

**Alcohol and Other Drug (AOD) Program
Biennial Review for 2011-2013 and
AOD Program Plan for 2014-2016**

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Prepared by the Awareness & Prevention Education Task Force

Peggy Heim, co-chair

Donna Willams, co-chair

Jocelyn Beck

Brian DeLong

Cheryl Doll

Gene Eden

Jeffrey Herman

Dennis Peters

Michelle Mitchell

Richard Snyder

Joyce Thompson

**Awareness & Prevention Education (A & PE) Task Force
Alcohol and Other Drug (AOD) Program Biennial Review for 2011-2013 and
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Part 1

AOD Policy and Programming Inventories

Alcohol and Other Drug Policies Summary:

Lehigh Carbon Community College has enacted drug and alcohol policies for employees, staff, faculty and students. These policies are reviewed annually to ensure current practices and programs are followed. These policies are accessed in a variety of locations to provide the widest audience notification and access. They are available to employees, staff and faculty through the intranet in the college policy and procedure manual. Students have the policy available through the student handbook and through the lccc.edu intranet connection. Other links provide access to the Drug-Free Campus policy as well. Lastly, to provide uniformity, included is the Facilities Use policy, which reinforces the use of alcohol and smoking on our campus and sites for visitors. The drug and alcohol policies and procedures are referenced and with links in our Annual Security Report.

All listed policies and procedures identify those acts prohibited and a range of disciplinary and referral actions to be taken. Drug-Free Campus policy also identifies federal and state laws that can be applied and the appropriate disposition for violation of those acts. Lastly, the Drug-Free Campus policy adds a complimentary portion that identifies the health risks involved in using controlled substances.

The college drug and alcohol policies are included in this document on pages 2 - 9.

Alcohol and Other Drug Programming Summary:

Programming activities ranged from scheduled events, handouts to surveys.

Faculty counselors held a scheduled event for Alcohol Abuse Awareness. In addition to website counseling information, made pamphlets available at the main campus and sites and provide counseling referral resources to students. They also participated in the annual Wellness Festival.

Student Government Association participated in the Wellness Fair with vendors on drug and alcohol abuse, Pennsylvania State Police providing drug and alcohol information and the Lehigh County Health Department handing out information on substance and alcohol abuse.

Public Safety Department conducts a two year survey that provides a summary of drug and alcohol issues within the college. Areas surveyed are administrators, faculty counselors and public safety. These areas show activity in incidents reported, referrals and discipline for drug and alcohol reported issues.

The programming activities for this review period are listed in this document on pages 9-10. Also included are the results of an internal evaluation of AOD concerns as reported to the Office of Public Safety & Security, on pages 10 -11.

Part 2

Alcohol and Other Drug Policies Inventory

1. *Employees/Staff/Faculty Policy and Procedure Manual*

Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program Revised: February 2013

It is the policy of the College to maintain a drug-free workplace and educational institution. This institution 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. Recognizing that alcohol and drug abuse pose a direct threat to this goal, this institution is committed to assuring a drug-free environment for all of its employees and students.

No employee or student may manufacture, distribute, dispense, sell, illegally possess, or illegally use in the workplace/campus alcohol or a controlled substance, as defined by the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989. Employees and students should also refrain from the abuse and/or overuse of prescription and over-the-counter drugs. The workplace/campus is defined as the Schnecksville campus, Donley Center, Airport Site, Carbon Center, 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.

Violation of this policy by any employee will result in disciplinary action up to and including termination. Violation of this policy by a student may result in immediate suspension leading to possible dismissal. Suspected drug abuse must be reported immediately to the Director of Human Resources.

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 five (5) days of the conviction. The College is required to notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

Any employee so convicted is subject to disciplinary action up to and including termination. At the College's option, the College may require that the employee enter a rehabilitation program within thirty (30) days of the College receiving notice of conviction. Although the use/abuse of alcohol and other drugs at the workplace/campus will not be tolerated, the employee/student will be encouraged to utilize the opportunity to get help.

The College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise students and employees that convictions or violations of these laws can lead to fines and/or imprisonment.

This policy statement does not create an employment contract or otherwise limit this institution's management rights, including the right to revise this policy.

2. STUDENTS AND STAFF POLICY (INTRANET)

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.

STATEMENT OF POLICY

Alcohol and Illegal Drugs Will Not Be Tolerated at Lehigh Carbon Community College.

