

**Alcohol and Other Drug (AOD) Program Biennial Review for January 2018-  
December 2019**

**and**

**AOD Program Plan for January 2020-December 2021**

**Prepared by**

**Donna Williams, Director of Human Resources**

**Brian DeLong, Director of Counseling and Community Standards**

## Table of Contents

<b>Part I - AOD Policy and Programming Inventories .....</b>	<b>3</b>
Alcohol and Other Drug Policies Summary .....	3
Alcohol and Other Drug Programming Summary .....	3
<b>Part II – Alcohol and Other Drug Policies Inventory .....</b>	<b>4</b>
Policies and Regulations Manual: Policy 2-302 – Drug Free Workplace, Alcohol & Other Drug Abuse Prevention Program .....	4
OUR MESSAGE TO YOU .....	5
Treatment Services .....	6
Hot Lines .....	6
Safety and Security – Security Policies .....	6
Alcoholic Beverage and Narcotics Policy .....	6
Policies & Regulations Manual: Policy 2-306 –Smoking .....	7
Policies & Regulations Manual: Policy – 2-308 Rules and Regulations for Use of Facilities by Students, Employees, Sponsor School Districts and Third Parties.....	8
Policies & Regulation Manual: Policy 3-200, Alcohol .....	11
<b>Part III – Programming Inventory for Alcohol and Other Drug Programs.....</b>	<b>12</b>
Programming provided for Students, Faculty and Staff.....	12
Wellness Fair Vendors .....	13
Office of Public Safety: AOD Prevention Internal Evaluation: 2018-2019 .....	13
Survey Results for Spring 2018 and Fall 2018 .....	13
Survey Results for Spring 2019 and Fall 2019 .....	14
<b>Part IV – Analysis of AOD Programming Effectiveness and Recommendations.....</b>	<b>15</b>
MISSION.....	15
GOALS.....	15
Recommendations from Task Force for January 2020 through December 2021 .....	15

## **Part I**

### **AOD Policy and Programming Inventories**

#### **Alcohol and Other Drug Policies Summary**

Lehigh Carbon Community College has enacted several drug and alcohol policies for employees and students. These policies are reviewed annually to determine if revision is needed and ensure reflection in current practices. These policies can be accessed at several locations online and by directly contacting several offices (HR, Public Safety, Student Conduct, Counseling Center, Student Life, and Special Events). In this way, the College provides easy access for all members of the College community. The policies are posted for employees on the Intranet in the College Policy and Regulations Manual. The policies are posted for students in the Student Handbook, on the College website and portal. Safety and Security links provide access to the Drug-Free Campus policy as well. In addition, the facilities usage policy reinforces College alcohol and smoking policies for visitors. The drug and alcohol policies and procedures are also referenced (with direct links) in our Annual Security Report.

All listed policies and regulations identify conduct that is prohibited and the range of disciplinary and referral actions to be taken. The Drug-Free Campus policy number 2-302 and the Alcohol policy number 3-200 also identify federal and state laws that can be applied and the appropriate disposition for violations and the health risks involved in using controlled substances.

#### **Alcohol and Other Drug Programming Summary**

Programming activities, annually scheduled events, distribution of literature and surveys.

Student Life, Athletics, Counseling and Public Safety coordinated programming efforts and activities for 2018-2019. Faculty counselors held an annually scheduled event for Alcohol Abuse Awareness, with the assistance of the Psychology Club. In addition, Counselors posted drug and alcohol info on Counseling Services webpages and flyers are available at all sites. Pamphlets with community resources and referral information was available and distributed as appropriate to students, at all sites. The Athletics and Recreation department coordinated the Wellness Fair both semesters, including participation by the majority of service departments on campus and the Pennsylvania State Police.

Campus Climate Survey - On February 6, 2017 the first climate survey was sent out to 736 employees and 4,376 students. In reviewing the survey results, 614 students and 367 employees completed the survey. The survey results were not as comprehensive as the committee would have liked to see. If another survey would be considered for the future, the committee would consider having an outside agency conduct the survey and analyze the results.

