

# COLUMBUS STATE

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COMMUNITY COLLEGE

**Columbus State Community College**  
**Drug-Free Schools and Campuses Regulations**  
**[Edgar Part 86] Biennial Review: Academic Years**  
**2014-2015 & 2015-2016**

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Columbus State Community College Counseling Services

August 1, 2016

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## **Introduction/Overview**

The Drug-Free Schools and Communities Act (DFSCA) and subsequent legislation require an institution of higher education (IHE) to provide a biennial program review of alcohol and other drug prevention programs to 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. In compliance, Columbus State Community College conducts a biennial review in all even years.

## **Biennial Review Process**

This Biennial Review covers academic years 2014-2015 & 2015-2016. It was initiated in September 2015 through the Dean of Student Life (Renée Hill) to be conducted by the current drug and alcohol specialist in Counseling Services (Jennifer Patterson). A Biennial Review Committee was established with representatives from key campus departments:

Sean Asbury, Chief of Police.....Police Department  
Amanda Cecil, Supervisor.....Recreation & Wellness  
James Favuzzi, Supervisor II.....Military & Veterans Affairs  
Mark French, Director II.....Facilities Management  
Augustine Munobe, Advisor.....Center for Advising, Support, & Exploration  
Jennifer Patterson, Counselor.....Counseling Services  
Anthony Polito, Coordinator.....Student Conduct  
Kimberly Rhyan, Director.....Student Engagement & Leadership  
Deborah Robinson, Director.....Benefits & Compensation  
Shauna Sowga, Asst. Professor.....Columbus State Education Association  
Darla Vanhorn, Coordinator.....Title IX

The Biennial Review process was concluded in August 2016. Data for the review was collected from employee and student policies, departmental records, and college websites. The information was then assessed by committee members, both individually and as a group during monthly committee meetings.

The Biennial Review Reports since 2011 are available through our portal on our Drug & Alcohol Abuse Prevention website: <http://www.csc.edu/services/drug-alcohol/>

## **AOD Data**

The chart below shows Columbus State’s number of alcohol and other drug arrests and referrals for disciplinary action as reported in the Columbus State 2015 Jeanne Clery Annual Security Report. This data consolidates statistics from pp.41-106 of the Report, which can be accessed at

<http://www.csc.edu/services/publicsafety/pdf/Annual%20Security%20Report.pdf>

| Arrests & Referrals |                       | On Campus |      |      | Non-Campus |      |      | Public Property |      |      | Total |
|---------------------|-----------------------|-----------|------|------|------------|------|------|-----------------|------|------|-------|
|                     |                       | 2012      | 2013 | 2014 | 2012       | 2013 | 2014 | 2012            | 2013 | 2014 |       |
| 1                   | Liquor Law Violations | 0         | 0    | 0    | 0          | 0    | 0    | 0               | 0    | 0    | 0     |
| 2                   | Liquor Law Referrals  | 0         | 4    | 0    | 0          | 0    | 0    | 0               | 0    | 0    | 4     |
| 3                   | Drug Abuse Violations | 5         | 3    | 3    | 0          | 0    | 0    | 0               | 0    | 0    | 11    |
| 4                   | Drug Abuse Referrals  | 6         | 5    | 6    | 0          | 0    | 0    | 0               | 0    | 0    | 17    |

\*Note: data for 2015 will be available as of October 1, 2016.

## **Policies**

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (EDGAR Part 86 TITLE 34 – EDUCATION, PART 86\_DRUG n ALCOHOL ABUSE PREVENTION) note that 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 the institution certifies that it has adopted and has implemented a program to prevent the unlawful possession, use, or distribution

of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities. Columbus State values the health and safety of its students and employees, and therefore supports local, state, and federal laws concerning illegal drugs. In this effort of compliance and support, we have implemented drug and alcohol policies for students and employees.

**Student Policy:** Student Code of Conduct Policy 7-10

([http://www.csc.edu/\\_resources/media/about/pdf/7-10.pdf](http://www.csc.edu/_resources/media/about/pdf/7-10.pdf)) lists the following behaviors as violations of Columbus State's community values: Use, possession, or distribution of an alcoholic beverages; Use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; Abuse or misuse of prescriptions or over-the-counter medications. Students who unlawfully possess, use, or distribute illegal drugs or alcohol will be in violation of college policy and will be subject to disciplinary action, including possible suspension or expulsion from the College. Students could also be subject to arrest and prosecution under applicable local, state, or federal laws.

