

**COTTEY COLLEGE  
BIENNIAL REVIEW  
2014**

**INTRODUCTION**

The Drug-Free Schools and Communities Act of 1989 requires institutions of higher education to certify that, as a condition of receiving federal funding, it has adopted and implemented a drug prevention program. This program must include the following elements, which are to be distributed annually, in writing, to each employee and student within the institution:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- 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 Institute for Higher Education will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and the description of those sanctions, up to and including expulsion or termination of the employment and referral for prosecution, for violations of the standards of conduct required.

A disciplinary sanction may include the completion of an appropriate rehabilitation program.

In addition to these program requirements, the institution must complete a biennial review of the program, both to determine the effectiveness of the program (and implement changes as necessary), and to ensure that disciplinary sanctions are consistently enforced. This document is to serve as the biennial review for the 2012-13 and 2013-14 academic years at Cottey College. This review includes Cottey College Drug and Alcohol policies, prevention programs/efforts of the institution, and enforcement and discipline practices, relevant to drug and alcohol use at Cottey College. It is the purpose of this document to show that Cottey College is in compliance with the required elements of the Drug-Free Schools and Communities Act of 1989. Furthermore, this document is to provide comprehensive assessment of Cottey College's Drug and Alcohol program, with the intent to assess both strengths and areas of improvement.

**STUDENT POLICY**

As reported in the Student Handbook, alcoholic beverages of any kind are prohibited on College property (including cars and B.I.L. Hill) and in conjunction with College activities. Students found in violation of this policy through the consumption, possession, or distribution of alcohol is subject to campus disciplinary action. The College administration may also involve local law enforcement or emergency agencies in situations involving alcohol whenever deemed appropriate. Examples of these types of situations include students or guests who refuse or fail to comply with orders or directives of College officials when asked to forfeit suspicious beverages; who become disruptive due to alcohol consumption and; who are obviously intoxicated to the point that they present a clear and present danger to themselves or others. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing, and is not required to inform students of the notification. The vice president for student life will maintain a record of any parental disclosures that will be provided to the student involved, upon request. The possession of empty alcohol containers is prohibited, and students will be subject to disciplinary action.

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989**

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Cottey College shall receive a copy of the program annually. Additional copies of the prevention program can be obtained from the Office of Student Life or the Human Resources Office. Cottey's prevention program includes institutional policy regarding the use of alcohol and other drugs, educational information including federal, state and local laws and health risks associated with the use of alcohol and other drugs. Also included is information regarding campus and community resources for assistance with alcohol and other drug-related problems.

## **STANDARDS OF CONDUCT**

The College has a policy of maintaining a drug-free campus/workplace environment. The unlawful manufacture, distribution, possession or use of illicit drugs and alcohol by **students or employees** is prohibited on College property (including cars on campus) and in conjunction with College activities.

## **DISCIPLINARY SANCTIONS**

The College will impose disciplinary sanctions on students and employees who violate the above standards of conduct. Among the disciplinary sanctions which may be imposed on students are: reprimand, probation, loss of privileges, financial penalties, dismissal and referral for prosecution. Among the disciplinary sanctions which may be imposed on employees are: oral warning, written reprimand, suspension, termination, and referral for prosecution. The College may require students and employees to satisfactorily complete an appropriate rehabilitation or assistance program.

Furthermore, any violation of local, state and federal laws in conjunction with a student organization activity constitutes a violation of College policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of College registration.

Employees must abide by the College's drug-free policy as a condition of employment and must notify the director of human resources in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

For students receiving a Pell grant, the Department of Education will impose additional sanctions. To receive a Pell grant, a student must certify that she will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at all times during the period covered by her Pell grant. Even if the student is off campus, away for the weekend, or on a school break, the student has agreed to be drug-free from the first day of classes to the last day of classes for the enrollment period.

A Pell grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell grant must report the conviction, in writing, within ten calendar days of the conviction, to the Director, Grants and Contracts Service, U.S. Department of Education.