The survey results will be used for three purposes:

- It would allow LCCC to examine the prevalence and incidence of general climates, harassment, bullying, drugs/alcohol misuse, and sexual misconduct occurring within the community
- It would provide a sense of attitudes among students and employees about the campus climate
- It would inform us of what students and employees know in regards to College resources that are available to students and employees to use

## **Public Safety Survey**

Public Safety Department will continue to conduct a two year survey that provided a summary of reported drug and alcohol related concerns within the College. Areas surveyed are student conduct and human resources administrators, faculty counselors, and public safety records. The report indicated number of incidents/students reported and actions taken for drug and alcohol related matters.

## **Part II**

### **Alcohol and Other Drug Policies Inventory**

#### **Policies & Regulation Manual: Policy 2-302, Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program**

**Revised: August 1, 2019 (Resolution 55.07)**

It is the policy of the College to maintain a drug-free environment. The College is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace/campus and property, and/or use its services. The College is committed to maintaining a healthy and safe environment that promotes respect for oneself and others, zero tolerance for disruptive behavior resulting from alcohol and other drug abuse, and compliance with the law. The policy is meant to encourage responsibility of individuals to themselves and each other, to establish procedures and guidelines consistent with local, state, and federal law, and to hold individuals responsible for actions that are in violation of this policy. "Illegal Drug" shall mean a "controlled substance" as defined by the Controlled Substances Act, 21 U.S.C. 812 or other relevant federal, state, and/or local laws.

#### **General**

The manufacture, possession, distribution, or use of drugs and/or alcohol while on College property, at College-sponsored events, and/or while representing the College is prohibited. The only exception to this policy shall be for service and/or use of alcoholic beverages approved in advance by the College President or designee in accordance with Policy No. 3-200. Being visibly intoxicated or under the influence of illegal drugs on College property, at College-sponsored events, or while representing the College is prohibited.

Any person on College property, at College-sponsored events, and/or while representing the College shall comply with federal, state, and local laws concerning drugs and alcohol. Students, employees, and volunteers who are legally permitted to use alcohol may do so on College property are expected to do so in a way that does not bring discredit upon themselves or the College or interfere with the rights, freedoms, or safety of others.

The College encourages individuals to seek help with drug and alcohol problems. However, nothing in this policy is intended to limit the College's ability to take action against those who violate this policy. College officials will cooperate with federal, state, and/or local authorities to ensure compliance with drug and alcohol related laws.

The College is not responsible for any actions taken by students, employees, or volunteers who are intoxicated or are under the influence of drugs or alcohol.

### **Employees and Volunteers**

All employees and volunteers must abide by this policy. Violation may result in appropriate action being taken by the College, which may include discipline up to and including termination.

Employees and volunteers must notify the Director of Human Resources within 72 hours of an arrest or conviction under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act ("the Act"), whether occurring on or off College property. A conviction under the Act will result in appropriate action, which may include discipline up to and including termination.

### **Students**

Violation of this policy by a student may result in appropriate action being taken by the College, which may include discipline up to and including dismissal from the College. The College defines its relationship with students in this area as non-custodial and stresses that there is not "special relationship" created by their status as students as it pertains to the law.

### **Drug-Free Campus Brochure**

A copy of the College's Drug-Free Campus Brochure, which is distributed annually to all College employees and students as required by the Drug-Free Workplace Act of 1968 and the Drug-Free School and Communities Act Amendments of 1989, can be found at [www.lccc.edu](http://www.lccc.edu) under Campus Safety and is also available from the Security Office of Human Resources.

## **OUR MESSAGE TO YOU**

Lehigh Carbon Community College strives to create an environment in which students can obtain a quality education. As a member of the College community, it is important for you to know that the use of alcohol or illicit drugs on campus is strictly prohibited. The use of illicit drugs or the abuse of alcohol at any time can impair your mental functions and damage your health.