Student-athlete code of conduct is intended to provide guidelines for the establishment of the standards of conduct for student-athletes who are participating in intercollegiate athletics at the College. As part of the code of conduct student-athletes who possess, distribute, or use illegal drugs are subject to the policies and procedures as set forth in the College's Student Code of Conduct Policy 7-10.

**Employee Policies:** The College desires a workplace that is free from the adverse effects of alcohol and drugs, acknowledging that substance abuse is a serious, yet treatable condition/disease. According to College Policy 3-32 (<http://www.csc.edu/resources/media/about/pdf/3-32.pdf>), Procedure 3-32 (C) (<http://www.csc.edu/resources/media/about/pdf/3-32C.pdf>), and Policy 3-46 (<http://www.csc.edu/resources/media/about/pdf/3-46.pdf>), disciplinary action may be initiated for, but not limited to, use of or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs.

College union contracts also address the goal for a workplace that is free from the adverse effects of alcohol and other drugs.

- CSEA (<http://www.cscs.edu/about/faculty/files/2014-2017FinalContract.pdf>)
- FOP (<http://www.cscs.edu/about/human-resources/files/FOP%20Labor%20Agreement%202015-2018.pdf>)
- Teamsters (<http://www.cscs.edu/about/human-resources/files/Teamsters%20Agreement%20exp%2010-15-17.pdf>)

Columbus State acknowledges that substance abuse is a serious, yet treatable condition/disease that affects the productive lives of employees. Substance abuse may lead to safety and health risks in the workplace for the abusers, their co-workers, and the public-at-large. The College and the Unions pledge to work collaboratively in programs designed to reduce and eradicate the abuse of alcohol and drugs. The Unions also recognize the College's obligations under the Federal Drug-Free Workplace Act of 1988 and other Federal laws and regulations concerning the controlling of substance abuse in the workplace. The College recognizes employees' rights to privacy and other constitutionally guaranteed rights. The parties agree that the emphasis of any drug-free workplace program shall be to prevent and rehabilitate employees and to abate risks created by employees who are on duty in an impaired condition.

**Tobacco Free Policy:** Effective July 1, 2015, the College adopted a tobacco free policy which prohibits the use of all tobacco-related products on College property. The use of tobacco is one of the leading preventable health risks worldwide, and avoiding tobacco is one of the most important actions students and employees can take for their overall health and wellness. College policy 13-13 ([http://cscs.edu/about/tobaccofree/Tobacco\\_Free\\_Policy.pdf](http://cscs.edu/about/tobaccofree/Tobacco_Free_Policy.pdf)) expresses Columbus State's commitment to promoting a healthy lifestyle and workplace environment, and to supporting administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products.

**Incident Reporting:** Any individual may report an alleged violation of the Student Code of Conduct, and the Office of Student Conduct will conduct a follow-up investigation. Community members are encouraged to use the Maxient Online Incident Reporting Form (<https://publicdocs.maxient.com/incidentreport.php?ColumbusStateCC>).

Anonymous reporting of incidents is allowed but discouraged, because it limits the ability of the office to gather further information and adequately address the issue. Every effort will be made to protect confidentiality of witnesses, whenever possible, particularly when a safety concern exists.

CSCC Amnesty Policy – Individuals who may be involved in incidents of misconduct are encouraged to report that behavior. A student who makes a report may be held less accountable for their involvement in proven conduct violations and/or may be given alternative educational sanctions, at the discretion of the Director of Student Conduct.

**Policy Enforcement:** Columbus State values the health and safety of its students and employees, and therefore supports state and federal laws concerning alcohol and illegal drugs. The Code of Student Conduct Policy No. 7-10, and Policy Nos. 13-13, 3-32 and 3-32 (C), Employee Disciplinary Action, include as prohibited behaviors:

- Use, possession, or distribution of alcoholic beverages;
- Use, possession, or distribution of a narcotic, inhalant or other controlled substance, as well as drug paraphernalia, except as expressly permitted by law;
- Abuse or misuse of prescriptions or over the counter medications;
- Use of all types of tobacco products.

