

COLUMBUS STATE

COMMUNITY COLLEGE

Columbus State Community College
Drug-Free Schools and Campuses Regulations
[Edgar Part 86] Biennial Review: Academic Years
2018-2019 & 2019-2020

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Columbus State Community College Counseling Services

October 1, 2020

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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 2018-2019 & 2019-2020. It was initiated in September 2015 to be conducted by the current drug and alcohol specialist in Counseling Services (Charles DePriest). A Biennial Review Committee was established with representatives from key campus departments:

Tracy Anderson, Lieutenant.....Police Department
Amanda Cecil, Supervisor.....College Recreation & Wellness
James Favuzzi, Manager.....Military & Veterans Services
Mark French, Director II.....Facilities Management
Lynn McNish, Advisor.....Center for Advising, Support, & Exploration
Charles DePriest, Supervisor.....Counseling Services
Terrence Brooks, Senior Director.....Student Conduct
Deborah Robinson, Director.....Benefits & Compensation
Shauna Sowga, Asst. Professor.....College Faculty Union
Darla Vanhorn, Supervisor.....Title IX/Student Advocacy Center

The Biennial Review process was concluded in October 2020. 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.cscce.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 2019 Jeanne Clery Annual Security Report. This data consolidates statistics from pp.31-94 of the Report, which can be accessed at:

<https://www.cscce.edu/services/police/pdf/Annual%20Security%20Report.pdf>

Arrests & Referrals		On Campus			Non-Campus			Public Property			Total
		2018	2019	2020	2018	2019	2020	2018	2019	2020	
1	Liquor Law Violations	0	1	0	0	0	0	0	0	0	1
2	Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0
3	Drug Abuse Violations	10	2	3	0	0	0	0	0	0	15
4	Drug Abuse Referrals	0	0	0	0	0	0	0	0	0	0

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 and Student Code of Conduct Procedure 7-10 (G) (<https://www.csc.edu/about/policies-procedures/7-10.pdf>) (<https://www.csc.edu/about/policies-procedures/7-10G.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.

Columbus State reserves the right to notify parents/guardians of dependent students regarding any conduct situation when alcohol and/or narcotic/substance/inhalant abuse or violations is suspected. The College may contact parents/guardians of dependents or non-dependent students who are under age 21. The College may also contact parents/guardians to inform them of situations in which there is imminent health/and/or safety risk.

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 (<https://www.csc.edu/about/policies-procedures/7-10.pdf>).

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 (<https://www.csc.edu/about/policies-procedures/3-32.pdf>) , Procedure 3-32 (C)

(<https://www.csc.edu/about/policies-procedures/3-32.pdf>), and Policy 3-46 (<https://www.csc.edu/about/policies-procedures/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
(https://www.csc.edu/employee/hr/pdf/CSEA_Final_Contract_2020-2023.pdf)
- FOP
(<https://www.csc.edu/employee/hr/pdf/FOP%20Labor%20Agreement%202021-2024.pdf>)
- Teamsters
(<https://www.csc.edu/employee/hr/pdf/teamsters%20agreement.pdf>)

Columbus State acknowledges that substance abuse is an unmanageable, 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 (<https://www.csc.edu/about/policies-procedures/13-13.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 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 2925.11 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 Executive 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 in an email to all employees annually through Human Resources. *Appendix D*
- Provided to all new employees through New Hire Orientation's PowerPoint presentation. *Appendix E*

- Provided on the College's website as part of the Jeanne Clery Annual Security Report:
<https://www.csccl.edu/services/police/pdf/Annual%20Security%20Report.pdf>
- Provided to all new students in the Student Handbook: Rights and Responsibilities, which is reviewed in the first year college success course, COLS 1100, COLS 1101 (Developmental Education track), and COLS 1102 (English as a Second Language track). Students are primarily directed to the electronic version of the handbook (<https://www.csccl.edu/services/student-conduct/pdf/StudentRights-20-21.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 at 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:

<https://www.csccl.edu/services/drug-alcohol/index.shtml>

College Recreation & Wellness: College Recreation & Wellness

(<https://www.csccl.edu/campus-life/recreation-wellness/>) provides recreation classes as well as nutrition and lifestyle coaching. The department holds an education day partnering with CPH the second week of each semester. These events are focused on drug and alcohol use/abuse with experts from CPH presenting to students. A greater emphasis on drug and alcohol abuse has been placed on the annual **Safe Spring Break** event so that students can make healthy lifestyle choices for themselves and place themselves and others at lower risk for

harm. College Recreation and Wellness has also created videos centered on alcohol and drug use, releasing them three times per semester as further means of educating students against the harmful effects of alcohol and substance use.