You are urged to take an active role in the protection of yourself and others. If you suspect that you or someone you know may have an alcohol or other drug problem, please contact one of our trained staff or a community agency as listed in this brochure. Individuals are responsible for the consequences of their decisions.

The workplace/campus is defined as the LCCC Main Campus, LCCC Allentown at the Donley Center, LCCC at the LVIA, LCCC Tamaqua at the Morgan Center, Baum School or any other location where the employee is representing the College, or the student is attending class or a College-sponsored function.

### **Penalties**

#### **Lehigh Carbon Community College**

Violation of this policy by any employee will result in disciplinary action up to and including termination. Violation of this policy by a student will result in disciplinary action and may result in immediate suspension leading to possible dismissal.

As a condition of employment, all employees must abide by the above policy statement and any employee who is convicted of any drug violation in the workplace must inform the Director of Human Resources within 72 hours of the arrest or conviction.

### **Legal Sanctions**

#### **Commonwealth of Pennsylvania**

The Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania (Act No. 65 of April 14, 1972) identifies sanctions involving monetary fines ranging from a minimum of \$25 (underage drinking) to \$250,000 (manufacture, distribution and/or sale of illicit drugs) and imprisonments ranging from 30 days to 50 years, or both, for violations of its provisions.

Under Pennsylvania Law (Crime Code 18 Pa. C.S. 6308) it is a summary offense if anyone under 21 years of age “attempts to purchase, purchases, consumes, possesses or transports any alcohol, liquor or malt or brewed beverages.” Penalties for offenses under these provisions include restrictions in driving operator’s privileges and monetary fines.

### **Treatment Services**

While drug and alcohol rehabilitation services are not provided, the Counseling Center can provide students with support, intervention, education, and referral information. There are numerous services and/or benefits available to assist students, faculty, and staff with drug and alcohol counseling, treatment, and rehabilitation. The College Counselors are prepared for crisis intervention and possible referral to outside agencies. Human Resources are available to employees for referral to outside agencies. Faculty and staff covered by medical benefits may utilize specialized benefits for drug and alcohol rehabilitative services including inpatient detoxification, residential services, and outpatient services.

### **Hot Lines:**

#### **Lehigh Carbon Community College**

Counselors (for students)	610-799-1895
Human Resources (for College employees)	610-799-1107
Employee Assistant Program (For FT College Employees)	Toll Free: 800-327-8878 LV: 610-433-8550

#### **Local Community Services**

Lehigh County Drug & Alcohol Administration	610-782-3555
Alcoholics Anonymous	610-882-0558
Center for Humanistic Change	484-443-1595
Council on Alcohol & Drug Abuse	610-437-0801
Narcotics Anonymous Help Line	610-439-1998
Schuylkill County Drug & Alcohol Administration	570-621-2890

Numbers are subject to change; please check your local directory. Numbers are provided as a service to the reader. The inclusion or exclusion of a number does not imply endorsement or purposeful omission of a particular organization.

### **Safety and Security – Security Policies**

<https://www.lccc.edu/about-lccc/safety-and-security>

### **Alcoholic Beverage and Narcotics Policy**

<https://www.lccc.edu/about-lccc/safety-and-security/security-policy>

Alcoholic beverages are prohibited on campus at all times regardless of your age and will be confiscated. Additionally, you will be asked to leave the campus. The Dean of Student Support and Success or the Director of Counseling and Community Standards will issue the necessary sanctions which may include fines, community service work, suspension or expulsion from all College activities, along with the possibility of criminal charges. All illegal narcotics are prohibited on campus and at all College-sponsored events. Anyone caught possessing, transporting, or selling a controlled substance is in violation of both College and state laws. College sanctions include fines, community service work, and expulsion from all College activities, along with the possibility of criminal charges. The Pennsylvania State Police may also be summoned. As a result, criminal charges are possible.