Students who unlawfully possess, use, or distribute illegal drugs or alcohol will be in violation of College Policy and will be subject to disciplinary action, including possible suspension or expulsion from the College. The disciplinary process for employees will be subject to Policy 3-32 (non-union), Article 21 of the CSEA contract, Article 34 of the Teamsters contract, and Article 37 of the Federal Order of Police contract.

**The Columbus State Behavioral Intervention Team (BIT)** is a multidisciplinary committee that meets weekly to identify and assess low-risk behavioral issues on campus before they escalate, including those related to drug and alcohol use. Reports of concerning behavior and/or mental health issues can come from students, employees (faculty, staff, administrators), and third-parties. The BIT

team upholds all Columbus State policies in its efforts to provide support, resources, and accountability for students and employees.

**The Columbus State Threat Assessment Team (TAT)** is a multidisciplinary committee that meets as needed to evaluate and manage imminent threats or violence and coordinate an appropriate plan of action. They, too, uphold all Columbus State policies in their efforts to maintain a safe campus environment.

Students and/or employees who are found to be in violation are also subject to arrest and prosecution under applicable local, state, or federal laws. Information regarding state laws and sanctions can be found in Chapter 2929 of the Ohio Revised Code available in the Educational Resources Center (ERC), in a local public library in central Ohio or online at: <http://codes.ohio.gov/orc/2925.11>.

**Annual Policy Notification Process:** Notification to all Columbus State students and employees is made in the following ways:

- Provided in two separate emails sent each semester to all registered students from the Vice-President of Enrollment Management and Student Services. *Appendix A & B*
- Provided in an email to all employees and students annually from the Chief of Police. *Appendix C*
- Provided to all new employees through New Hire Orientation's PowerPoint presentation. *Appendix D*
- Provided on the College's website as part of the Jeanne Clery Annual Security Report  
<http://www.csc.edu/services/publicsafety/pdf/Annual%20Security%20Report.pdf>
- Provided to all new students in the Student Handbook, My Guide to College Success, which is a text for the first year college success course, COLS 1100 and 1101 (Developmental Education track).  
<http://www.csc.edu/services/studenthandbook/2015StudentHandbook.pdf>



## Programming & Resources

Columbus State Community College constantly strives to provide the best product, services, and environment for its students and employees. Columbus State is committed to a drug and alcohol-free campus. In recognition of problems associated with substance use, several departments of Columbus State provide programming and resources designed to promote a healthy and responsible lifestyle. Columbus State has also created the Drug & Alcohol Abuse Prevention web page dedicated specifically to alcohol and drug prevention with a portal housing biennial reviews. It is a one-stop resource for alcohol and drug-related campus information and includes our Prevention Brochure:

([http://www.csc.edu/\\_resources/media/services/pdf/alcohol\\_drug\\_prevention.pdf](http://www.csc.edu/_resources/media/services/pdf/alcohol_drug_prevention.pdf))

### STUDENT AOD EVENTS

| <b>EVENT</b>  | <b>ON-CAMPUS PARTNERS</b>   | <b>SERVICE IMPACT (# of Students)</b> |                  |                  |
|---|---|---------------------------------------|------------------|------------------|
|   |   | <b>2013-2014</b>                      | <b>2014-2015</b> | <b>2015-2016</b> |
| <b>Alcohol Awareness &amp; Screening /DUI Simulator</b> | SEaL, CR&W, SAHS, Counseling Services   | 140                                   | 34               | 150              |
| <b>Arrive Alive Tour</b>                                | SEaL  | 155                                   | N/A              | N/A              |
| <b>Collegiate Smoke Out</b>                             | SEaL, CR&W, Counseling Services   | N/A                                   | 10               | N/A              |
| <b>Delaware Wellness Screening Day</b>                  | SEaL, CR&W, SAHS  | N/A                                   | 15               | 100              |
| <b>Health Fair (Fall)</b>                               | SEaL, Nursing Dept., Counseling Services  | 225                                   | 150              | 200              |
| <b>Health Fair (Spring)</b>                             | SEaL, Nursing Dept., Student Nurses Assoc., Massage Therapy Prog., Student American Dental Hygiene Assoc. | 150                                   | 150              | 500              |
| <b>Leadership Express Holistic Wellness</b>             | SEaL  | 20                                    | N/A              | N/A              |

