



**DRUG AND ALCOHOL PREVENTION PROGRAM
BIENNIAL REVIEW**

Completed February 13, 2015

Biennial Review of Huston-Tillotson University's Alcohol and Other Drug Programs --- 2012-2014

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Huston-Tillotson University (HT) to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by HT students and employees both on its premises and as a part of any of its activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the 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 illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Huston-Tillotson University acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the university fulfills the requirements of the previously mentioned Federal regulations. The Dean of Student Affairs along with the Director of Human Resources and the Director of Campus Safety is responsible for conducting the review and

reporting on the findings. The Dean of Student Affairs serves as the leading student affairs officer. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

The following campus units provide information for biennial reports:

- Residence Hall Directors
- Campus Safety Officers
- Campus Life Director
- Counseling and Consultation Center
- Athletic Director and Coaches
- Center for Academic Excellence (First Year Experience Coordinator)
- Human Resources Office
- Health Programs e.g. University Nurse

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on the Huston-Tillotson University campus during the 2012-2013 and 2013- 2014 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided to students on the HT campus
- Policy inventory of Athletic Policies related to Drugs and Alcohol Prevention
- Policy inventory of Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- Policy inventory of Employee Handbook policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- Program inventory of health programs related to drug and alcohol prevention
- Various resources available to students and employees regarding drug and alcohol abuse on the HT campus
- Policy inventory of Residence Life policies related to drugs and alcohol prevention
- Incident reports in the Dean of Student Affairs Office related to any possible infractions of the drug and alcohol policy presented to students
- Local, State and Federal Mandates

Compliance with Drug-Free Schools and Communities Act:

Under the Drug-Free Schools and communities Act Amendments of 1989, all Huston-Tillotson University (HT) employees and students are informed that strictly enforced policies are in place which prohibits the possession, use or distribution of any illicit drugs, including alcohol on HT property or as a part of any HT sponsored activity except as noted below. Students and employees are also subject to all applicable legal sanctions under local, state, or federal law for any offenses involving illicit drugs on HT property or at HT sponsored activities/events. This information is located on Counseling and Consultation Center, Health Services, and Title IX websites and the Consumer Information page on the HT website, as well as in the Student Handbook and in the Campus Community Policies and Procedures. The written material contains the following:

- Standards of conduct regarding the sale, service, distribution, and consumption of alcoholic beverages, or illegal drugs on university property or at college/university-sponsored events.
- A description of health risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state or federal law.
- A description of university services or treatment programs
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be distributed to all students via the following HT websites; Counseling and Consultation, Title IX, and Health Services. The policy will be discussed with students during orientation sessions and by the Title IX Coordinator and his outreach to student organizations throughout campus. The federally mandated policy about alcohol and other drugs will be available to the campus community in the Policy and Procedures Manual Volume II (Campus Community), Policy and Procedures Manual Volume VII (Student Handbook) and will also be accessible via the Consumer Information page on the University's website. In addition the alcohol and drug policy will be presented via email to all employees and in a presentation at the Faculty and Staff Institute each fall. All new hires will be required to acknowledge that they are familiar the policy through on-line access.

Alcohol- and- Drug- free Campus Workplace Policy:

Huston-Tillotson University is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The university recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The university also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the institution's ability

to fulfill its mission of providing opportunities to a diverse population for academic achievement with an emphasis on academic excellence, spiritual and ethical development, civic engagement, and leadership in a nurturing environment.

Human Resources Alcohol/Drug Violations/Sanctions incident report for Staff:

Year	Incidents in the Workplace	Outcome
2012-13	0	Not Applicable
2013-14	0	Not Applicable

Student Life Summary:

Students in violation of the Alcohol and Other Drug Policy are subject to the HT Code of Conduct and Community standards (Code) which is located in the Student Handbook. The following list includes, but is not limited to, conduct subject to disciplinary action:

- Distribution, possession, and student use of alcoholic beverages is prohibited on campus, including residence hall rooms, irrespective of age;
- Providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated;
- Taking any action or creating any situation that endangers another's mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiating into or affiliating with any organization or group or the initiation of sexual misconduct;
- Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, irrespective of age; and
- Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.