**Policies and Regulations Manual: Policy 2-306, Smoking**  
**Revised: February 2, 2017**

The College is dedicated to providing a healthy, comfortable, and productive environment for all employees, students, and visitors. The purpose of a smoke-free campus is to limit exposure of the College community to the effects of second hand smoke and to reduce the risk of fire in and around our buildings.

The College is a smoke-free and tobacco-free campus.

Smoking and/or the use of tobacco products is prohibited in all buildings and on all grounds of the College campus, including all College-owned and College-leased buildings and grounds and owned or leased vehicles. For purposes of this policy, tobacco products shall include lighted cigars, cigarettes, pipes, or any other form of smoking objects or devices, including electronic cigarettes or other forms of vaping and chewing tobacco.

The following fines will be imposed for violation of this policy:

- (a) First Offense: \$15
- (b) Second Offense: \$40
- (c) Third Offense: \$40
- (d) Fourth Offense: Individual is subject to disciplinary procedures as appropriate.

All smoking citations will be issued when violation of the policy is witnessed by a member of the College Security staff. The citation must be issued directly to the offender at the time of the offense.

Nonpayment of fine and excessive offenses will result in the following actions:

- (a) Employees - The name of any College employee cited for the individual's fourth offense will be forwarded to the Human Resources Office for inclusion of the offense in the employee's personal file and for disciplinary action as appropriate per the College's Policies and Regulations Manual.
- (b) Students - Breaches of this policy will be subject to the College's Policies and Regulations Manual and Student Handbook. Nonpayment of fine by any student or a student issued a citation for a fourth offense will be referred to the Dean of Student Support and Success for disciplinary action as appropriate per the College's Policies and Regulations Manual or Student Handbook and could include suspension of library privileges and/or a hold on student grades and registration.

**Smoking Cessation Programs**

The College, through the Office of Human Resources, identified smoking cessation programs for those eligible through our medical insurance carrier. Faculty and staff should, if they so desire, contact the Office of Human Resources to get all appropriate information entitled to them as part of their employee benefits. (End of Policy)

**Penalties:**

**Faculty and Staff** – Breaches of this policy will be subject to normal disciplinary procedures applicable as appropriate per the College’s Policies and Regulations Manual.

**Students** – Breaches of this policy will be subject to LCCC Code of Student Conduct procedures applicable as appropriate per the College’s Policies and Regulations Manual and Student Handbook.

**Policies & Regulations Manual: Policy 2-308, Rules and Regulations for Use of Facilities by Students, Employees, Sponsor School Districts, and Third Parties  
Revised, February 2, 2017**

The use of the facilities of the College by students, faculty, staff, sponsor school districts, and third parties is welcomed and encouraged. In order to provide for the maximum use of the facilities, the safety of participants, and the protection of the College facilities and equipment, certain procedures and regulations have been developed and are herein stated. Use of College facilities is based upon availability. College facilities will be made available to third parties, within the parameters of this Policy, provided such use does not interfere with the educational, extracurricular, or other programs of the College.

**General Rules/Regulations**

The President or his/her designee will designate a person for each event who must be on duty at all times for all student, faculty, staff, sponsor school district and third party events occurring outside normal operating hours while the College is not in session. This person shall also be responsible for opening the facility prior to it being used, shall maintain College regulations during the event, and shall close and secure the facility at the conclusion. Participants in the event are expected to comply with the instruction of such designated person in upholding regulations of the College.

A security officer must be on duty for any and all uses, pursuant to this Policy. The costs for this service will be borne by the College, provided no admission fee is charged for the event and the event is held during normal operating hours. If an admission fee is charged or the event is not held during regular operating hours, then the costs shall be borne by the sponsors of the event. The costs for the security officer will be based on the security officer’s regular rate of pay.

For student activities held in College facilities or other buildings or locations during normal school hours, a professional staff member shall be in attendance.

Requests to hold events in which an admission is charged are permitted if the event is sponsored by the College or its Foundation. Other requests for charging admission from groups such as a club, department, sponsor school district or third party will be reviewed by the President’s Cabinet. The review will be based on objective, viewpoint neutral criteria that will be developed by the President/designee and provided, in writing, to any requestor.