|   |  |             |             |             |
|---|--|-------------|-------------|-------------|
| <b>Mental Health &amp; Wellness Fair</b>          | Counseling Services, SEaL, Student Ambassadors, SAHS, Student American Dental Hygiene Assoc. | 250         | 300         | 400         |
| <b>Mental health Screening</b>                    | SEaL, SAHS, Counseling Services, CR&W, Student Ambassadors                                   | 72          | 55          | 300         |
| <b>Safe Spring Break</b>                          | SEaL, Counseling Services  | 200         | 75          | 500         |
| <b>Sexual Assault Awareness and Prevention</b>    | SEaL, Counseling Services, Human Performance Center  | N/A         | Unknown     | 75          |
| <b>Sexual Health Awareness Week</b>               | SEaL, Counseling Services, CR&W  | 155         | 100         | N/A         |
| <b>StressBusters (Columbus Campus &amp; RLCs)</b> | SEaL, Counseling Services, College Completion Coaches  | 450         | 250         | 450         |
| <b>Women's Wellness Fair</b>                      | SEaL, Counseling Services, CR&W, HR  | 120         | 39          | N/A         |
|   | <b>Total Engagement</b>  | <b>1937</b> | <b>1178</b> | <b>2675</b> |

**College Recreation & Wellness:** In addition to the above events, College Recreation & Wellness (<http://www.csc.edu/campus-life/hpc/staff.shtml>) provides the following programming:

- **Tobacco Cessation Classes.** This program is a structured 4 (four) week course using the American Cancer Society's FreshStart Program. It includes motivational activities, education on cessation medication and therapeutic approaches, assistance developing a plan to quit, and social support. Columbus State has offered these classes since 2015 at both the Columbus and Delaware campuses, as well as one of our Regional Learning Centers.

**Counseling Services:** Counseling Services at Columbus State (<http://www.csc.edu/services/counseling/>) offers a variety of services and programs designed to increase awareness, prevent substance abuse problems, and/or assist those experiencing difficulties. Counseling Services also collaborates with other areas of the college and community. Counseling Services offers the following confidential services at no cost to students:

- **Counseling and Referral.** Short-term counseling for substance abuse or related issues is available. If counseling of a longer duration is necessary, a referral will be made to a resource within the community. Counseling is free of charge and confidential.
- **Crisis Intervention.** When an immediate substance abuse problem exists, help is available through Counseling Services. Assistance will be provided on an individual basis (counseling and/or referral).
- **Education and Information.** Resources on drug and alcohol-related topics are available in the form of pamphlets, reading lists, and presentations. These topics include (1) types and effects of drug/alcohol use; (2) co-dependency issues and self-esteem; (3) drunk driving; (4) family effects of drinking or using drugs; (5) stress management and coping; (6) domestic violence prevention; (7) social skills; and (8) parenting.
- **Support Groups.** A confidential Recovery Support Group is offered weekly on campus. Anonymous support groups are also available off campus for drug-related concerns. They include, but are not limited to: Alcoholics Anonymous (AA); Narcotics Anonymous (NA); Al-Anon (for family members of drug/alcohol users); and Adult Children of dysfunctional families groups (ACA). To find out about meeting dates, times, and locations, students should call 287-2818 or visit the Counseling Services office.

### **Human Resources:** Human Resources at Columbus State

(<http://www.cscs.edu/about/human-resources/>) offers alcohol and other drug use prevention and treatment options for both full-time and part-time employees:

- **Employee Assistance Program (EAP).** MATRIX provides confidential counseling services to full-time employees, spouses, and dependent children. The program allows 6 (six) free sessions per condition and coverage may be continued under employees' health care coverage. Information about MATRIX services is provided during new employee orientation and in the Employee Benefits packet. Brochures are also kept at the front desk in Human Resources. Additionally, a MATRIX representative attends the Spring Wellness Fair, a newsletter is included throughout the year in the College Update, and information is on Columbus State's website at: <http://www.cscs.edu/about/human-resources/forms/Benefit%20Informational%20Supplement.pdf>
- **Tobacco Cessation Class/Support Group.** Columbus State's Wellness Coordinator facilitates 4 (four) support group sessions using the American Cancer Society's FreshStart Program. This program includes motivational activities, education on cessation medication and therapeutic approaches, assistance developing a plan to quit, and social support. (<http://cscs.edu/about/tobaccofree/Employee-Cessation-Resources2.pdf>)