The Code further states:

Students may be accountable to both civil authorities and to the University for acts that constitute violations of the law and this Code. Those accused of violations of the Code are subject to the University disciplinary proceedings outlined in this Code while criminal, civil, or other University proceedings regarding the same conduct are pending. The University will refer matters to federal, state, and local authorities when appropriate.

Residence Hall Summary:

Huston-Tillotson University employs Residence Hall Directors and Residence Hall Assistants who are trained to enforce the Code of Conduct and Community Standards regarding alcohol and

drugs for the students residing in the two residence halls. Students found in violation of the Code of Conduct and Community Standards as articulated in the Student Handbook will be subject to administrative or disciplinary sanctions listed in the Student Handbook and can include:

- University probation
- Removal from Residence Halls for a designated period of time
- Suspension from the University
- Expulsion from the University
- Educational Sanctions
- Community Service

Drug and Alcohol Incidence Report for 2012-13 and 2010-14 Academic Year
Alcohol/Drug Violations/Sanctions for Housing:

Year	Number of Offenses in Dorms	Outcome
2012-13	0	Not Applicable
2013-14	0	Not Applicable

Enforcement:

The primary sources on campus that enforce that alcohol and drug policies are the Campus Safety Office, the Housing Directors, and the Dean of Student Affairs. For instances involving employees, the Office of Human Resources works with the Office of the President to handle interventions and/or sanctions.

Intervention:

Huston-Tillotson University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction or dependency to the attention of HT officials outside the threat of drug tests or imposition of the conduct process and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student.

Huston-Tillotson University has a contract with the Employee Assistance Program administered by Alliance Work Partners to provide confidential solution-focused counseling, guidance, training, and resources and referrals, to help promote health and well-being of HT employees.

Athletic Drug and Alcohol Policies:

Huston-Tillotson University is concerned with the health, safety and welfare of the student-athletes who participate in its programs and represent the college in competitive athletics.

Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, use of alcohol and inappropriate use of tobacco are inconsistent with the standards expected of student-athletes at Huston-Tillotson University. Substance use and abuse in sport can pose risks to a student-athlete's health/safety and negatively affect his/her academic and athletic performance. Substance use and abuse in sport may also compromise the integrity of athletic competition and the ideals of Huston-Tillotson University.

The Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our students-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug and alcohol abuse, to identify student-athletes who are improperly using drugs or alcohol and to assist them before they harm themselves or others. Furthermore, the Athletic Department recognizes its responsibility to provide educational programming that will support a positive decision-making process and rehabilitative program for those who test positive.

Alcohol, Tobacco and Other Drug Education:

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. Huston-Tillotson University will conduct a drug and alcohol education program for student-athletes a minimum of once a year. These educational programs will be designed to review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants including this policy and a list of banned substances. All student-athletes and athletics staff members are required to attend. Make-up sessions are available for participants who must miss a scheduled educational session for an approved reason. In addition to educating student-athletes and athletics staff about the various policies, a review of the institutional drug-testing program will be conducted. Dietary supplements and their inherent risks will be discussed. Time will be allowed for questions from participants. In addition, special educational programs may be arranged to provide participants the opportunity to learn more about the dangers of specific substances.

Selected types of Drug Testing:

- Unannounced Random Testing – All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random testing. Drug Free Sport, or their designee, will select the student-athletes from the official institutional squad lists by using a computerized random number program and notify the Director of Athletics or his/her designee of the student-athletes selected for testing.
- Pre-season Screening
- Reasonable Suspicion Screening
- Postseason/Championship Screening
- Re-entry Testing

- Follow-up Testing

Refusal to sign a consent form prohibits a student-athlete from participating in any intercollegiate sport at Huston-Tillotson University. Any student-athlete who tests positive for a banned substance or who refuses to submit to a required drug test, and/or who violates the terms of the safe harbor program as described in this policy shall be subject to the following sanctions:

- Suspension from practice
- Suspension from competition
- Suspension from team

Athletic Department report of random drug testing:

Year	Drug Screens Administered	Number of Positive Results
2012-13	0	0
2013-2014	20	6

Programming Activities and Distribution of Policy for 2012-2014:

- Postings on institutional websites for electronic copies of Catalog, Manuals, Consumer information, etc.
- Volume VII Student Handbook Policies and Procedures
- Volume II Campus Community Policies and Procedures
- First Year Experience Orientation
- Staying Alive--Workshop with speakers for DSHS substance abuse division provided education on substance use/abuse
- Risky Business--Workshop on the risk of drugs and alcohol.
- Mental Health Awareness Fair--representatives from DSHS substance abuse and HIV division-provided a plethora of information on substance abuse, how to get assistance and services as well as service providers
- SAMHSA EPICC Campus-Community Project collaborated with Under-Age Drinking Organization Partner to conduct tabling in the Student Union before Spring Break, March 2014.
- Through Collaboration with First Year Experience, SAMHSA EPICC Project presented substance use/alcohol policy with informational/educational materials and referral resources to First Year and other students and parents, August 2014.
- SAMHSA EPICC Campus-Community HIV and Substance Abuse Prevention/Education Project through the trained 10 students, fall 2014, in HIV peer education that included substance abuse prevention/education.

- SAMHSA EPICC Campus-Community HIV and Substance Abuse Prevention/Education Project partnered with community organizations in the offering of 2 special topics classes at HT where 20 guest speakers from community organizations delivered messages on HIV and substance abuse prevention/education.

Based on Biennial Review: Areas of Needed Improvement for 2015 -2016

1. Distribution of Drug and Alcohol Policy

- In August 2015 a Drug and Alcohol Awareness training will be held during the All employee Faculty/Staff Institute. The training will be administered by Alliance Work Partners, the University's Employee Assistance Program (EAP). The training content is geared toward educating and protecting the organization by providing employees with valuable information on the biological and professional consequences of drug/alcohol misuse in the workplace.
- Distribute to students a written statement when they sign their housing agreement informing them of the policy and directing them to the link on the HT website so that they can access the link more readily.
- SAMHSA EPICC Campus-Community Project, together with Title IX and the First Year Experience, will implement Alcohol.Edu and Haven software programs to the First Year Experience students and student organizations starting February 2015; and, it will include the substance use/alcohol policy.

2. Programs/Activities

- All of Student Affairs departments will be required to present at least one program per year, programs may be individual departments or they can be collaborative efforts.
- Encourage other areas reporting information on drug and alcohol related issues to engage in more programming/activities, either individually or collaboratively.
- SAMHSA EPICC Campus-Community HIV and Substance Abuse Prevention/Education Project is implementing substance use/alcohol prevention and education intervention, plus environmental change strategies campus-wide and in the surrounding community that additionally addresses its association with risky sexual behaviors and sexual assault; plus, the evaluation of the program's effectiveness.
- SAMHSA EPICC Campus-Community HIV and Substance Abuse Prevention/Education Project implemented update of the HT Tobacco Policy to include e-cigarettes.

3. Communicate the Need of Reporting the Required Information Properly

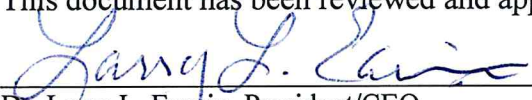
- Ensure that all reporting entities know that all program/activities and incidents need to be reported to the Dean of Student Affairs and to the Office of Campus Safety.

- Assist reporting entities in the proper reporting of incidents so that sufficient data can be obtained to effectively assess the DAAPP policy and programs.

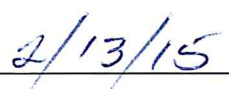
4. Measuring Policy and Program Effectiveness

- Utilize more surveys for faculty, staff and students to assess effectiveness of programs and policies
- Use of incident reports to establish consistency of sanctions
- Establish a set of measurable goals and objectives linked to identified needs

This document has been reviewed and approved by:



Dr. Larry L. Earvin, President/CEO
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Date