It is the policy of the College to maintain a drug-free workplace and educational institution. This institution 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. Recognizing that alcohol and drug abuse pose a direct threat to this goal, this institution is committed to assuring a drug-free environment for all of its employees and students.

No employee or student may manufacture, distribute, dispense, sell, illegally possess, or illegally use in the workplace/campus alcohol or a controlled substance, as defined by the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989. Employees and students should also refrain from the abuse and/or overuse of prescription and over-the-counter drugs.

The workplace/campus is defined as the Schnecksville campus, Donley Center, Airport Site, Carbon Center, 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 five days of the conviction. The College is required to notify the proper federal agency of this conviction within ten days of receiving a notice of conviction from the employee.

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

The College does not offer clinical treatment services of any kind. 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*)..... 610-799-1137
Human Resources (*for College employees*)..... 610-799-1107

Local Community Services

Al-Anon—Allentown District 610-778-2066
Al-Anon—World Service Office 1-888-425-2666
Alcohol & Drug Dependence Center—Lehigh Valley..... 610-867-3986
Alcoholics Anonymous 610-882-0558
Center for Humanistic Change 484-821-0375
Confront..... 610-437-0148
Council on Alcohol & Drug Abuse Prevention &
Treatment 610-437-0801
Narcotics Abuse 24 Hour Helpline & Treatment 1-877-579-0078
Narcotics Anonymous Help Line 610-439-1998

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.

3. Safety and Security – Security Policies Intranet Link www.lccc.edu

Alcoholic Beverage and Narcotics Policy

Alcoholic beverages are prohibited on campus at all times regardless of your age. If you are caught with alcohol on campus, it will be confiscated, and you will be asked to leave the campus. Students caught with alcohol on campus will have their I.D. taken. They will then pick up their I.D. at the Student Services Office. The Dean of Students 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.

4. **Smoking, Policies and Procedures Manual** **Revised: February 2014 2012**

Lehigh Carbon Community College is dedicated to providing a healthy, comfortable and productive environment for all employees, students and visitors.

Purpose

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. The College has adopted the following policy related to smoking and tobacco use:

Smoking and/or the use of tobacco products is prohibited in all buildings and on all grounds of the Schnecksville campus of Lehigh Carbon Community College. Smoking and/or the use of tobacco products **including lighted cigars, cigarettes, pipes or any other form of smoking objects or devices including electronic cigarettes** are prohibited at all other College-owned and College leased buildings and grounds and owned or leased vehicles.

The following fines will be imposed:

- First Offense: \$15
- Second Offense: \$40
- Third Offense: \$40
- Fourth Offense: Individual is subject to disciplinary procedures as appropriate.

Nonpayment of fine may initiate disciplinary procedures as appropriate per the College's Policies and Procedures Manual and Student Handbook and/or suspension of library privileges and/or a hold on student grades. 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:

1. 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 deemed appropriate.
2. Nonpayment of fine by any student or a student issued a citation for a fourth offense will be referred to the Dean of Student Development for disciplinary action as appropriate per the College's Policies and Procedures 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.

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

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

5. LEHIGH CARBON COMMUNITY COLLEGE RULES AND REGULATIONS FOR USE OF COLLEGE FACILITIES (ALCOHOL AND SMOKING POLICY) - POLICIES AND PROCEDURAL MANUAL

General Information

1. Special Events and Conferences at Lehigh Carbon Community College (‘LCCC’) are scheduled on a first-come first-serve basis.
2. Any meeting, training, workshop, seminar or conference of a non-academic, departmental, student organization, alumni, sponsor school district, co-curricular, non-college or social event are scheduled through the Special Event and Conferencing Office (610-799-1175).
3. Any event involving academic credit, credit exams, computer labs, non-credit course or academic support or required as part of a class must be scheduled through the Enrollment Services Office (610-799-1171).
4. Facilities Use Contract must be signed by the responsible individual applicant or by the duly authorized officer or officers of the group or organization making the application.
5. No partisan political meeting or function, or religious service or meeting may be held except if the use is approved as educational and open to the public.
6. To determine potential conflicts with your event and other events scheduled on campus either contact the Special Events and Conferencing Office or check the on-line Events Calendar through the College’s Portal system.
7. When scheduling your event consider whether you would like the event to be private and non-published or whether the event is public and posted on the events calendar.
8. LCCC reserves the right to amend, change, or cancel any of the rules and regulations herein set forth at any time and without prior notice.