- **Wellness Fair.** A Wellness Fair is held annually during Columbus State's Spring In-Service Day. Dozens of health and wellness vendors provide information, wellness activities & demonstrations for all employees.

### **Military & Veterans Services: Military & Veterans Services**

(<http://www.csc.edu/admissions/militarystudents/>) works in conjunction with the Chalmers P. Wylie VA to offer the following services:

- **Chalmers P. Wylie VA Ambulatory Care Center.** A mobile outreach van is available to all Columbus State Veterans 3x per month since 2012 offering both physical & mental health services. (<http://www.csc.edu/admissions/militarystudents/pdf/va-visit.pdf>)
- **Campus Counseling/Case Management.** Since April 2016, a VA social worker has been available on campus 1 (one) day per week to offer counseling, case management, referral, and general support for Columbus State student veterans.

**Student Advocacy Center:** Peer Advocates hold office hours Monday through Friday on the Columbus campus to assist students in obtaining a variety of resources. These advocates work as liaisons for many programs and organizations, including the Ohio Benefits Bank. Through the Ohio Benefits Bank, they help students with applying for food, medical, and utility assistance programs. (<http://www.csc.edu/campus-life/cares/benefit-bank.shtml>)

**Student Engagement and Leadership (SEaL):** Student Engagement and Leadership (<http://www.csc.edu/campus-life/seal/>) coordinates programs and leadership opportunities for students to grow and become involved during their time at Columbus State. In addition to the above events, SEaL collaborates with Columbus State departments and outside agencies to provide the following programming addressing alcohol and other drug use:

- **Alcohol Awareness.** SEaL partners with other Columbus State departments to provide several days of events for National Alcohol Awareness Week. These events include:
  - Alcohol Screening Day – An alcohol screening tool and Friends and Family Questionnaire are available to all Columbus State students. Students in the Social and Human Services Program work with trained faculty to review and score these tools. Counseling Services clinical staff are also present to speak with any student needing further assistance.

- DUI Simulator – SeaL has partnered with PEERS Awareness and UNITE Arrive Alive Tour to provide DUI simulators to students. These machines emulate real drunken driving conditions and are designed to demonstrate the dangers of delayed response to controls and narrowing of the effective field of view.
- **C.A.R.E.S.** Columbus State C.A.R.E.S. consists of faculty, staff, administrators, and students working together to support students facing financial, academic, and/or personal difficulties while in college. Advocates are trained to help students navigate resources and opportunities. (<http://www.csc.edu/campus-life/cares/>)
- **Collegiate Smoke Out.** SEaL encourages smoking cessation on campus by participating in the annual Collegiate Smoke out, a derivative of the American Cancer Society's Great American Smoke out during the third week of November. SEaL provides awareness information on the health risks of smoking, Franklin County Smoking Cessation Services, Quitting for Life Self-Care Handbook, information on our FreshStart Program for students, faculty and staff, and engage in Blow Bubbles Not Smoke.
- **Safe Spring Break.** This campaign is an opportunity to get important information out to students during the week or two prior to Spring Break on topics such as: personal safety, highway safety, alcohol, impaired driving, sleep and sun safety.

### **Community Partners:**

AIDS Task Force of Cleveland

Alcoholics Anonymous (AA)

Alcohol, Drug, and Mental Health Board (ADAMH) of Franklin County

BRAVO (Buckeye Region Anti-Violence Org.)