If the Department determines that the reported conviction constitutes a violation of the Requirements for Drug-Free Workplace regulations, the Pell grant recipient will be subject to suspension of payments under the grant, suspension or termination of the grant, or suspension or debarment. If debarred, the student will be ineligible for award of any grant from any federal agency for a period of up to five years.

Failure of a Pell grant recipient to report the conviction constitutes a violation of these regulations and is subject to suspension of payments under the grant, suspension or termination of the grant, or suspension or debarment.

## **DESCRIPTION OF SERVICES**

### **ALCOHOL/DRUG ABUSE TREATMENT PROGRAM**

**Counseling Office, Student Life Center, 2nd Floor Hinkhouse, ext. 2157**

The purpose of the Alcohol/Drug Abuse Treatment Program is to promote early identification and intervention and provide a constructive and supportive means of assistance to students who are dependent upon or chronically abusing alcohol or other drugs. It is part of the "Student Assistance Program" which is administered through the Counseling Office. Through the Student Assistance Program, students are provided with an initial assessment with a qualified mental health professional, which will include recommendations for further intervention, if needed.

#### **Alcohol/Drug Abuse Counseling for "Enablers"**

Persons with alcohol or other drug abuse problems affect the lives of others, particularly family and friends. Family, friends or suitemates of an alcohol or other drug abuser may try to deny that there is a problem or, if the problem is recognized, "cover" for the individual due to personal affection or a misplaced sense of loyalty. Unfortunately, this "enabling" process does nothing but perpetuate the abuse problem. The process frequently leads to emotional distress because the abuse of alcohol or other drugs continue (or may exacerbate), yet enablers either do not know how or are unwilling to take the necessary steps to force the abuser to deal with his/her problem. Through the Counseling Office in the Student Life Center, confidential counseling is available for students who believe they may have become enablers.

### **EMPLOYEE ASSISTANCE PROGRAM**

**Human Resources Office, Main Hall, Ext. 2103**

The Office of Human Resources administers the Employee Assistance Program. Referral to and use of the Employee Assistance Program by the College's faculty, staff, spouse, and/or dependent(s) of such member is handled with strict confidentiality between the employee, the administrator, and the mental health provider. Through the program, employees and their dependents are provided a free initial assessment with a qualified mental health professional, which will include recommendations for further intervention, if needed. Once the administrator has made a referral to the program, evaluation, treatment, and financial arrangements are confidential between the mental health provider and the patient. In most cases, the employee's group health insurance will cover a significant portion of the ongoing costs for counseling services; however, if costs are incurred for counseling services that are not covered by insurance or other programs, that cost will be the responsibility of the employee.

### **DISTRIBUTION OF POLICY**

The College may determine the appropriate vehicle for official communication about matters affecting students. Along with other forms of campus communications, students are responsible for receiving, reading, complying with and responding to official e-mail communications from the College. All students are assigned an official Cottey College e-mail address, and all official College communications are sent to this e-mail address. The official Cottey e-mail address for each student is listed in the College directory. The College provides several mechanisms so that a student may access her official Cottey e-mail account. Optionally, a student may forward her e-mail from her official Cottey e-mail address to another e-mail address of her choice. A student who chooses to forward her e-mail to another e-mail address does so at her own risk. Cottey College is not responsible for e-mail forwarded to any other e-mail address. A student's failure to receive or read in a timely manner official communications sent to the student's official e-mail address does not absolve the student from knowing and complying with the content of the official communication. Students are expected to check their Cottey e-mail on a frequent and consistent basis in order to remain informed of College-related communications. The College recommends checking e-mail several times per week. Faculty and staff will assume that a student's official college e-mail is a valid mechanism for communicating with a student. Faculty may use e-mail and Angel for communicating with students registered in their classes. This policy ensures that all students are informed of course requirements communicated to them by e-mail and Angel from their course

instructors. Students must submit coursework according to the acceptable guidelines established by their instructors. For further assistance, students should contact the director of academic computing at ext. 2275. Beginning in January 2014 Cottey College will embed the Drug and Alcohol Abuse Prevention Program policy into the Cottey computer sign on. All students, faculty, and staff will be required to review once, at the beginning of each semester, before being allowed usage of Cottey computers. The Office of Academic Computing will provide documentation to the coordinator of counseling of all individuals' review of the policy.