Event Fees

1. Checks should be made payable to Lehigh Carbon Community College.
2. LCCC reserves the right to require the applicant to post a cash deposit to serve as a guarantee that the facility will be left in a condition satisfactory to the college after its use by the applicant.
3. The deposit is to be made at the time the Facilities Use contract is signed to confirm the reservation.
4. Charges for college custodial, security, and technical services shall be in addition to the rental charge set forth herein. The need for these services and the charges to be made shall be as determined by the college.

Insurance Requirements

1. A certificate of insurance naming Lehigh Carbon Community College as an additional insured indicating coverage in the amount of \$100,000 per occurrence and \$500,000 aggregate general liability, to include bodily injury insurance, shall be furnished by

- applicant as a prerequisite to applicant's use of the college physical education/auditorium facility. Such certificate shall be submitted to the Special Event and Conferencing Office with the Facilities Use contract.
2. Applicant must execute an agreement indemnifying and holding harmless the college and its employees against any and all claims arising out of or incident to such use of the facility.

General Policies

Alcohol

1. 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.
2. State law also provides that it is unlawful to furnish alcoholic beverages to anyone under the age of twenty-one (21).
3. All Commonwealth of Pennsylvania laws and regulations governing the serving of alcohol must be observed.
4. 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.
5. LCCC 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.
6. LCCC has pre-screened and awarded permission to three area vendors to hold and serve alcohol for functions at any College building or on the grounds of any College location, at any time before or during the approved event. Please contact Special Events and Conferencing Office for this information. Only these three vendors are permitted to bring and/or serve alcohol for scheduled events.
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. 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.

Food Serve

1. Lehigh Carbon Community College's contracted culinary team, CulinArt, Inc., has exclusive catering rights for all food service on site.
2. Food and/or catering must be discussed and negotiated with CulinArt, Inc.

Smoking

1. LCCC is a smoke free environment. No smoking is allowed in, around or outside college buildings. This is enforced by Campus Security.

Parking

1. Parking is complimentary for guests.
2. Parking is limited to the designated parking lots. All vehicles illegally parked will be ticketed or towed at the owner's expense. This is enforced by Campus Security.

Occupancy

1. The number of occupants must be limited to the safe capacity of the room or facility as determined by law. The user of the College facilities is required to limit attendance so as not to exceed the designated capacity of the requested facility. Room capacities will be enforced by Campus Security.

2. The rooms will be set up as identified on the Facilities Request Form, moving or removal of furniture is not permitted without permission. Assistance is provided by the LCCC on-site representative.
3. The use of the facility shall be restricted to the purpose specified in the approved application, and participants shall confine themselves to the general area assigned for their use. The college reserves the right to restrict and supervise such use so as to carry into effect the provisions and intent of these rules and regulations. The college also reserves the right to evict applicant for violation of these rules and regulations.
4. Applicant shall be responsible for any and all damage to college property and/or equipment. Any deliberate destruction or misuse of property will result in cost of repairs or replacement of the property and future denial of use of facilities to the applicant.

Emergency Situations

1. Gambling and the illegal use of controlled substances are strictly prohibited. Alcoholic beverages and food consumption must be confined to those areas clearly designated for that purpose.
2. Emergency situations of an illegal activity observed will be reported to the state authorities. Inappropriate use of the facilities or use different than what was applied for, or exceeding the room or facility legal capacity approval for use may result in permission being revoked immediately by the LCCC on-site representative.
3. Authorization to use the facility is granted for legitimate purposes only and applicant shall assume full responsibility for any unlawful act committed by participant or participants while on college property.
4. Emergency situations of a health nature will require local emergency services agency to be contacted. Campus Security can assist in this matter.