Center for Family Safety & Healing

Chalmers P. Wylie VA

Columbus Area Integrated Health Services

Columbus Public Health Department

Concord Counseling

Dublin Springs

Drug Free Action Alliance

House of Hope

Maryhaven

Mental Health America of Franklin County

Mid-Ohio Psychological Services

National Alliance on Mental Illness (NAMI)

Nationwide Children's Hospital

Netcare Access  
North Community Counseling  
OSU Collegiate Recovery Community  
PEERS Awareness  
Planned Parenthood  
Prevention Council of Central Ohio  
Southeast Inc.  
Syntero  
The Woods at Parkside  
Verizon Wireless Characters UNITE/Arrive Alive Tour

## **Evaluation**

The Biennial Review Committee conducted a comprehensive analysis of the alcohol and drug policies, related programs, services and enforcement practices for academic years 2014-2015, and 2015-2016. Columbus State Community College uses a comprehensive approach to address alcohol and other drug use on campus, focusing on policy, education, collaboration, social life, academics, enforcement, and intervention. All components work together to ensure that students and employees are provided information and resources that promote a safe and healthy environment that attempts to mitigate risk as it pertains to alcohol and other drug use.

The review committee identified several **strengths** of the college:

- ✓ Columbus State is in compliance with the Drug Free Schools and Campuses Regulations.
- ✓ Columbus State has an effective Drug and Alcohol Prevention Policy which is distributed annually to our students and employees.
- ✓ Columbus State offers impactful Drug and Alcohol Programming.
- ✓ Columbus State provides numerous prevention and treatment resources to both students and employees.
- ✓ Columbus State consistently enforces standards of behavior related to alcohol and drug abuse.
- ✓ Columbus State provides a one-stop resource for alcohol and drug-related campus information through our Drug & Alcohol Abuse Prevention website.

The committee has also identified **areas for improvement:**

- Increased collaboration and communication between departments for programming and resources.
- Continue to improve the alcohol and drug prevention programming and resources offered to all students and employees at both campuses and seven regional learning centers.
- Continue to improve the distribution of alcohol and drug policies to all student and employees.
- Thoroughly enforce alcohol and other drug policy. It became clear that not all elements of our alcohol and other drug policies are being utilized (specifically random drug screening).

Columbus State Community College has developed a comprehensive approach to address alcohol and other drug issues on campus. The College will continue to develop, assess, and pursue the best practices for our campus community to create a safe and healthy learning and working environment for our students and employees.

## ***Appendix A***

### **College Drug and Alcohol Prevention Program Distribution Email – Summer 2016:**

Please find below the text for our college **Drug and Alcohol Prevention Program distribution email to all registered students** for **Summer 2016**.

Based on the program evaluation conducted for our **2011-12 Biennial Report** and subsequent review and discussion with Jackie DeGenova, In-House Counselor in the President's Office, it is recommended and supported that this email should go out each semester to all registered students. This will meet the requirement for Annual Notification and Distribution of information about our **Drug and Alcohol Prevention Program and Title IX**. This will ensure that late admissions and all new transfer and transient students with 15 or more credit hours also receive this important information, **in addition** to new students who also receive it in the COLS 1100/1101 course.

Barbara Jackson will serve as the contact point for the Office of Enrollment Management and Student Services (EMSS), and Angie Shear will serve as the contact point for the Office of Marketing and Communications (M&C).

#### ***Process:***

- 1) Marketing and Communications (M&C) will place this email distribution on its Master Calendar of Student Success Communication. Enrollment Management and Student Services (EMSS) will place this email distribution on its calendar of administrative activities for each semester/year.
- 2) On the first day of classes, EMSS will contact M&C to remind them that the email will go out after Census Day (15th day).
- 3) EMSS will ask the EMSS Deans to provide any necessary updates or changes for the email communication to students, which will be made in time for distribution on the 15th day of the semester, Autumn, Spring and Summer of each year.
- 4) M&C will provide editing assistance for the email content to ensure quality and will approve the final copy.
- 5) The email will be distributed on or after the 15th day of each semester to all registered students.
- 6) Review of this distribution will be part of each cycle of the Drug and Alcohol Biennial Review and Report.



## **Email Content:**

Dear (Student Name),

As you prepare for the coming semester, it is important for you to know that Columbus State Community College is a tobacco, drug, and alcohol-free campus. Columbus State supports local, state, and federal laws concerning illegal drugs. To foster a *campus and classroom environment* that supports learning and the success of each student, Columbus State has established a *Drug and Alcohol Prevention Program* for all students and employees.