**EMERGENCY TELEPHONE NUMBERS**

Nevada Police 911... or ...448-2710  
 Nevada Ambulance 911... or ...667-5079  
 Nevada Fire Department 911... or ...448-2720

Coordinator of Counseling (weekdays 8 a.m.–5 p.m.) ext. 2157  
 After 5 p.m. and weekends contact an RA, Peer Listener, or Hall Director  
 for assistance in contacting the on-call counselor  
 Or call after hours.....911  
 Hospital emergency .....667-3355, ask for ER

Campus Security.... (weekdays 8 a.m.-5 p.m.).....ext. 2155  
 After hours.....ext. 2222 or 448-4139

**AREA TWELVE-STEP MEETINGS**

**Alcoholics Anonymous**

301 South Pine

Sunday	1 p.m.	Discussion	(O)
	7 p.m.	Discussion	(C)
Monday	Noon	Discussion	(O)
	6:30 p.m.	12 x 12	(C)
Tuesday	Noon	Discussion	(O)
	6:30 p.m.	AA Lit	(O)
Wednesday	Noon	Big Book	(O)
	6:30 p.m.	Big Book	(C)
Thursday	Noon	Discussion	(O)
	6:30 p.m.	As Bill Sees It	(O)
Friday	Noon	Discussion	(O)
	8 p.m.	Discussion	(C)
Saturday	Noon	Discussion	(O)
	8 p.m.	Discussion	(O)

(C) Closed meetings are for alcoholics or anyone with a desire to stop drinking

(O) Open meetings

All meetings are non-smoking

For more information call (417) 448-5889 during meeting times or try (417) 667-4232, (417) 667-7105, 417-321-2002, or 417-321-1476.

**Al-Anon**

301 South Pine

For over 55 years, Al-Anon has been offering strength and hope for friends and families of problem drinkers. No matter what relationship you have with an alcoholic, whether they are still drinking or not, all who have been affected by someone else’s drinking can find solutions that lead to serenity in the

Al-Anon fellowship

Monday 6:30 p.m.

Thursday 6:30 p.m.

**Celebrate Recovery**

First Baptist Church

Celebrate Recovery is a Christ-based group dedicated to helping people recover from their hurts, hang-ups, and habits. It is based on the Twelve-Steps of Alcoholics Anonymous and the Eight Principles from the Beatitudes.

Monday 6-7 p.m. Worship

7-8 p.m. Open Sharing Group

Wednesday 6-7:30 p.m. Step-Study Groups

For more information contact Steve Russ [education@nevadafirstbaptist.org](mailto:education@nevadafirstbaptist.org)

**Narcotics Anonymous**

In the back of the building one block west of the First Christian Church (church located on the corner of Washington & Austin Street)

Tuesday 7-8 p.m. (O)

Thursday 7-8 p.m. (C)

Saturday 6-7 p.m. (O)

(C) Closed meetings are for addicts or those who feel they may have a drug problem

(O) Open meetings

**MENTAL HEALTH PROVIDERS**

Allied Mental Health  
200 S. Alma  
Nevada, MO 64772  
417-684-2644

Nevada Mental Health Services  
815 South Ash  
Nevada, MO 64772  
417-667-8352

Alternatives in Mental Health  
1801 W. Austin  
Nevada, MO 64772  
417-667-8008

Pathways Community Behavioral Healthcare,  
Inc.  
320 Mac Boulevard  
Nevada, MO 64772  
417-667-2262

Butler-Davidson Counseling Services  
212 N. Main  
Nevada, MO 64772  
417-667-9608

