctions may be imposed which clearly address the issues involved in the misconduct.

EMPLOYEES

The Board of Education seeks to ensure compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). It is also the goal of the Board of Education that the College intentionally promotes the highest quality educational experience for students by utilizing a workforce and instructing a student body whose members' performance is not impaired by the illicit use or abuse of drugs or alcohol.

LBCC specifically prohibits the use, distribution or possession of alcohol, illegal drugs or other unauthorized controlled substance while engaged in work duties on campus (including parking areas and grounds). This prohibition includes the

use of such substances during non-work time (such as personal meal/break time) or while otherwise performing their work duties away from College premises, if such use may result in job impairment.

This prohibition also applies to employees traveling over-night for College related functions who may be called upon or responsible for student related services, as impairment may inhibit service quality and may cause potential liability under the College's liability and workers' compensation insurance policies. Included within this prohibition are lawful controlled substances which have been illegally or improperly obtained.

Drugs and alcohol are not allowed on campus or at College-related functions except as they relate to the teaching/learning process, or as specifically allowed and sanctioned by Administrative Rule 5045-01- Use of College Facilities and Food/Conference Services.

All employees and/or sponsors of any on-campus or College-sponsored activity or social event at which alcoholic beverages are served must abide by all applicable laws. Sponsors must obtain and follow applicable procedures.

The College encourages employees who use illegal drugs or who abuse alcohol to seek appropriate assistance. Employees and/or dependents enrolled in any LBCC sponsored group health plan receive benefits for treatment of drug and alcohol abuse as mandated by Oregon statutes.

As outlined in Administrative Rule 6135-01- Drug-Free Workplace, the College reserves the right to request drug or alcohol testing if there is reasonable suspicion that an employee may be either using or under the influence of drugs and/or alcohol while on the job.

Based on the facts leading to the discovery of a violation of this administrative rule, employees may be referred to the Employee Assistance Program for further evaluation and treatment and/or may face disciplinary action up to and including suspension (without pay) or discharge. The nature and severity of the violation will determine the level of corrective action. As required by federal law, the College reserves the right to refer employees for prosecution depending on the severity of the violation.

Linn-Benton Community College responds to cases of alcohol abuse and illegal drug activity by employees or students on a case-by-case basis. Details of each case are taken into consideration along with outcome of any legal action against the individual. Employees and students found to be in violation of the College's drug-free campus and workplace policy may be subject to conduct or disciplinary sanctions consistent with Linn-Benton Community College administrative rules and the *Students' Rights, Responsibilities and Conduct* document. Sanctions imposed by the College can range from a warning or disciplinary action up to and including termination of employment or suspension from school. Other potential sanctions may include employment or academic probation, restrictions, attendance in an educational program, or referral to counseling or treatment. LBCC employees and students who violate drug laws are subject to prosecution in the courts. Additionally, the law requires the College to report to the United States Department of Education any recipient of federal financial aid (e.g., Pell Grants, etc.) who is convicted of a drug-related crime on College property or at College events.

DFSCA Related Crime Statistics from Campus Safety Reports

The numbers below are the tracking of arrests and referrals made relating to alcohol and other drugs in the last two (2) full calendar years as listed in the Campus Safety (Clery) Report (for students) and employee records in Human Resources. As the statistics are reported on a calendar year, the data will not cover the full fiscal years.

During 2018, there were no student alcohol or drug violations reported. In 2017, there was 0 student drug violation and disciplinary action referral. There were two incidents of coaching students in distress about alcohol-related personal problems in 2017-18 school year which rose to the level of support by the Dean of Students; these were not crimes or violations. Positive education occurred. Other situations of distress related to alcohol went to counseling for education and assistance and do not get counted or tracked.

During 2018, there were no employee alcohol or drug violations reported. In 2017, there was 0 employee alcohol violation and disciplinary action. In reviewing the history of sanctions imposed by the College, it was determined the employees were treated consistently.

Programs Addressing Alcohol and Drug Use and Abuse – Included in Larger Topics/Activities

Alcohol-Free Activities

LBCC offers a broad range of alcohol-free activities (campus speakers, educational activities at lunch, concerts, plays, leadership conferences, etc.) that involve student clubs and organizations, academic opportunities, social programs, and others. Some of these activities specifically target evening audiences so as to divert high-risk evening drinking into pro-social activities.