As part of this college-wide program, Columbus State is committed to providing students with drug and alcohol abuse prevention information, education about the health effects of drug and alcohol abuse and impact on student success, and counseling and referral for treatment rehabilitation when needed. The [Office of Student Engagement and Leadership](#) and the [Office of Counseling Services](#) offer many educational programs and activities and can provide resources and assistance to students who use tobacco, drugs, or alcohol, including referrals to community agencies and treatment resources. The counseling professionals in Counseling Services can also provide support to those students whose lives are affected by family members or friends who are having difficulty. They can also help you choose a local agency which meets your needs or can answer any specific questions you might have. Please call them at 614-287-2818. All students of Columbus State, whether they are taking classes downtown on the Columbus Campus, Delaware Campus, on-line or at one of our Regional Learning Centers are welcome and eligible to contact Counseling Services for support and information, or go to the website at the link above. Additional information and resources about drug and alcohol prevention can be found on the colleges [Drug and Alcohol Abuse Prevention](#) website.

Please be aware that the use of illicit drugs and the abuse of alcohol carry significant social, physical, and emotional health risks. Users may suffer damage to key body organs such as the heart, liver, kidneys, and central nervous system. Drugs can kill the user, and the use of drugs and alcohol during pregnancy may cause birth defects or death of unborn babies. Drug users may experience difficulties with concentration and memory that impair learning. They can exhibit mood swings, impaired judgment, isolation, and depression, all of which can contribute to impaired driving, injuries, accidents, domestic or random violence, and sexual assault. Drugs can be instrumental in the deterioration of family units and the breakdown of friendships and other support systems.

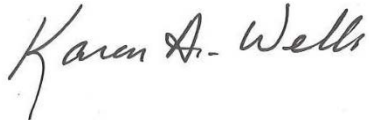
When on campus or at college-sponsored events, please also be aware that **Student Code of Conduct Policy 7-10** lists the following behaviors as violations of Columbus State's community values:

- Use, possession, or distribution of alcoholic beverages;
- Use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law;
- Abuse or misuse of prescriptions or over-the-counter medications.

Students found to be in violation of college policy will be subject to disciplinary action, including possible suspension or expulsion from the College. Students could also be subject to arrest and prosecution under applicable local, state, or federal laws.

I hope this information is helpful to you. Please contact us at one of the links embedded in this email or the phone number for Counseling Services, 614-287-2818 for more information. We are here to assist you in any way possible and to support you as a student at Columbus State.

Best wishes for a successful semester!

A handwritten signature in black ink that reads "Karen A. Wells". The signature is written in a cursive style with a large initial 'K'.

Karen A. Wells, Ed.D.

Interim Vice-President of Enrollment Management and Student Services

Phone: 614.287.2727

Email: [studentaffairs@csc.edu](mailto:studentaffairs@csc.edu)

## ***Appendix B***

### **Institutional Disclosure Email to Students Summer 2016:**

Dear Columbus State Student,

I hope your summer semester is off to a good start! Please be aware of your rights and responsibilities on as a college student, including those described at the websites listed below:

#### **Student Handbook**

<http://www.csc.edu/services/studenthandbook/>

#### **College Catalog**

<http://www.csc.edu/academics/catalog/>

#### **Student Code of Conduct**

<http://www.csc.edu/campus-life/student-conduct/>

#### **College Policies and Procedures**

<http://www.csc.edu/about/policy/>

Columbus State cares deeply about your academic success, and we understand that your health and safety play an important role in your experience as a student. The college promotes programming that supports a healthy lifestyle free of tobacco use and drug or alcohol abuse.

<http://csc.edu/resources/media/about/pdf/13-13.pdf>

Effective July 1, 2015, the use of all types of tobacco products is prohibited in all Columbus State district buildings and on all College-owned properties including parking lots, garages and all outside areas. The College is committed to promoting a healthy lifestyle and workplace environment and will support administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products.