The Wellness Company, Inc.  
300 W. Cherry  
Nevada, MO 64772  
417-667-4230

## **SUMMARY OUTLINE OF PROGRAM REQUIREMENTS**

### **A. Description of Program Elements**

#### **1. Alcohol-Free Options**

- a. Alcohol-free events and activities are implemented and promoted.
- b. The campus offers the Chellie Club, fitness center, and Hinkhouse Center for alcohol-free settings as well as in halls and all academic buildings.
- c. Alcohol-free settings have extended hours per the student's keycard on campus.
- d. Cottey College prohibits alcohol on campus.
- e. Alcohol awareness/prevention is provided by the Counseling Office, BACCHUS, SGA, and other student led organizations.

#### **2. Normative Environment**

- a. The academic schedule offers core classes on Thursdays and Fridays.
- b. Cottey stresses a personal honor code.
- c. All residence halls are substance-free.
- d. Students are educated at Orientation and throughout the year about drinking norms and misperceptions.
- e. Student leaders are encouraged to promote positive leadership and healthy norms.
- f. The Core Survey normative statistics are disseminated to the campus.
- g. Faculty is encouraged to maintain a high level of contact with students.
- h. An early academic identification system is in place to target early concerns.
- i. Hall directors, peer listeners, R.A.'s are trained on alcohol awareness and treatment resources available on campus and off campus.
- j. A referral protocol is in place for any member of the campus community to notify the Office of Student Life of a student concern.
- k. BASICS, an assessment tool and intervention protocol, continues in the counseling office.

#### **3. Alcohol availability**

- a. Alcohol is banned on campus, parking lots, and B.I.L. Hill.
- b. Coordination with Vernon County Youth Task Force for limiting alcohol availability in community and providing alternative programming.

#### **4. Marketing and promotion of alcohol**

- a. Alcohol advertising on campus is banned.
- b. Party or event promotion is banned or limited on campus.

#### **5. Policy Development and Enforcement**

- a. On-campus functions must be registered.
- b. Campus security patrols events and campus activities.
- c. Alcohol banned on campus events.
- d. Implementation of Partners in Prevention Task Force in January 2012, to build a strategic plan, engage campus and community partners in solutions, and increase awareness of best practices in prevention.
- e. The Drug and Alcohol Abuse Prevention Program is reviewed annually by student life, residence halls, administration and legal departments.

### **B. Statement of AOD Program Goals and Discussion of Goal Achievement**

#### **1. Identify and enforce policies that promote increased education and awareness supporting an alcohol-free campus**

- a. Policies are posted in the student handbook and on-line for transparency.
- b. The Judicial Review Board and administration enforces policies for disciplinary review.

2. Implement educational programming for the campus community pertaining to increased personal responsibility, healthy choices, and prevention of alcohol and drug abuse
  - a. BACCHUS takes the lead on campus programming.
  - b. Peer listener, Resident Assistants, Counseling Office, and student wellness provide hall programming as a part of the Wellness Program.
3. Provide assessment, intervention, and treatment, and support services for students with alcohol/drug problems
  - a. Counseling Office provides free on-going assessment and intervention services.
  - b. Off-campus assessments and counseling are available in the community.
  - c. Alanon, AA, NA, and Recovery support groups times/places posted in all halls.
4. Implement campus activities to provide alternative programming and to alcohol related activities via campus activities, SGA, Wellness, and student led programming
  - a. Numerous campus events are sponsored by Campus Activities, SAC, and students.
  - b. BACCHUS, SGA, and faculty provide additional programming.
5. Promote the Wellness program for the campus community.
  - a. On-line Health 101 distributed to students, faculty, and parents.
  - b. Shelli Stanley and Jeanna Brauer coordinate wellness programming for students.
  - c. Intramural sports are coordinated.
  - d. Staff wellness events coordinated by Professor Karen Polon (i.e. walking, cycling, stretching, etc.).
  - e. Health surveys are completed for BC/BS.
  - f. Staff health fair happens yearly.
  - g. Tuesday salad bar takeout is available in the dining room.
  - h. Employee Assistance Program services are available for all staff.
  - i. Wellness awareness and education is posted on Facebook.
6. A campus wide tobacco-free policy will be implemented on July 1, 2014
  - a. Campus wide contest was held to establish tobacco free branding.
  - b. Policy initiative was introduced by Partners in Prevention Task Force.
  - c. Campus feedback is gained through surveys.