- **Counseling Services:** Counseling Services at Columbus State (<http://www.cscs.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.
 - **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.
 - **CHOICES.** CHOICES about alcohol is a harm reduction training done for students regarding the harmful impact of binge drinking and strategies for self-care that can be implemented if a student chooses to drink in order to reduce risk. CHOICES can be requested by instructors for classes, staff, or Columbus State Community College partners as part of their programming. CHOICES has been updated to include an online training as well, so that students can take this training at any time anonymously and at their own pace. This video presentation can be accessed via the Counseling Services homepage (<https://www.cscs.edu/services/counseling/index.shtml>) then by selecting Self-Help Resources, and viewing Online Workshops.
 - **Support Groups.** Anonymous support groups are 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 614-287-2818 or visit the Counseling Services office. Links to meeting times and locations for AA of Central Ohio and NA of Central Ohio can also be found under Self-Help resources on the Counseling Services website including a listing of virtual meetings.

- **SCREENU-Alcohol.** This is a free and anonymous screening tool that is used by Counseling Services in conjunction with a grant through The Ohio State University. This tool was designed to help students assess their level of alcohol use, should they choose to drink, and provides recommendations for increased self-care and how to access treatment if necessary. This screen can be accessed on the Counseling Services website.
- **SCREENU-Cannabis.** This screening tool operates in the same way as SCREENU-Alcohol and students can select this screen as well to measure their cannabis use, harmful effects, and how to receive help.

Human Resources: Human Resources at Columbus State

(<https://www.csc.edu/employee/hr/>) offers alcohol and other drug use prevention and treatment options for both full-time and regular part-time employees:

- **Employee Assistance Program (EAP).** MATRIX provides confidential counseling services to full-time employees and regular part-time employees, spouses, and dependent children. The program provides up to 8 (eight) free sessions per condition for full-time employees and 3 (three) free sessions per condition for regular part-time employees. Coverage may be continued under employees' health care benefit plans offered through Columbus State, if applicable. Information about MATRIX services is provided during new employee orientation and in the Employee Benefits packet. Information is readily available in Human Resources and on Columbus State's Benefit website:
<http://www.matrixpsych.com/Employee-Assistance-Programs.aspx>
- **Employee Benefits.** Employees enrolled in one of the College's health care plans are eligible for substance use disorder services and mental health services which include those received on an inpatient basis in a Hospital or Alternative Facility and those received on an outpatient basis in a provider's office or Alternative Facility. Benefits include the following services on an

in-patient and out-patient basis: diagnostic evaluations and assessment, treatment planning, referral services, medication management, individual counseling, family counseling, therapeutic group therapy, provider based case management, crisis intervention, and detoxification (sub-acute/non-medical). Further benefits for inpatient treatment can include Partial Hospitalization/Day Treatment and services at a Residential Treatment Facility. Further benefits for outpatient treatment can also include Intensive Outpatient Therapy. The Mental Health/Substance Abuse Disorder Administrator determines coverage for all levels of care.

- **Tobacco Cessation Class/Support Group.** Columbus State's Wellness Coordinator is involved in statewide tobacco free colleges quarterly calls to discuss ideas and issues on campuses who are in the process of maintaining a drug and alcohol free environment. These efforts are coordinated through the Ohio Department of Health. Resources for tobacco cessation classes and support group are listed on the website and are conducted based upon employee interest (<https://www.cscce.edu/campus-life/tobaccofree/pdf/Employee-Cessation-Resources2.pdf>).
- **Well-being Health Fair.** A Well-being Fair is held annually during Columbus State's Spring In-Service Day. The college partner's with multiple health and well-being vendors to provide information, activities, and demonstrations for the employees.

Military & Veterans Services: Military & Veterans Services

(<http://www.cscce.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 2x per month since 2012 offering both physical & mental health services.
(<http://www.cscce.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.

Police Department: All police department employees

(<https://www.cscce.edu/services/police/>) receive Narcan training every other year

in combination with first aid training. Kits are made that contain two doses of Narcan, extra gloves, face mask, sharps container, and an evidence collection bag. These precautionary measures are taken so that anyone administering medication on an individual can minimize their exposure to dangerous chemicals such as fentanyl or carfentanil.

- **Opioid Awareness Trainings.** The police department sponsors numerous trainings every year at Columbus State educating students, staff, and faculty on the dangers of opioid use including the increased risks incumbent with the use of opioids recreationally, as well as additional safety risks to law enforcement officers and medical emergency workers.