No event privately sponsored by a College employee will be permitted on College facilities for which an admissions charge will be made.

All events are expected to be conducted in an orderly manner and are not to be of such a nature as to incite others to disorder.

The facilities shall not be used for a purpose that is unlawful.

Gambling, the use of alcoholic beverages without authorization, the illegal use of controlled substances, and the unauthorized possession or use of lethal weapons in the buildings or on the grounds are absolutely prohibited.

The College facilities are a smoke-free and tobacco-free facility.

Signs advertising a particular event or activity that will be occurring on College facilities may be placed on appropriate College bulletin boards or display areas, provided approval has been granted in writing from the Director of Student Life. The Director of Student Life, when reviewing requests to post signs, will decide whether a sign may be posted, based on the following criteria:

1. No sign may be posted that contains lewd, vulgar, or obscene language or images.
2. No sign may be posted that has created a disruption or is likely to create a disruption to the educational program.
3. No sign may be posted that conveys support for tobacco, drugs, or alcohol.
4. All signs must explicitly state that the event is not sponsored by the College.
5. All signs must conform to reasonable time, place, and manner restrictions.

The College and persons using College facilities will not discriminate on the basis of race, color, sex, pregnancy, religion, ancestry, national origin, age (over 40 years old), disabilities, genetics, veteran status, or sexual orientation, or any other legally protected characteristic, in its educational programs, activities, admissions, or employment practices as required by applicable laws and regulations and use of College facilities. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and useable by persons with disabilities, contact the Office of Human Resources. Students may contact the Office of Disability Support Services.

All use of College facilities shall be automatically cancelled when the College is closed due to inclement weather or other emergency conditions.

For student events involving the sale of tickets or the exchange of money including the payment of royalty or other special fees or when a contract is to be entered into by the group or organization or the College, prior approval must be obtained from the Dean of Student Support and Success. The event sponsor shall provide clear evidence that proper accounting procedures will be followed and that College regulations will be upheld by signing and following procedures as delineated on the appropriate Use of Facilities Request form.

For faculty and staff-sponsored events involving the sale of tickets or the exchange of money, including the payment of royalty or other special fees or when a contract is to be entered into by the group or organization which in any way obligates the group or the College, the event sponsor shall provide clear evidence that proper accounting procedures will be followed and that the appropriate College regulations will be upheld.

There shall be a rental charge for the use of College facilities by students, faculty, staff, or sponsor school district or third parties for personal use.

The use of the College facilities by students, faculty, staff, sponsor school districts or third parties shall not be allowed to restrict or limit the normal instructional program carried on by the College. Further, the use of any College equipment shall be subject to availability and prior approval of the Special Events and Conferencing Office.

Forms to request a use shall be obtained in the office of Special Events and Conferencing Office.

**Use of Facilities by Students, Employees, and Sponsor School Districts.**

**Restricted Use.**

During scheduled credit classes, the College restricts the use of classrooms or science and/or computer labs to: (1) the assigned instructor and (2) registered students. No other persons are permitted to be in attendance with the following exceptions: (1) guest lecturers; (2) the single-day visitor; i.e., high school student exploring College options, relative of a registered student who wishes to visit for a particular reason, etc. (who must be approved by the instructor); (3) individuals providing accommodations for students with disabilities; and (4) the instructor's supervisor who will be present from time to time to conduct evaluations.

**Priority of Use.**

Use of College's facilities shall be as follows:

First priority. College activities (in order from highest to lowest priority):

- (1) Instruction – credit
- (2) Instruction – non-credit

Second priority. College-sponsored events (in order from highest to lowest priority):

- (1) Student Groups, Alumni groups or persons
- (2) Groups from the College sponsor school districts

Third priority: Third parties

Priority use of the College's Banquet/Event hall facility shall be as follows:

- (1) College activities
- (2) Groups from the College sponsor school districts
- (3) Student Groups and Alumni Events
- (4) Groups from the community that the College serves
- (5) Third party groups/individuals

When two (2) or more groups or persons in the same category make conflicting requests, the use will be granted on the basis of the forgoing priority statuses with the President determining who gets to use the facility in the event that each has the same priority.