<http://csc.edu/about/tobaccofree/>

You can access information on services and programming through the Counseling Services website and Alcohol and Other Drug Prevention Brochure:

#### **Website**

<http://csc.edu/services/counseling/mh-sub-abuse.shtml>

#### **Brochure**

[http://www.csc.edu/resources/media/services/pdf/alcohol\\_drug\\_prevention.pdf](http://www.csc.edu/resources/media/services/pdf/alcohol_drug_prevention.pdf)

Through this email, I'm also pleased to provide you with important information and institutional disclosures on the topics listed below. You can access the information conveniently by visiting the following website:

**Website**

<http://www.csc.edu/about/institutional-disclosure.shtml>

- Security and Privacy Policy
- Non-Discrimination/Anti-Harassment Policy
- Reasonable Accommodations
- Family Educational Rights and Privacy Act (FERPA)
- Financial Assistance Information
- Institutional Information
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Report on Athletic Program Participation Rates and Financial Support Data (Equity in Athletic Disclosure Act)
- Report on Completion or Graduation Rates for Student Athletes
- Completion or Graduation and Transfer Out Rates

For a comprehensive list of student support resources, please visit the following webpage:

<http://www.csc.edu/campus-life/email-notification.shtml>

Please take a moment to familiarize yourself with the information contained in this email. If you have any questions, please contact the Office of the Vice President of Enrollment Management and Student Services at: [studentaffairs@csc.edu](mailto:studentaffairs@csc.edu)

Best wishes to you!



Karen A. Wells, Ed.D.

Interim Vice President of Enrollment Management and Student Services

***Appendix C***  
***Annual Security Report Email***

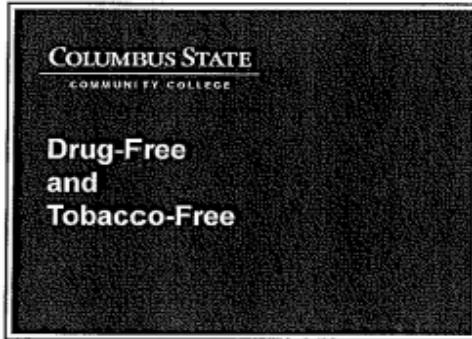
The *2015 Jeanne Clery Annual Security Report* for the Columbus Campus Campus, the Delaware Campus, and the Regional Learning Centers has been published and is available on the College website:

<http://www.csc.edu/services/publicsafety/pdf/Annual%20Security%20Report.pdf>

For a paper copy of the Report, stop by the Columbus State Police Department in the lower level of Delaware Hall, or in the Administration Building on the Delaware Campus.

# Appendix D

## New Hire Orientation Powerpoint



### Drug-Free Workplace

Purpose:

- To provide a safe work environment free from the unlawful manufacture, use, dispensing, possession, or distribution of controlled substances and alcohol. As a condition of employment, all employees of Columbus State Community College are required to adhere to Policy No. 3-45. This policy does not apply to employees whose rights and obligations concerning controlled substances and alcohol are governed by the terms of a collective bargaining agreement with the college.

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### Drug-Free Workplace

Employees governed by the terms of a Collective Bargaining Agreement:

- Employees governed under the CSEA agreement, refer to Article 21 – Drug Free Workplace Policy under said agreement.
- Employees governed under the FOP agreement, refer to Article 37 – Drug Free Workplace under said agreement.
- Employees governed under the Teamster agreement, refer to Article 34 – Drug Free Workplace under said agreement.

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### Tobacco-Free Workplace

Purpose:

- Columbus State has adopted a tobacco free policy that supports a healthy environment for all who are on the grounds of any of our district locations. The primary emphasis of this approach will be a focus on the elimination of tobacco use on all College property with cessation left as a choice for the individual.

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### Tobacco-Free Workplace

- Effective July 1, 2015, the use of all types of tobacco products is prohibited in all Columbus State district buildings and on all College-owned properties including parking lots, garages and all outside areas. The College is committed to promoting a healthy lifestyle and workplace environment and will support employees and students in their efforts to reduce or discontinue the use of tobacco products.

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### Tobacco-Free Workplace

- Tobacco is defined as all products derived from, or containing tobacco, including and not limited to, cigarettes (e.g., clove bids, low tar), cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitties, smokeless, chew snuff) and nasal tobacco (e.g., snuff). It also includes electronic cigarettes and any product intended to mimic tobacco products, deliver nicotine other than for the purpose of cessation, or that contains tobacco flavoring.

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