Student Advocacy Center: Team members in Student Advocacy

(<https://www.csc.edu/services/student-advocacy>) focus on helping students achieve their educational goals. They assist students with navigating the college environment, building academic success skills, and troubleshooting issues impacting their success. A key part of services involves connecting students to college and community resources for support. Peer Advocates are student employees in the Student Advocacy Center who provide peer-to-peer support and help students have a successful experience at Columbus State Community College. They provide direct support to students and connect with them individually and in groups through office hours, outreach activities on campus, classroom interactions and presentations, and assisting in Student Central:

- **C.A.R.E.S. (Connections and Resources for Every Student):** Advocates and Columbus State employees who have completed advocacy training to learn more about college and community resources so they can support students who are experiencing barriers or challenges impacting their success. This network of C.A.R.E.S Advocates include staff, faculty, and administrators from a variety of areas at the college, which provides additional layers of support and expanded opportunities to connect students in need of resources for help. Information on C.A.R.E.S. training sessions and other student advocacy information will be posted on the Student Advocacy Portal on CougarConnect. (<https://csc.campuslabs.com/engage/>)

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:

- **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. It is also a collaborative partnership between college departments in an effort to bring the following community partners on campus who address drug and alcohol issues throughout the calendar year.

Community Partners:

- Affirmations Counseling
- Alcohol, Drug, and Mental Health Board (ADAMH) of Franklin County
- Alvis House
- ARNG Survivor Services
- Ascent
- Asian American Community Services
- BRAVO (Buckeye Region Anti-Violence)
- Calmers P. Wylie VA Ambulatory Care Center
- CHOICES for Victims of Domestic Violence
- Columbus Area Integrated Health Services/MECCA
- Columbus Springs
- Columbus Urban League
- Columbus VA
- Directions Counseling Group
- Directions for Youth and Families
- Emerald Psychiatry & TMS Center
- Foundation for American Suicide Prevention
- Franklin County Children's Services
- Huckleberry House
- Lower Lights Christian Health Center
- Maryhaven
- Mental Health Is Not A Crime
- Mount Caramel (Crime and Trauma Assistance Care Program)
- North Central Mental Health Services
- North Community Counseling Centers
- Ohio Attorney General's Office

- Ohio National Guard Suicide Prevention
- Ohio Suicide Prevention Foundation
- Ohio Peace Officer Academy
- Pomegranate Health Systems
- PrimaryOne Health
- Providers for Healthy Living
- SARNCO-Sexual Assault Response Network of Central Ohio
- Southeast Healthcare
- Stonewall Columbus
- Sun Behavioral Health
- Syntero Inc.
- The Center for Balanced Living
- The Center for Family Safety and Healing
- The Center for Family Safety and Veterans Benefits-OSU
- The Emily Program
- VetSuccess
- The Woods at Parkside

Evaluation

The Biennial Review Committee conducted a comprehensive analysis of the alcohol and drug policies, related programs, services and enforcement practices for academic years 2018-2019, and 2019-2020. 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:

- ✓ Alcohol and drug prevention planning resources are offered to all students and employees at both campuses and Regional Learning Centers.
- ✓ Columbus State has maintained the distribution of alcohol and drug policies to all students and employees via emails, brochures, websites, and education.
- ✓ Columbus State partners with insurance providers to limit supplies of opioids and other drugs that can be used in conjunction with one another to reduce the potential for abuse.

- ✓ 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 Drug and Alcohol Awareness Programming.
- ✓ Columbus State makes numerous prevention and treatment resources available to students and employees including the Employee Assistance Program and Counseling Services department.
- ✓ Columbus State consistently enforces standards of behavior related to alcohol and drug abuse through the Police Department, Campus Security, Human Resources, and Student Conduct.
- ✓ Columbus State provides resources for alcohol and drug-related campus information including the Drug & Alcohol Abuse Prevention website.
- ✓ Columbus State has created a Counseling Advisory Board comprised of faculty and staff that offer insight and suggestions to the Counseling Services department for programming and outreach to students struggling with mental health and/or alcohol and drug-related problems.
- ✓ Columbus State has made alcohol and drug assessment screening tools more accessible via online resources and websites that are free and confidential.
- ✓ Columbus State has continued to develop its referral partners off campus for varying levels of alcohol and drug treatment.

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

- Continue to improve data compilation based on assessment numbers and outcomes in order to measure the efficacy of drug prevention programming and resources offered to students and employees.
- Seek to continue and grow and build current partnerships with AoD treatment providers and educators within the local community.
- Annual faculty and staff reminder of rules, regulations, sanctions, and opportunities for help at Columbus State for those engaged in AoD use on campus.