New Student Orientation

Incoming students receive information through their Destination Graduation class that includes a review of policies, enforcement, sanctions, and safety related to alcohol and drug use and abuse. Beginning in 2018, LBCC will incorporate information on drug and alcohol education into the “All Student” email regarding Personal Empowerment through Self Awareness (PETSA), which focuses on alcohol as a date rape drug and prevention of alcohol and sex-related offenses.

New Employee Orientation

All new employees receive information from Human Resources or their division that includes a review of policies, enforcement, sanctions, and safety related to alcohol and drug use and abuse.

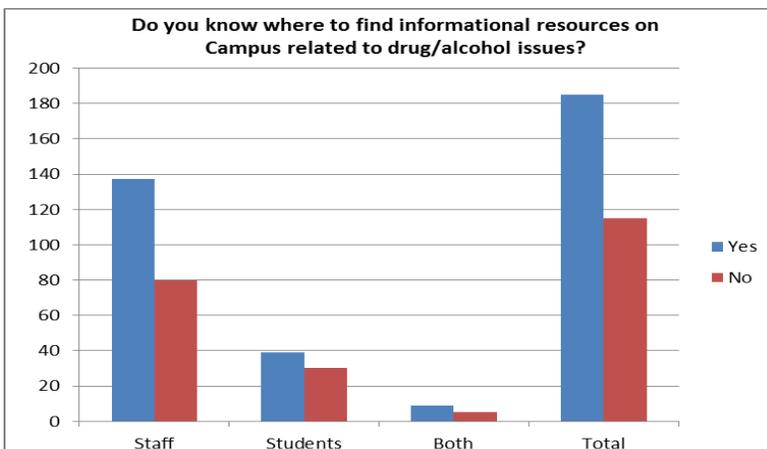
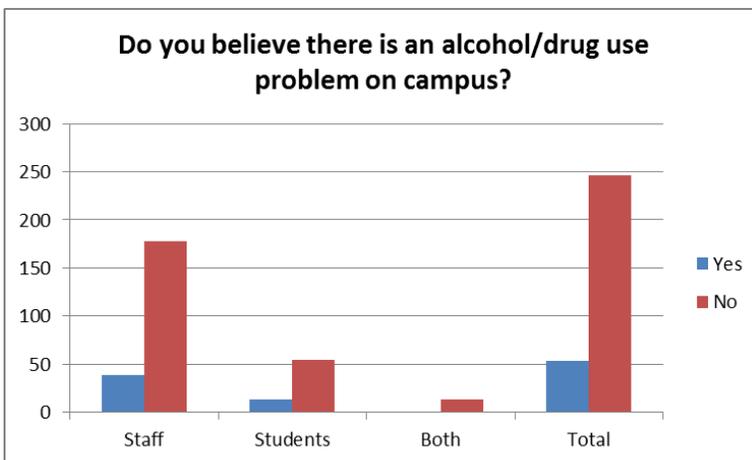
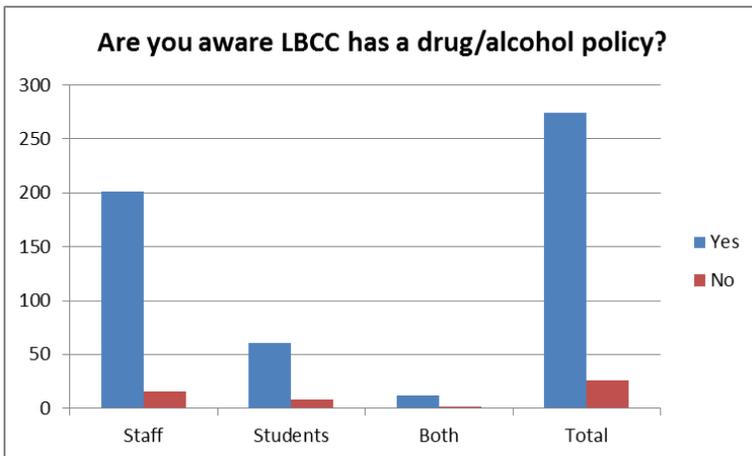
Specific Programming related to Drug and Alcohol Use and Abuse – Focal Topic

