



PHOENIX
COLLEGE

GO FAR, CLOSE TO HOME.

Phoenix College
2014-2016
Biennial Review
Alcohol and Other Drugs Programs (AOD)
Phoenix, AZ

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Preface

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) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by **Phoenix College** 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 any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to students or employees
- 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: (1) determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed; and (2) to ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to: (1) 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 (2) the number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Phoenix College, a college of Maricopa County Community College District (MCCCD), 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 College fulfills the requirements of the aforementioned Federal regulations.

Chris Haines, Interim College President, formed a committee chaired by **Meredith Warner, Interim VP of Student Affairs** to conduct a review and participate in the review process. The members of the review committee include:

- **Nancy Navarrete, Chair of Counseling Department**
- **Meredith Warner, Interim VP of Student Affairs**
- **Dr. Heather Kruse, Dean of Students**

- **Cynthia Ramos, Director of Financial Aid**
- **Doug Sparks, Campus Safety Commander**
- **Diana Martinez, Program Advisor, Student Life and Leadership**

The intent of this document is to:

1. Meet the legal requirement of conducting a biennial review
2. Review and summarize the programs and activities related to alcohol and drug prevention during **2014-2015** and **2015-2016**.

A. Descriptions of the AOD program elements.

1. Alcohol-Free Events

As stated in the Abuse-Free Environment, AR 2.4.7, Maricopa Community Colleges closely aligns with the Drug-Free School and Communities Act of 1989 and other relevant substance abuse laws. As a college of the Maricopa County Community College District, **Phoenix College** upholds all federal, state, and District laws and policies limiting or restricting drug and alcohol use and abuse on campus. Listed below are the MCCCCD Administrative Regulations which address an Abuse-Free Environment and the Use of Alcoholic Beverages:

- AR 2.4.7 – Abuse-Free Environment – see attached policy
- AR 4.13 – Use of Alcoholic Beverages – see attached policy

Phoenix College offers a number of alcohol-free events and activities which are created and promoted throughout the campus by way of Facebook, posters, emails, fliers, information tables, and classroom announcements. These activities and events include, but are not limited to:

- Welcome week activities
- Student clubs and activities
- Graduation
- Student Success Fair
- Student Health Fair
- Sponsored dances/student government events
- Building openings/dedications
- Wellness Events
- Career Days and Fairs
- University visits

I. Creation of Service Learning or Volunteer Opportunities or Required Community Service Work

Phoenix College's Ro Pi Chapter of Phi Theta Kappa hosts a variety of community service activities for its members and the general student population. PTK's activities are promoted in classes, as well as through student email and campus flyers.

II. Alcohol Free Campus Facilities

All campus spaces and facilities are alcohol and drug free in accordance with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and comply with all federal, state, and local laws pertaining to controlled substances, including alcohol.

III. Nonalcoholic Beverages Promoted at Events

Phoenix College is dedicated to entirely alcohol free events and activities for students. No event makes any mention of or promotes alcohol or other drugs.

2. Normative Environments

I. Phoenix College promotes healthy lifestyles via Fitness and Wellness programs for students, faculty and staff. These programs have an emphasis on:

- a. Healthy Eating
- b. Good Sleep Habits
- c. Regular Physical Activity
- d. Substance abuse awareness and prevention
- e. Stress Management

The programs include routine information fairs, health and wellness activities (walks, hikes, group fitness classes, etc), classroom activities and committees who work to promote healthier lifestyles for students, faculty and staff.

II. Academic Standards

Students in all Maricopa Community Colleges, to include **Phoenix College**, are expected to maintain and cumulative grade point average of a 2.0 on a 4.0 scale in order to complete the requirements of any program of study, whether in pursuit of a degree or certificate.

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than 2.0.

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

A student on academic probation who fails to raise the cumulative grade point average 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours. Academic probation and continued probation are calculated at the conclusion of every term including summer.

III. Faculty Encouraged to Engage in Higher Level Contact with Students

Phoenix College Faculty not only participate in college mentoring programs like SASS, they also advise over 40 student clubs and organizations, like Phi Theta Kappa, NAACP, Black Student Union, Student Leadership Council, MeCHA, NASA and more.

IV. Student Leadership Promotes Positive, Healthy Norms

Phoenix College students participate in dozens of Student Leadership forums, Retreats, workshops, Councils, and Panels. Throughout the leadership programs, there is an emphasis on academic and personal success, which includes making healthy choices: exercise, nutrition, sleep, partnerships and more.

V. Students have Opportunities to Advise and Mentor Peers

Students and faculty at **Phoenix College** participate in a variety of mentoring programs with new, incoming students, as well as students who test into remedial/non-college-ready coursework.