The Special Events and Conferencing Office may reassign space already approved and assigned and try to arrange alternate facilities for the prior approved application.

### **Use of Facilities by Third Parties**

The College will provide for the use of College facilities by third parties when permission has been requested in writing and has been approved according to the following guidelines and viewpoint neutral criteria developed by the College President or designee.

No College facility shall be made available for use by a third party if its use would interfere with use by the College or by a College-related event or if its purpose as an organization or for the use violates the College's nondiscrimination policy.

If an admission fee is to be charged by any applicant, the application shall so state, and the amount of any such fee shall be consistent with admissions fees currently approved for College-related student dramatic performances, concerts, films, debates, exhibitions, athletic events, contests, and the like. The imposition of higher fees may be permitted under special circumstances, as determined by the President (such as those involving the employment of paid performers, paid stagehands, or paid musicians).

Authorization to use College facilities shall not in any way imply approval or sanction by College of either the organization authorized to use College facilities or the activity to be conducted therein, and a statement to this effect shall be included in any advertising or promotional statements or literature concerning such use and activity. All advertising or promotional statements or literature should state that the event or activity is not College sponsored and not approved or sanctioned by the College with a copy provided to the College prior to release or distribution.

Use of College facilities by applicant will not be permitted for any partisan political meeting or function. Nothing in this Policy should be construed to prohibit non-partisan political meetings.

## **Policies & Regulation Manual: Policy 3-200, Alcohol Revised: February 2, 2017 (Resolution 52.35)**

### **Philosophy**

The goal of Lehigh Carbon Community College is to create an environment in which both the responsible use and non-use of alcoholic beverages is respected and in which the line existing between responsible drinking and abuse is clearly recognized. Individuals who choose to consume alcoholic beverages should do so responsibly. The College seeks to foster a healthy environment for all members of the community. Pennsylvania law provides that it is unlawful for anyone under the age of twenty-one (21) to possess, consume, purchase, attempt to purchase, or transport alcoholic beverages. State law also provides that it is unlawful to furnish alcoholic beverages to anyone under the age of twenty-one (21). The responsible use of alcohol at any College building or on the grounds of any College location by those of legal age is a social privilege which, if abused, may be revoked by the College.

### **Purpose**

To permit the service and use of alcoholic beverages under limited circumstances at any Lehigh Carbon Community College building or on the grounds of any College location, within the context of the College philosophy on alcohol.

### **Guidelines**

#### **Scope**

1. Alcoholic beverages are not permitted at any College building or on the grounds of any College location, except during such times as approval to serve alcoholic beverages is granted by the College President or designee.
2. Those seeking approval from the College President or designee, whose decision shall be final, must provide a statement outlining all details of the event and how they will abide by this alcohol policy.
3. All Commonwealth of Pennsylvania laws and regulations governing the serving of alcohol must be observed.
4. Lehigh Carbon Community College does not and will not condone under any circumstances, the sale of or payment for any alcoholic beverages at any College building or on the grounds of any College location.
5. Lehigh Carbon Community College does not and will not condone under any circumstances, the use of alcoholic beverages by anyone under the age of twenty-one (21) years old or visibly intoxicated or permitting alcoholic beverages to be served by anyone to anyone under the age of twenty-one (21) years old or visibly intoxicated.
6. Lehigh Carbon Community College only permits alcoholic beverages to be served for on-site use at any College building or on the grounds of any College location under the terms and conditions for which approval was granted.
7. Those given account for and permission to serve alcoholic beverages pursuant to this policy shall take the appropriate measures to secure all alcohol before, during, and after the approved event.
8. Consumption of alcoholic beverages shall only be incidental to any event held at any College building or on the grounds of any College location and non-alcoholic beverages must be available at any event where alcohol has been approved to be served.
9. The College President, or designee, reserves the right to revoke the approval granted to serve alcohol at any College building or on the grounds of any College location, at any time before or during the approved event.