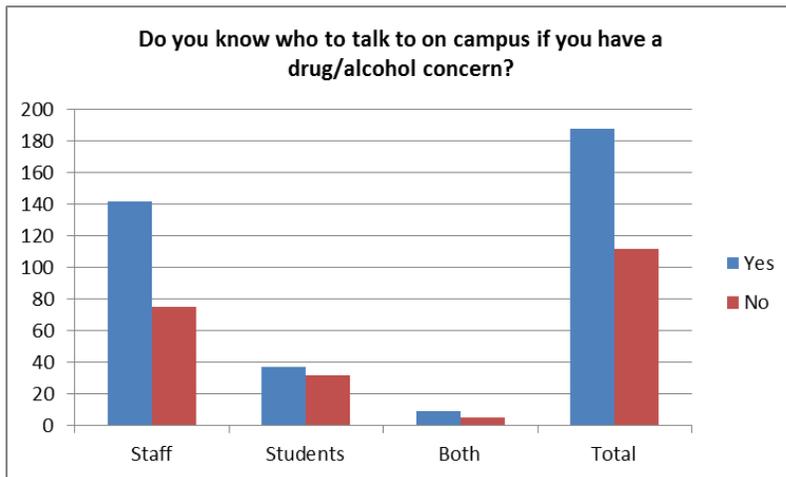
Programming listed below was offered on LBCC campuses.

- Campus Safety and Health Fairs.
- A student health survey, gathering data on alcohol and drug problems in students' lives.
- A student opportunity to opt in to confidential notification if a Twelve Step Program comes to campus.
- Alcohol Quiz Check facts v. myths on alcohol; provide information, check awareness, provide referral sources.
- Information tables on physical and mental health topics, handouts, referrals.
- Mental health awareness training for staff. Training in psychological first aid by three different providers. Training in psychology and mental health services for veterans.
- Reasonable suspicion training opportunities provided for staff.
- Multiple alcohol-free social events organized by student leadership.
- General wellness & promoting wise decisions on overall health of students, faculty and staff.
- Albany, Corvallis, Lebanon, & Sweet Home Police Officers participating in threat assessment team; Linn County Mental Health participates also in Threat Assessment Team.
- Drug and Alcohol Prevention Committee Displays
- Information table brochures, posters, data sheets providing information on alcohol, substance abuse to raise awareness.
- Two Drug Free Campus bulletin boards established.
- Multiple group meetings and peer support for Veterans. A new Veterans' Center Coordinator, working and present 20 hours per week providing on site consultation & guidance.
- Culinary arts program trains students on alcohol awareness and issues related to serving alcohol as part of curriculum.
- Beginning Fall 2016 to present, LBCC has a “Student Well-Being” team, led by the Well-Being Coordinator. This team is charged with designing proactive education and engaging student events around drugs, alcohol, sex and behaviors which threaten student health. They teach about student well-being in over 60 Destination Graduation classes each year (for first term students). For Spring 2018, they presented a well-attended training to prevent rape and sexual assault while examining issues of drug and alcohol-related sex crimes (luncheon workshop, free lunch) for employees and students.
- Beginning Spring 2017, LBCC student leaders transformed an events and programming position for a student leader into a student well-being coordinator position. This student leader designs and informs the design of educational outreach to students to promote student health and activities engaged to promote health, including the prevention and treatment of drug and alcohol abuse and illicit use, plus addressing issues of mental health.
- Each term students are sent a link to the PETSA video and required to view it their first term on campus. This video promotes safe behavior, including avoiding drug and alcohol abuse.
- Fall 2017, LBCC held a mandatory training for all contracted (full-time or nearly full-time) faculty called “We Support You.” At least 30% of all part-time faculty also attended. At this training, faculty learned of our counseling services and resources and how to refer a student to counsel for mental health, drug, and alcohol related behaviors and any other crisis or personal problem solving. The video remains available as an online training tool, with documents how to consult with key managers to get help to a student. We explain our Student in Distress referral system and explain that behavior change and substance abuse are appropriate subjects for referral for counseling services.