Signage and Decorations

1. No signs or other publicity materials will be permitted to be posted anywhere on campus without prior approval from the President or designee.
2. In the event any such sign is permitted, its prompt removal following the event will be the responsibility of the user. Signs may not be affixed to any College sign, building or property.
3. Nothing may be attached to walls or ceiling with tape, nails, thumbtacks, glue, or fastening product. Use of easels, tables or other temporary stands to display materials is permitted.
4. Decorations, scenery, exhibits, banners, posters, and any other equipment not supplied by the college are not to be used without prior approval by the President or designee.
5. Floral arrangements must have protective material underneath.
6. Any device capable of producing an open flame or combustible materials is prohibited.
7. Animals and/or pets are prohibited, exceptions are with disability aid animals or horse drawn carriage with the prior approval of the President or designee.
8. The College's name and/or logo shall not appear in any advertising or promotional materials, without prior approval by the President or designee, except to indicate the location of the event.
9. Authorization to use college facilities shall not in any way imply approval or sanction by the college of either the applicant authorized to use the facility or the activity to be conducted therein by the applicant. A statement to this effect shall be included by applicant in any advertisements, promotional statements, or literature concerning such use or event.

Outside Electronic Equipment

1. Equipment may not be brought onto the College grounds and connected to electrical services without prior approval and assistance from the College's A/V staff.
2. Computer equipment or software may not be connected to or make use of the campus network or of the College's internet connectivity without prior approval by the President or designee and assistance from the College's A/V staff.
3. Media for presentations must be provided to LCCC A/V staff 3 days prior to the event.
4. Live music or live band is allowable with prior permission from the President or designee.

PART 3

Programming Inventory for Alcohol and Other Drug Programs

Faculty Counselors

- In March 2012 we held an Alcohol Abuse Awareness Event in the cafeteria. We had a table which included brochures on the abuse of alcohol and other drugs. "Blood Alcohol Concentration" wallet cards were distributed to students who wanted one. A representative of the Lehigh Valley Drug & Alcohol Intake Unit also participated in this event. A screening form based on the "Alcohol Use Disorders Identification Test" was available for students to complete.
- Information on alcohol and drug use is available on the LCCC website under "Counseling Resources" and "Counselor Tips". (2012-2013)
- Posted information on drug and alcohol abuse at the Donley Center on my "Counseling Tips of the Week" flyer. (2012-2013)
- A pamphlet with community resources for Lehigh, Schuylkill and Carbon counties is available through the counselors and distributed to students and staff as appropriate. (2012-2013)
- Referral resources maintained by me for use with students seeking counseling who need substance abuse treatment. (2012-2013)

In 2012-2013, we held the annual wellness fair in Berrier Hall.

The wellness fair is open to faculty, staff and student. Approximately 100 people went through the fair each day.

Student Government Association

Wellness Fair vendors: drug and alcohol abuse information

- PA state police trooper William Griffith [610-807-3378](tel: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 and alcohol and substance abuse.

Office of Public Safety: AOD Prevention Internal Evaluation: 2012-2013

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/Ombudsman)
- 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 2012 and Fall 2012:

Administrators:	0 disciplinary sanctions	Spring 2012
	1 disciplinary sanctions	Fall 2012
Faculty Counselors:	11 students seen	Spring 2012
	2 students seen	Fall 2012
Security:	2 incidents	Spring 2012
	1 incident	Fall 2012

Comments:

Spring 2012:

Administrator:	None
Counselor:	None
Security:	None

Fall 2012:

Administrator:	None
Counselor:	None
Security:	None

Survey Results for Spring 2013 and Fall 2013:

Administrators:	3 disciplinary sanctions	Spring 2013
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	0 disciplinary sanctions	Fall 2013
Faculty Counselors:	2 students seen	Spring 2013
	0 students seen	Fall 2013
Security:	1 incident	Spring 2013
	0 incidents	Fall 2013

Comments:

Spring 2013

Administrator: Warnings regarding alcohol use.

Counselor: When counseling gets more off the ground, we will probably see more.

Security: None

Fall 2013:

Administrator: None

Counselor comments: None

Security comments: None

PART 4

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 2014 - January 2016**

MISSION

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

GOALS

Increase drug and alcohol awareness and prevention programs available to students and employees by two additional events/programs in each of the next two years. These would be in addition to the Wellness Fair. Evaluate by presenting the programs and documenting 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 other mass postings. Evaluate by polling the listed referral or treatment agencies for usage (number of referrals or users only, no names).

Assess effectiveness of current alcohol and other drug policies that govern the conduct of students and employees. Determine number of concerns reported annually, general categories of outcomes, number of referrals for community services. Benchmark data

and monitor annually, using results to recommend policy enhancements, strengthen prevention programming and service referrals.

