

Drug & Alcohol Abuse Prevention Committee Minutes

MEETING DATE:	MEETING TIME:	MEETING LOCATION:
October 2, 2018	2:00pm	Student Meeting Room, BAC
MEETING CALLED BY:	Cathy Mitchell, Vice President for Student Services	
RECORDER:	Maria R. Juarez	
ATTENDEES:	Cathy Mitchell, Misty Stine, Dennis Kelley, Kelly Rueda, Marisol Arenivas, Aaron Prebenda	
ABSENT:	Scotty Holloman and Deron Clark	

TOPICS

PERSON REPORTING:	TOPIC
Cathy Mitchell - Vice President	<ul style="list-style-type: none"> • Cathy mentioned Kerrie Mitchell in Financial Aid had finished their audit last month. In the audit, NMJC was asked to follow the standards of conduct, health risks, legal federal law sanctions, counseling/treatment, and the disciplinary sanctions for the Drug & Alcohol Prevention Program. • Cathy asked the Committee to review and make sure pgs. 51-57 in the <i>Student Handbook</i> Alcohol/Drug Agreement is accurate. • Committee reviewed the 2014 Biennial Review checklist in APPENDIX 2 as follows:
Question 1:	<p>Does the institution maintain a copy of its drug prevention program? No Cathy asked "Do we have anything to prevent drug/alcohol abuse?"</p> <ul style="list-style-type: none"> • <i>Aaron Prebenda stated offering Title 9 Certification trainings, video trainings through the web to both students/staff.</i> • <i>Marisol Arenivas offers activities such as DWI Prevention to students.</i> • <i>Kelly Rueda mentioned documentation is offered to housing students only but we can try to reach every student through CANVAS. Kelly Rueda volunteered to check with other schools on what their prevention programs are.</i>
Question 2:	<p>Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?</p> <ol style="list-style-type: none"> a) Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as part of its activities. Student-YES Staff-YES b) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol? Student-YES, <i>Misty Stine stated page 59 in the Student Handbook. Cathy Mitchell mentioned emailing students/staff annually and adding to the NMJC website.</i> c) A description of applicable legal sanctions under local, state, or federal law? Student-YES, page <i>61 in the Student Handbook.</i> d) A description of applicable counseling, treatment, or rehabilitation or re-entry programs? Student-YES, <i>pgs. 63-65 in the Student Handbook. Dennis Kelley will review the list.</i> e) A clear statement of the disciplinary sanctions the institution will impose on students and employees. Student-YES Staff-YES, <i>pgs. 51-57 in Student Handbook and the Staff Drug-Free Workplace Policy—Certification of Awareness for NMJC employees.</i>
Question 3:	<p>Are the above materials distributed to students in one of the following ways?</p> <ol style="list-style-type: none"> a) Mailed to each students (separately or included in another mailing) NO b) Through campus post offices boxes? NO c) Class schedules which are mailed to each student? NO d) During freshman orientation? NO e) During new student orientation? NO, only for housing orientation. f) In another manner (describe)?

Question 4:	Does the means of distribution provide reasonable assurance that each students receives the materials annually? YES, <i>email students twice a year and added Title 9 Certification training via the Internet to all employees.</i>
Question 5:	Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? NO, <i>we need to distribute to students thru email twice a year, canvas, QR-Codes, handouts, posters, activities twice a year, or online.</i>
Question 6:	Are the above materials distributed to staff and faculty in one of the following ways? a) Mailed? Staff-NO Faculty-NO, <i>we can email to all once a year.</i> b) Through campus post office boxes? Staff-NO Faculty-NO, <i>we can email to all once a yr.</i> c) During new employee orientation? Staff-NO Faculty-NO, <i>we can include in the new employee orientation.</i> d) In another manner (describe)? <i>ask Scotty Holloman if we can include flyers in the Human Resources New Employee packet, Dennis Kelley will check with George Garcia for the possibility to include an acknowledgement in the T-Web portal employee tab.</i>
Question 7:	Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually? Staff-NO Faculty-NO
Question 8:	Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution? Staff-NO Faculty-NO, <i>we can include in the new employee orientation.</i>
Question 9:	In what ways does the institution conduct biennial reviews of its Drug Prevention Program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced? a) Conduct student alcohol and drug use survey? Student-NO Staff-NO, <i>Marisol Arenivas and Aaron Prebenda can include surveys at Student Orientation, student activities, student mail, or virtual suggestions.</i> b) Conduct opinion survey of its students, staff, and faculty. Student-YES Staff-YES, <i>Send out surveys to students/staff or in virtual suggestion boxes.</i> c) Evaluate comments obtained from a suggestion box. Student-YES Staff-YES d) Conduct focus groups. Student-YES Staff-YES, <i>Student Government Association and staff committees.</i> e) Conduct intercepts interviews. Student-NO Staff-NO, <i>Cathy stated "Determining what is the purpose of the survey and the Program?"</i> f) Assess effectiveness of documented mandatory drug treatment referrals for students and employees. Student-NO Staff-NO, <i>Campus has no absolute tolerance for drugs.</i> g) Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees. Student-NO Staff-NO, <i>pgs. 51-53 NMJC Alcohol/Drug Agreement. 1st Offense – Ok to stay but in probation and Marisol Arenivas suggested community service. Aaron Prebenda suggested educating 1st time Offenders with video trainings, essay assignments, pamphlets, and no formal hearings would be necessary. Kelly Rueda stated sanctions will have to be determined on a case by case basis. Not all offenders are guilty 2nd Offense – kicked out if ANY violation occurs. Cathy stated "Are we sanctioning housing students differently than normal students?" Yes, it was determined disciplinary sanctions were issued according to their program of study nursing, athletics, automotive, housing, or cadet students, etc.</i>
Question 10:	Who is responsible for conducting these biennial reviews? The Drug & Alcohol Abuse Prevention Committee.
Question 11:	If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the Drug Prevention Program and the results of the biennial review? YES
Question 12:	Where is the Biennial review documentation located? <u>Name: Cathy Mitchell</u> <u>Title: Vice President for Student Services</u> <u>Department: Ben Alexander Student Center</u> <u>Phone: (575) 492-2761</u>
NEXT MEETING:	October 30, 2018 at 2:00pm, location Student Meeting Room, Ben Alexander Student Center Meeting adjourned at 3:58pm