Our Student Athlete Scholastic Success (SASS) Mentor program is specifically designed to align faculty and student athletes to ensure academic success inside and outside the classroom. The faculty mentors assist with tutoring, academic advising, counseling and periodic grade checks with each student athlete to ensure their continued success in academics, thereby assuring the student they will be able to remain eligible to play and academically successful.

Phoenix College also promotes a peer-to-peer mentoring program that partners current successful students with first-year, first-generation students who do not test college-ready. The success rates of this student population are nearly 50% higher than their peers who do not participate in mentoring.

Additionally, **Phoenix College**, maintains a Student Ambassador program for up to 20 students. Their role is to assist all students with resource needs throughout the semester – tutoring, advisement, counseling, etc. The Ambassadors also assist during peak enrollment to teach new, incoming students how to navigate the enrollment process, how to prepare for placement testing, and how to navigate their student information system efficiently and effectively.

3. Alcohol Availability

I. Alcohol is Banned or Restricted on Campus

Serving of alcoholic beverages is restricted at **Phoenix College**. In the years for which this report is concerned, (0) **event(s)** occurred in which alcohol was available. This required the express consent of the Chancellor of the Maricopa County Community College District, the closing of the venue to the public and students, and hiring of trained and registered bartenders. **Phoenix College** personnel are not permitted to purchase or transport alcohol. Administrative Regulation 4.13 prohibits the use of funds to purchase alcohol (with the exception of small amounts for cooking in the Culinary Institute for educational purposes) and the use of alcohol at college-sponsored events. State law also regulates the service, sale, distribution, and consumption of alcoholic beverages. In light of the law, **Phoenix College** does not permit the use, sale or distribution of alcoholic beverages.

II. Alcohol Use is Prohibited in Public Places

Phoenix College maintains a drug, alcohol, and tobacco free campus. No alcohol is permitted in public places or elsewhere on campus.

III. Delivery or Use of Kegs or Other Common Containers is Prohibited on Campus

Phoenix College prohibits alcohol on campus in any form.

4. Marketing and Promotion of Alcohol

I. Alcohol Advertising on Campus is Banned or Limited

Phoenix College campus severely limits advertisements of alcohol or alcoholic beverages.

II. Alcohol Industry Sponsorship for On-Campus Events is Banned or Limited

There are no on campus events which are sponsored by the alcohol industry.

III. Alcohol Promotions with Special Appeal to Underage Drinkers is Banned or Limited

Phoenix College does not participate in promotions related to drinking, underage or otherwise. Our campus and sites are located in neighborhood settings within close proximity of bars.

IV. Alcohol Promotions that Show Drinking in High-Risk Contexts is Banned or Limited

Phoenix College does not participate in promotions related to drinking.

V. Pro-Health Messages that Counterbalance Alcohol Advertising are Required

Phoenix College maintains a drug, alcohol, and tobacco free campus. This also includes the advertisement of alcohol on campus.

5. Policy Development and Enforcement

Phoenix College	2013	2014	2015
Offense			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offense	1	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	2	7	1
Arson	0	0	0
Motor Vehicle Theft	0	1	1
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	1	1	0
Weapons Possession	0	0	0
Referrals			
Liquor Law Referrals	2	0	1
Weapon Possession Referral	0	0	0
Drug Law Violation Referral	2	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
These referrals include On-Campus, Non-Campus, and Public Property			
Hate Crimes	0	0	0
1202 W Thomas Rd, Phoenix AZ 85013, 640 N 1 st Ave, Phoenix AZ, 3700 N 3 rd Ave, Phoenix, Arizona			

B. Statement of AOD program goals and a discussion of goal achievement.

I. A Statement of AOD Program Goals Phoenix College Alcohol and Other Drugs Program Goals are:

- a. Integrate AOD programs into College Preparation Courses (CPD150 and AAA115)
- b. Develop a student to student program that teaches students and our community about the issues surrounding alcohol and drug abuse and its link to unsuccessful course/program completion.
- c. More notification at student events around campus.
- d. No student conduct issues surrounding the use of alcohol and other drugs.

C. Summaries of AOD program strengths and weaknesses.

I. Summary of AOD Program Strengths

- a. Willing faculty to take on the role of advisor within the CPD and AAA courses
- b. Willing counseling faculty to absorb the role of AOD advisor during campus wide health events.
- c. Automated technology solution for distribution of annual AOD information to student population.