- Develop a recovery community on campuses and Regional Learning Centers partnering with such organizations as Alcoholics Anonymous and Narcotics Anonymous.
- Create an AoD Advisory Board to discuss trends on college campuses and to further develop outreach and programming to employees and students.

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 the college 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 – Spring 2020:

Please find below the text for our college **Drug and Alcohol Prevention Program distribution email to all registered students** for **Spring 2020**.

Based on the program evaluation conducted for our **Biennial Report** and subsequent review and discussion with Jackie DeGenova, In-House Counsel 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, Executive Assistant, will serve as the contact point for the Office of Enrollment Management and Student Services (EMSS), and Ivy Lamb, Senior Writer, 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) Barbara will ask the EMSS designees 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 college's Drug and Alcohol Prevention website:

<https://www.csc.edu/services/drug-alcohol/prevention.shtml>

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, appearing to read "Rebecca A. Butler". The signature is fluid and cursive, with a large initial "R" and "B".

Rebecca A. Butler, Ph.D.
Executive Vice-President of Enrollment Management and Student Services
Phone: 614.287.2727
Email: studentaffairs@csc.edu

Appendix B

Institutional Disclosure Email to Students Spring 2020:

Dear Columbus State Student,

I hope your 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

<https://www.csc.c.edu/services/student-conduct/pdf/StudentRights-20-21.pdf>

College Catalog

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

Student Code of Conduct

<https://www.csc.c.edu/services/student-conduct/code-of-conduct.shtml>

College Policies and Procedures

<http://www.csc.c.edu/about/policies-procedures.shtml>

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.

<https://www.csc.c.edu/about/policies-procedures/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.

<https://www.csc.c.edu/campus-life/tobaccofree/>

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

Website

<https://www.csc.c.edu/services/counseling/index.shtml>

Brochure

<https://www.csc.c.edu/services/drug-alcohol/statement.shtml>

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
- Title IX and Non-Discrimination/Anti-Harassment Policies
- 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 Executive Vice President of Enrollment Management and Student Services at: studentaffairs@csc.edu

Best wishes to you!

A handwritten signature in black ink, appearing to read "Rebecca A. Butler". The signature is fluid and cursive, with a large initial "R" and "B".

Rebecca A. Butler, Ph.D.
Executive Vice President of Enrollment Management and Student Services

Appendix C

Annual Security Report Email

The *2019 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:

<https://www.csc.edu/services/police/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

2020 Disclosures and Acknowledgments Form

Your Columbus State Information

Employee Name

Cougar ID

Job Title

Department

Section 1: Purpose of this Form

As employees of Columbus State Community College our professionalism and high standard of ethical conduct extends to the many constituents we serve. The annual employee Disclosures and Acknowledgments Form is designed not only to remind employees of their own personal responsibilities as public servants, but also to highlight the importance of the Columbus State Policy and Procedures Manual, and to monitor compliance with state and federal laws.

Included in this Form is information about, and acknowledgements regarding:

- Disclosure of potential conflicts of interest and external employment;
- Columbus State Policy and Procedures; and
- Certification of part-time hours.

Section 2: Ohio Ethics Law and Columbus State Policy and Procedures Acknowledgment

Ohio public employees are personally responsible for compliance with Ohio's Ethics Law and providing a level of ethical conduct above and beyond that of an ordinary citizen. These ethics laws can be found in Ohio Revised Code Chapters 102 and 2921, which include both civil and criminal penalties for violations. The Ohio Ethics Commission's website additionally provides advisory opinions, FAQs, and a summary of public employee ethical requirements on the education section of its website: <http://www.ethics.ohio.gov/education/index.html>.

2.1 I understand that I am responsible for reading and complying with the Ohio Ethics Laws governing public employees.

I agree

In addition to Ohio law, Columbus State employees must also follow the College's Board-approved Policy and Procedures. The current Policy and Procedures Manual can be found in its entirety online at: <https://www.csc.edu/about/policies-procedures.shtml>.

2.2 I understand that I am responsible for complying with the provisions contained within Columbus State Policy and Procedures Manual.

I agree

Section 3: Conflicts of Interest and External Work Disclosures

A conflict of interest may exist if financial interests or personal benefits could exert a substantial and improper influence upon an employee's job responsibilities or functions. Employees are prohibited from using their positions to secure anything of value, financial gain, or personal benefit that would not ordinarily accrue to them in the performance of their official duties. Similarly, employees shall not engage in external work that may result in a conflict of interest unless prior authorization has been obtained.