### **Part III**

## **Programming Inventory for Alcohol and Other Drug Programs**

### **Programming provided for Students, Faculty and Staff**

- On February 7, 2018 there was a workshop presented by the Pennsylvania Liquor Control Board. On February 19 there was a film screening of "Big Pharma" followed by a discussion. On March 21-28, 2018 the Alcohol and Other Drug Prevention/Awareness Week of programs happened. On October 26, the Art Club hosted a non-drug Halloween Dance. On November 19, faculty and staff from the Environmental Health & Safety Committee participated in a Naloxone training. For January 2019, we held a Health Care Carnival and At Your Service Fair where services and resources were presented to the student body. The Step-Up student club focused on drug awareness and prevention became an active partner. March 6 was an Alcohol and Other Drug Prevention/Awareness Event. On March 21 there was a Bystander Intervention workshop provided by Crime Victims Council of the Lehigh Valley. A Self-esteem and Healthy Relationships workshop was on March 22 and the annual Suicide Awareness and Prevention Week was April 4. In addition, Self-Care workshops were presented on November 15 and December 5.

- Information on alcohol and drug use is available on the LCCC website (<https://www.lccc.edu/academics/academic-advising/counseling-center-and-services>) under “Counseling Resources” and “Counselor Tips”. (2018-2019)
- Posted information on drug and alcohol abuse at the Donley and Morgan Centers. (2018-2019)
- A pamphlet with community resources for Lehigh, Schuylkill and Carbon counties is available through the Counseling Center and distributed to students and staff as appropriate. (2018-2019)
- Additional referral resources are maintained by counselors for use with students seeking counseling who needed substance abuse treatment. (2018-2019)

#### Wellness Fair and Vendors

- Since 2011, we have held the annual Wellness Fair in Berrier Hall, sponsored by the Athletics and Recreation department. The event is open to faculty, staff and students. Approximately 200 people attended this event.

#### PA State Troopers (610-807-3378)

Provided pamphlets and brochures, information on driving under the influence, DUI statistics, driving under the influence of drugs, Impaired driving goggles for students, staff, and faculty to try on and take a test given by the trooper.

#### Lehigh County Health Department

Provided brochures and information on drug/alcohol and substance abuse.

#### **Office of Public Safety: AOD Prevention Internal Evaluation: 2018-2019**

In keeping with the Drug-Free Schools and Community Act Amendments of 1989, the following is an internal evaluation of Lehigh Carbon Community College’s Alcohol and Other Drug (AOD) prevention program:

Evaluation measures included:

- Tracking the number of AOD-related disciplinary sanctions imposed. (Administration)
- Tracking the number of AOD-related referrals for counseling. (Faculty Counselors/Ombudsman)
- Tracking the number of persons seen for counseling during which AOD concerns are discussed. (Faculty Counselors)
- Tracking the number of AOD-related incidents recorded in logs of campus security officers. (Security)
- Tracking the number of AOD-related incidents of vandalism on campus.(Security)
- Tracking attitudes and perceptions about AOD problems on campus. (Students, Faculty, and Staff)

#### **Survey Results for Spring 2018 and Fall 2018**

Administrators:	0 sanctions 0 sanctions	Spring 2018 Fall 2018
Faculty Counselors:	3 students seen 2 students seen	Spring 2018 Fall 2018
Public Safety:	0 incidents 0 incidents	Spring 2018 Fall 2018

Comments:

Spring 2018

Administrator:	None
Counselor:	
Public Safety:	None

Fall 2018

Administrator:	None
Counselor:	None
Public Safety:	

**Survey Results for Spring 2019 and Fall 2019**

Administrators:	0 sanction 0 sanctions	Spring 2019 Fall 2019
Faculty Counselors:	0 students seen 0 students seen	Spring 2019 Fall 2019
Public Safety:	0 incidents 0 incidents	Spring 2019 Fall 2019