II. Summary of AOD Program Weaknesses

- e. There are no additional resources to fund professional development and course development for the faculty taking on the added responsibility of integrating AOD materials into their courses. The Federal Government puts more and more emphasis on side programs in order to be able to distribute Title IV, yet institutions like **Phoenix College** who have no additional resources, whose tuition rates are only \$86/credit hour and whose state funding was eliminated in 2014, are expected to pick up the additional financial burden of AOD programs – not simply notifying students and keeping campuses alcohol and drug free.
- f. While an automated announcement (attached) is sent to the students' information center, students do not know to routinely look in their "inbox" as the student information system is static and is only used during registration periods and updating personal information. The notification is often un-opened and, therefore, unread.

D. Procedures for distributing annual AOD notification to students and employees.

I. AOD Policy - Procedures for distributing annual AOD notification to students and employees.

- New employees are referred to the Employee Handbook online for their reference which outlines:
 - standards of conduct,
 - a list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol, which can be found on the Maricopa County Community College District website (<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.7-abuse-free-environment>),
 - a description of the health risks associated with the abuse of alcohol or use of illicit drugs, which can be found on the Maricopa County Community College District website (<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.7-abuse-free-environment>).
 - a list of alcohol programs that are available to employees and students and a clear statement that the IHE will impose disciplinary sanctions on students and employees for violations of the standards of conduct, which can be found on the Maricopa County Community College District website (<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.7-abuse-free-environment>),
- New students are provided a letter when they first enroll at a MCCCCD institution and every 365 days a new letter is sent to the student (letter is attached in **Appendix**).

AOD Policy and Distribution

AR 4.14 - Motor Vehicle Usage

<https://chancellor.maricopa.edu/sites/default/files/4.14.pdf>

Staff Policy Manual Policy

A-4 - Employment Standards

Policy A-18 – Drug Free Workplace Policy

C-4 – Corrective Action Principles

<https://hr.maricopa.edu/sites/default/files/spm.pdf>

AR 2.5 – Student Rights and Responsibilities

Article III: Prohibited Conduct, 3. Conduct – Rules and Regulations

G. Violation of any college or District policy, rule, or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or MCCCCD website.

H. Violation of federal, state, or local law.

- I. Use, possession, manufacturing, or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication.

Article IV: Student Code of Conduct Procedures. 2. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
 - ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
 - iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.
 - iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
 - vi. **College Suspension** - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.

<https://chancellor.maricopa.edu/public-stewardship/governance/administrativeregulations/2-students/2.5-student-rights-and-responsibilities>

E. Recommendations for revising AOD programs.

I. Recommendations for revision of AOD Programs

- d. Look for national programs to implement across the district that meet the guidelines for AOD and Title IV.
- e. Provide regional events across the district to save resources at the individual colleges.
- f. Work with the Counseling Instructional Council to ensure that AOD materials are added to all CPD/AAA courses across the district.

Addendums

1. Addendum 1 – Staff Policy Manual

- Staff Policy Manual – Policy 6.7 – Employment Standards
- Staff Policy Manual – Policy 2.4.7 – Abuse Free Environment
- Staff Policy Manual – Policy C-4 – Corrective Action Principles

2. Addendum 2 – Administrative Regulations

- Administrative Regulation 4.14 – Motor Vehicle Usage
- Administrative Regulation 2.5 – Student Rights and Responsibilities

Appendix

A. Student Letter on Drug and Alcohol Abuse Prevention

Dear Student:

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense may be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

In the student handbooks of the Maricopa Community Colleges under the [Code of Conduct](#), the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

Sanctions for Violation of Standards of Conduct Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

- Counseling services are available at Phoenix College. Students can call the Counseling Office at 602-285-7392 or visit: www.phoenixcollege.edu/counseling
- [Al-Anon](#) at 1-800-356-9996
- [National Institute on Drug Abuse Hotline](#) at 1-800-662-4357

Additionally, the Federal regulations require that students read and acknowledge the receipt of this information. By opening this message you are acknowledging receipt.

Thank you,

Maricopa Community Colleges

B. Employee Letter on Drug and Alcohol Abuse Prevention

Dear Employee:

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense may be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Besides the sanctions imposed by federal and state courts concerning controlled substance violation(s), the college will respond administratively when the offense involves a student or employee as the offender. Students and employees are subject to applicable District policies and disciplinary procedures. Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCCD premises, while conducting MCCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCCD; and use of illegal drugs.

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. People who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

- [Maricopa Community College's Employee Assistant Program \(EAP\)](#):MHN at 1-800-603-2970

- [Al-Anon](https://www.al-anon.org/) at 1-800-356-9996
- [National Institute on Drug Abuse Hotline](https://www.nidk.nih.gov/health-topics/drug-abuse-hotline) at 1-800-662-4357

Additionally, the Federal regulations require that employees read and acknowledge the receipt of this information. By opening this message, you are acknowledging receipt.