Analysis of Efficacy of Alcohol and Drug Use and Abuse Prevention Efforts

As there have been very few documented offenses in the area of alcohol and drugs, it is hard to determine the efficacy of the program. A survey was conducted during the health fair in May, 2016. Students and staff participating in the fair or walking through the courtyard were stopped and asked to participate. As the number of participants was lower than we had hoped, the survey was left open for two more weeks with students and staff encouraged to take the short survey. 300 individual participated with 23% students, 72% staff and 5% both students and employees. Below are the results:





While the majority of both students and staff indicated they knew there was a drug/alcohol policy, and felt there was not a drug and alcohol problem on campus, many were unsure of how to access the policy or resources.

The Drug and Alcohol Prevention Committee will use these survey results as a starting point for developing additional programming goals for the 2016-17.

It would be very helpful to include an assessment component in future trainings/presentations related to alcohol and drug use and abuse. Recommendations are below to improve both training and to put measures in place for direct assessment of programming.

Strengths of Alcohol and Drug Programming

Student Leadership under the guidance of the Student Life and Leadership Department has consistently planned alcohol and drug-free activities aimed at encouraging fun without drugs.

The College has provided notifications of the required elements of LBCC's rules and policies to staff and students in multiple ways. Prevention and assistance for persons needing help, the code of conduct and possible sanctions and other elements are included as a link in the annual Safety Report, on the College's website, in email notifications, and hard copies.

All employees, including those who do not qualify for Family Medical Leave, may be eligible for job protected leave or other reasonable accommodations under the ADA if they have a qualifying disability. The employee ADA Coordinator is the Drug and Alcohol Prevention Committee Chair.

The recent survey indicates staff and students believe there is not a major substance abuse problem on campus. Students acknowledge their own use and/or problems with substances off campus. Students know that LBCC has counseling and where and how to access counseling services. Staff/employees who are full-time or contracted are well-informed about their rights to healthcare, including mental health care and substance abuse treatment, and their rights to EAP.

Weaknesses of Alcohol and Drug Programming

- It is difficult to assess weaknesses as detailed information on attendance and student perception of the programming are not available.
- Despite high awareness, some employees and some students still do not know where to access supports.
- Even a greater concern is that people will not ask for help; stigma remains a barrier to requesting help.
- We are in the process of revitalizing the Alcohol and Drug Education Committee. We had a few more lively meetings this year, as we were consulted and requested to make recommendations to the college on drug testing (which drug panel to use) this year.
- Staff and faculty participation in educational events has been low. This is a common challenge. Although the spring event, which combined alcohol and sex/consent education was well attended.
- Past concerns about students who are English as a second language students have led to a new contract with a multi-lingual counseling service. This means a student with a drug, alcohol, or other problem will be able to receive counseling services in any language and with nation of origin cultural fluency. This also means there will be 24/7 on demand services for self help available online.

- Improved materials were created and distributed to faculty on marijuana and impairment issues in the classroom in Winter/Spring terms 2018.
- In 2016-17, the college added a “Student Well-Being” coordinator and incorporated counseling services under the larger umbrella of well-being. This position has greatly enhanced student exposure to well-being on many fronts: physical health/mental/emotional health, financial health, social health, community health, and career/purpose. This model and person/position opened up new conversations particularly in our Destination Graduation classes to incoming students, including conversations about sobriety, health, drugs, and alcohol (and health ways to de-stress).

Program Recommendations

- Expand committee. Enhance faculty and staff assistance and committee participation.
- Charge committee to set specific goals for 2018-19 and to assign roles in reaching out to our campus.
- Identify which medium/media students (and staff) are most likely to use to access programming.
- Lunch or afternoon educational sessions, workshops, or training are poorly attended at our commuter college.
- Continue to test whether the old “soup & substance model” brought back as “mind, body, soul” sessions with food will draw an engaged group.
- Survey program participants to assess effectiveness and efficacy of training efforts.
- Track numbers of participants in program events.
- Provide programming specifically tailored for faculty and staff in order to raise awareness of drug and alcohol issues, and how employees can address those issues.
- Continue outreach to Twelve Step programs for on campus meetings. Support partnership with Student Life & Leadership to develop gatherings for students in recovery.
- Continue outreach to our “former felons” population as they enter college.

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