### C. AOD Program Strengths and Weaknesses

1. Weaknesses for program implementation
  - a. Financial constraints limit program options; must get creative and cost efficient.
  - b. Manpower needed to implement programs per budget constraints.
  - c. Need to empower student organizations to implement programs.
  - d. Minimal programming is happening in classrooms.
  - e. With new baccalaureate program, must address the changing campus issues with more students, age 21 and older, living in the halls.
2. Strengths for program implementation
  - a. On-going support to continue from administration.
  - b. On-going focus for health/wellness initiatives on campus to continue.
  - c. Continued working relationship with community, schools, mental health agencies for partnerships is needed.
  - d. No bars allowing 18 year-olds are in our community.
  - e. Alcohol is banned on campus.
  - f. Community service and service learning opportunities are available off campus.
  - g. College personnel are involved on Vernon County Youth Task Force.
  - h. Partnership with Cerner Healthy Nevada to improve wellness initiatives in the community and campus was initiated in 8/13.
  - i. Standards of conduct are clearly defined for students, faculty, and staff.

- j. Interdisciplinary approach to prevention/programming allows faculty, staff, and students multiple avenues to obtain information/education. Collaborative environment brings multiple departments together to assess policy, assess trends, analyze/revise programming, etc.
- k. Consistent messaging regarding the College's stance on alcohol and drug use has been established in an effort to ensure that all students receive the same message.
- l. Cottey College judicial process is well defined, and follows the policy guidelines.
- m. Cottey College participates in the Core Survey every two years using outcomes to assess and realign education/prevention strategies.
- n. Cottey College is invited to participate in the University of Missouri Partners in Prevention Task Force for educational, legal, and social norming resources.

#### D. AOD Policy

##### 1. Policy Contents

- a. A description of health risks associated with alcohol and drug use/abuse is included.
- b. A description of federal, state, local laws and related sanctions is also included.
- c. A description of Human Resources and Student Assistance Programs are identified.
- d. A description of the judicial review process for disciplinary measures is included.
- e. A description of FERPA guidelines is available.

##### 2. Policy distribution

- a. Is in the Student Handbook.
- b. E-mailed to all students, faculty, and staff.
- c. Is available in hard copy upon request to Student Life or Human Resources.
- d. Is addressed in freshman Orientation each year.
- e. Is embedded in computer sign on each new semester to require all students, staff, and faculty to review before using College computers beginning January 2014.

#### E. Recommendations

- 1. Promote more weekend options for alcohol free programming.
- 2. Continue to increase involvement with faculty program options in classroom.
- 3. Provide AOD policy review via intranet each semester to all faculty, staff, and students.
- 4. Continue to implement program review and assessment.
- 5. Continue to work with community to decrease underage drinking opportunities in local bars and education/awareness on drug usage.
- 6. Expand the hours in Chellie Club.
- 7. Offer on-going staff/faculty training of alcohol/drug awareness and prevention initiatives.
- 8. Continue Core Survey assessment every other year to provide on-going student education of social norms, choices, and responsible drinking.
- 9. Provide tobacco cessation resources to students, faculty, and staff per new policy implementation.

#### **CONCLUSION**

A comprehensive review of Cottey College Drug and Alcohol Program reveals that the College is in compliance with all federal regulations. An analysis of the program's strengths has highlighted some advances the College has made regarding collaboration, de-stigmatization, and policy enforcement. An analysis of the program's weaknesses will be addressed with the President's Council and Partners in Prevention Task Force.

Submitted by Jeanna Brauer, LCSW

Coordinator of Counseling and Student Disability Services