Comments:

Spring 2019

Administrator:	None
Counselor:	None
Public Safety:	None

Fall 2019

Administrator:	None
Counselor:	None
Public Safety:	None

## **Part IV**

### **Analysis of AOD Programming Effectiveness and Recommendations**

The Awareness & Prevention Education (A & PE) Task Force was established during the fall semester of 2013. The first task for the group was to meet and determine our mission and goals. We agreed upon the following as our guiding principles:

Alcohol and Other Drug (AOD) Program January 2018 - December 2019

#### **MISSION**

Enhance the College learning environment through implementation of alcohol and other drug policies, prevention education programs, and community services referrals.

#### **GOALS**

Provide two drug and alcohol awareness and prevention events annually for students and employees in each of the next two years. These would be in addition to the Wellness Fair. Evaluation will be completed by estimating attendance or audience reached.

Provide comprehensive listings of treatment or referral options available to students and/or employees for alcohol and drug issues. Promote through "College Voice", Intranet, and Counseling Center.

Provide Title IX information for employees and student in the form of brochure and single page fact sheet.

Review and analyze types of incidents on campus, determine if specific intervention will need to be applied that govern the conduct of students and employees.

Determine number of student concerns reported annually. Benchmark data and monitor annually, using results to recommend policy enhancements, strengthen prevention programming and service referrals. Collect data from StART, Public Safety and Human Resources databases, review annually to determine change, and recommend AOD program enhancements as appropriate.

#### **Recommendations for January 2020 through December 2021**

It is apparent the College has increased awareness and prevention education activities in the campus community regarding alcohol and other drug use. Throughout the period of assessment for this report, the focus of these activities has been more heavily awareness building in nature, with a smaller percentage taking a more clearly educational approach. Given the participation and engagement levels demonstrated by students and employees, it appears that awareness, interest and desire to learn more about alcohol and other drug related concerns has increased. In addition, more people appear to know where to seek help on campus, and where to find the policies that govern the campus community. This observation comes from anecdotal reporting from the employees in various service departments.

1. "Effective 2018, the Awareness and Prevention Education Task Force Committee will be dissolved. Moving forward, the Director of Human Resources and Dean of Student Support and

Success will continue to work closely together to ensure activities and events are schedule. Ad hoc committees will be formed as needed for such things as climate surveys and the updating of the AOD Biennial Review and AOD Program Plan.” Move from an Alcohol and Other Drug Task Force to working groups that gather for specific event planning and implementation. Completion of this Biennial Report will be the responsibility of the Director of HR and the Director of Community Standards with feedback from those departments with traditional involvement with this project.

2. At least one AOD program should be scheduled for each semester. Alcohol and Other Drug Awareness Event and/or tabling in the cafeteria should continue and take place during the fall and spring semesters. These programs and workshops should be coordinated primarily by Counseling Services, Student Life (including student clubs and organizations), and Public Safety with other departmental involvement as needed.
3. Continue to update the Counseling Resources, Counselor Tips, and Counseling Center webpage with community resources for Lehigh, Schuylkill, and Carbon counties.
4. Wellness Fair – should this continue as positions are removed and new positions are developed at the College? Feedback from the Director of Athletics should be sought that includes feedback on vendor evaluations. If continuing with the program, seek participation of Highmark BlueShield and EAP (Employee Assistance Program) if not already involved.
5. Continue to report out information gathered by Public Safety and Student Conduct through required reporting mechanisms and the campus website.
6. Offer Professional Development workshops with focus on AOD topics and include in College Voice.
7. Continue to explore possible implementation of a nationally normed survey (such as the ACHA NCHA Survey) for distribution to students to establish what types of services and programs may be most helpful. Consider the climate survey requirements as well.
8. Continue to implement a Wellness Survey that includes AOD issues for distribution to employees, to help in determining further programming for employees.
9. Explore AOD online awareness programs similar to the Sexual Harassment program that all employees complete.