3.1 Are you, or a family member (as defined in Policy 3-20) or a business partner of yours serving as an officer or director of any entity (vendor, business, organization, agency, etc.) with which Columbus State transacts business? (Please exclude financial institutions and investments in publicly held [traded] companies.)

- Yes
- No

3.1A If the answer is "Yes," please list the names of such entities, and the office and/or position held during the past twelve months.



3.2 Do you, or does any family member or a business partner of yours have a financial interest in, or receive compensation from any entity (vendor, business, organization, agency etc.) with which Columbus State transacts business? (Please exclude financial institutions and investments in publicly held [traded] companies.)

- Yes
- No

3.2A If the answer is "Yes," please list the name(s) of the person(s) and the entity.



3.3 During the past twelve months, did you or any family member receive a personal benefit or anything of substantial value (e.g., gift, travel expense, discount, or entertainment), from any entity which transacts business or seeks to transact business with Columbus State? For more information regarding these potential conflicts of interest please see Advisory Opinion No. 2011-04 from the Ohio Ethics Commission.

- Yes
- No

3.3A If the answer is “Yes,” please list the name of the entity, the item, and the approximate value.



In accordance with Columbus State Procedure 3-20 (C), no employee may engage in outside employment that overlaps at the same time and day as their assigned Columbus State working hours without the express consent, in writing, of the President.

3.4 Do you currently engage in outside employment during your assigned Columbus State working hours?

- Yes
- No

3.4A If yes, I certify that I have received express written consent from the President to engage in outside employment during my Columbus State working hours.

I agree

This section does not apply to adjunct faculty

3.5 Do you currently have a non-traditional teaching schedule and do you hold any form of employment or activity for profit outside of Columbus State?

- Yes
- No

3.5A If the answer to both of these questions is “Yes,” I certify that I have given or will give proper notification to the President regarding this non-college activity.

I agree

Section 4: Certification and Notice of Part Time Hours

Applies to: Part-time Staff Only

4.1 Columbus State Policy 3-01 defines the number of hours that may be worked by employees in a part-time position. The College is required to account for actual hours worked. Columbus State Procedure 3-01(F) also requires part-time employees to obtain prior approval from their primary supervisor in order to hold a secondary part-time position. Please acknowledge the following conditions of your employment:

I agree and understand that Columbus State Policy and Procedure sets the employment of part-time employees at no more than 29 hours per week, and that I must receive supervisory approval to hold a secondary part-time position at the College.

I agree

Applies to: Adjunct Faculty Only

4.2 Columbus State Procedure 3-01(F) defines the number of hours per semester that may be worked by adjunct faculty. The College is required to account for actual hours worked. Please acknowledge the following conditions of your employment: I agree and understand that Columbus State Policy and Procedure sets the employment of adjunct faculty at no more than 12 contact hours in Autumn and Spring semesters and no more than 9 during Summer semester.

I agree

The last two sections of this form are optional and completely voluntary.

The following two sections are for workforce analysis purposes only; choosing not to complete them will not result in any consequence. If you responded in last year's form and there is no change in your response, there is no need to complete the following two sections.

Section 5: Disability Status

This section is optional to complete.

5.1 Do you have a disability as diagnosed by your medical physician?

- Yes
 - No
 - I decline to disclose
-

Veteran Status

This section is optional to complete.

6.1 Are you a veteran of the Armed forces which includes the Public Health Service and NOAA?

- Yes
- No
- I decline to disclose

If the answer is "Yes," please complete the following:

6.2 Branch served:

6.3 Veteran Status:

- Active
- Reserve
- Retired
- Separated

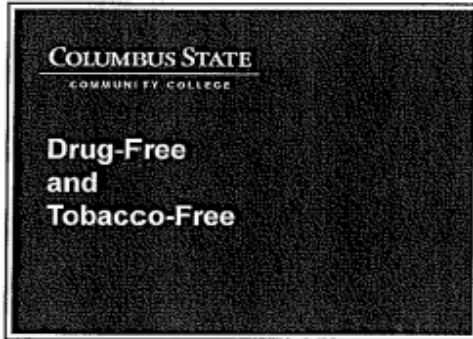
6.4 Are you a disabled Veteran? Either: (i) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) A person who was discharged or released from active duty because of a service-connected disability.

- Yes
- No
- I decline to disclose

Please click on the SUBMIT button below. This completes your Disclosure and Acknowledgment form.

Appendix E

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.

COLUMBUS STATE
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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.

COLUMBUS STATE
COMMUNITY COLLEGE

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.

COLUMBUS STATE
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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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