Reduce the number of reported alcohol and other drug related behavioral concerns by 10% for students and employees within the 2 year period. Collect data from StART, Public Safety and Human Resources databases, review annually to determine change, and recommend AOD program enhancements as appropriate.

History at Lehigh Carbon Community College

Prior to the formation of this task force, there was not a coordinated alcohol and other drug awareness program in place at LCCC. Different departments and offices presented activities and programs on their own. These activities were gathered by the task force and reviewed by Cheryl Doll and Brian DeLong for this analysis. We believe that these programs should continue in a slightly revamped format with feedback from the task force.

There do need to be goals or learning outcomes assigned to each event to better measure rate of success. These should be in keeping with the awareness and prevention mission and goals set by the task force. Unfortunately, there does not seem to have been much done in the way of evaluation to determine the effectiveness of these programs for us to report on. These are areas we will need to improve upon in the future.

Activities/Events identified by Task Force:

Faculty Counselors

- a. Alcohol Abuse Awareness Event in the cafeteria – table event. "Blood Alcohol Concentration" wallet cards were distributed to students who wanted one. Informational brochures were distributed. A representative of the Lehigh Valley Drug & Alcohol Intake Unit also participated in this event. A screening form based on the "Alcohol Use Disorders Identification Test" was available for students to complete.
- b. Information on alcohol and drug use is available on the LCCC website under "Counseling Resources" and "Counselor Tips". (2012-2013)
- c. Posted information on drug and alcohol abuse at the Donley Center on the "Counseling Tips of the Week" flyer. (2012-2013)
- d. A pamphlet with community resources for Lehigh, Schuylkill and Carbon counties is available through the counselors and distributed to students and staff as appropriate. (2012-2013)

Student Government Association and Athletics

- a. Wellness Fair in Berrier Hall – vendors, drug and alcohol abuse information

PA state police trooper William Griffith 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 and alcohol and substance abuse.

Public Safety and Conduct

- a. Continue to gather data and information from employees through survey. Continue to record and maintain conduct data in StART.

Recommendations from Task Force for moving forward:

1. Alcohol Awareness Event table in the cafeteria should continue and take place during the fall semester.
2. Counseling Center website will be revamped with opening of new center.
3. Update the Counseling Resources and Counselor Tips.
4. Update pamphlet with community resources for Lehigh, Schuylkill and Carbon counties.
5. **NEW** Pamphlet with community resources to be included in all orientation folders for new students and new employees.
6. Wellness Fair - task force should discuss timing of the Wellness Fair, feedback by Jocelyn on vendor evaluations and determine best approach. Highmark and EAP should participate if not already involved.
7. Continue to report out information gathered by Public Safety and Student Conduct through required reporting mechanisms and the campus website.
8. **NEW** Offer Professional Development workshops with focus on AOD topics.
9. **NEW** Create and implement a Wellness Survey with emphasis on AOD issues for distribution to students to establish what types of services and programs are wanted by the campus community.
10. **NEW** Create and implement a Wellness Survey with emphasis on AOD issues for distribution to employees for same information. HR will contact Highmark regarding possible survey options.
11. **NEW** Create or purchase an AOD online assessment program similar to the Sexual Harassment program that all employees must complete. HR will investigate available online assessment options.
12. **NEW** Awareness and Prevention Education Task Force should implement a monthly wellness table in the cafeteria with focus on different topics including AOD. Recommend that students be added as members of the task force.
13. **NEW** Provide weekly blurb in College Voice and on the Portal with information about AOD and other wellness topics.
14. **NEW** Create and implement an AOD Awareness Event for national Alcohol Awareness month in April
 - event open to students, employees and community
 - event in CSC to include 2 presentations by Timothy Silvestri from Lafayette University

- tables in lobby with campus services and AOD representatives from community agencies (State Police, Al-Anon, Alcohol & Drug Dependence Center, AA, Council on Alcohol & Drug Abuse Prevention & Treatment, Substance Abuse Screening Services, etc.)

Each activity, program or workshop should have a set goal or learning outcome that can be measured by assessment. These need to be aligned with the overall mission and goals of the AOD Program as developed by the Awareness & Prevention Education Task Force. The Wellness survey could theoretically be the pre-test and each activity should include a post evaluation (in person, online). Attendance should be recorded as best as possible for each event. Polling of campus and referral agencies on usage may also be utilized for assessment purposes.