



**CUYAHOGA COMMUNITY COLLEGE**

**BIENNIAL REPORT**

**Of**

**INSTITUTIONAL COMPLIANCE**

**With the**

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

Period of Review: September 2019-September 2021



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**COMMITTEE MEMBERS**

*September 2019 – September 2020*

Tanja Foster, Benefits Manager, Jerry Sue Thornton Center  
Kevin Kuntz, Associate Professor/Counselor, Eastern Campus  
Thomas McMillan, Lt. Campus Police and Security Services  
Julia Ruane, Assistant Dean of Student Affairs, West Campus  
Megan Whitmore, Leave and Well-Being Administrator, Jerry Sue Thornton Center

**GENERAL STATEMENT**

The Drug Free Schools and Communities Act amendments of 1989 (PL 101-226) require that as a condition of receiving funds, or any other form of financial assistance under any federal program, Cuyahoga Community College and extended colleges, sites and extensions must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Cuyahoga Community College is unequivocally opposed to the misuse of lawful drugs, the possession and use of unlawful drugs and the abuse of alcohol. The policy and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

Cuyahoga Community College presents the following information for your knowledge and in promotion of a healthy lifestyle:

**STUDENT AND EMPLOYEE CODES OF CONDUCT**

**I. STUDENTS**

The Student Code of Conduct is found in the College Catalog, the Student Handbook and the College Website.

The Student Handbook, updated annually, is available to all new and returning students both electronically and hard copy.



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## **Drug Free Environment**

All colleges and universities are required to sign a certification to assure the federal government that they are doing their part in the war against drugs. Cuyahoga Community College has developed “Choose to Not Abuse”, a Campus Drug-Free Program, and has adopted a Drug Free School and Campus Policy. The College uses a variety of methods to disseminate this information, and provides additional educational opportunities/activities each year. Students with questions may be directed to the office of the Dean of Student Affairs at the Campus most convenient for the student. Educational pamphlets as well as a listing of community resources are available. In addition, students may contact any of the campus Counseling and Psychological Service Centers for counseling or other support.

## **Smoke Free Environment**

Cuyahoga Community College is dedicated to providing a safe and healthy environment for the entire College community. As a result, the College adopted a 100% Tobacco Free Campus Policy in August 2016. The policy applies to all individuals, including but not limited to employees, students, and visitors who may be located inside or outside of any buildings residences or parking lots on the grounds of any of the College locations. Tobacco is defined as all products derived from, or containing tobacco, including and not limited to those listed below:

- Cigarettes (e.g. cloves bidis, kreteks)
- Cigars and cigarettos
- Hookah smoked products
- Pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff)
- Nasal tobacco
- Electronic cigarettes and vapes or any other product intended to mimic tobacco products and/or deliver nicotine other than for the purpose of cessation, or that contains tobacco flavoring. See Appendix A for a copy of the College’s tobacco policy.

## **Student Compliance with Cuyahoga Community College Drug and Alcohol Policy**

All Cuyahoga Community College students are expected to abide by the terms of this policy. A student found to be in possession of or using an illegal drug or alcohol will be subject to appropriate sanctions.



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Such sanctions may include:

- warning (may be written or verbal)
- probation
- suspension
- dismissal
- expulsion
- possible referral for criminal prosecution

In addition, the student may be referred to an alcohol/drug counseling and/or treatment facility. If referred to an alcohol/drug counseling and/or treatment facility, the student/employee will be required to provide documentation of a completed alcohol/drug assessment/treatment program for consideration of re-instatement and/or continued enrollment.

## **Local, State, and Federal Laws and Sanctions**

Applicable legal sanctions under local, state, or federal law for the unlawful use, possession, or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from Legal Services.

**Local:** Brunswick, Cleveland, Euclid, Parma, Parma Heights, Westlake or Highland Hills Municipal Codes.

**State:** Ohio Revised Code Chapters:

- 2925 - Drug Offenses
- 3719 - Controlled Substances
- 4301 - Liquor Control Laws

**Federal:** Federal (Harrison) Narcotic Act

- Federal Narcotic Drugs
- Import and Export Act
- Federal Food Drug and Cosmetic Act
- Federal Alcohol Administration

These sanctions can include probation, fines, driver's license suspension, and/or incarceration. Future revisions, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference.



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## **Counseling and Referral**

Cuyahoga Community College Counseling and Psychological Service Centers provide personal counseling services at four campus locations. The Centers provide short-term personal counseling services by licensed counselors, social workers and psychologists for currently enrolled students. The counseling process provides Cuyahoga Community College students opportunities to explore solutions to concerns (which may include alcohol and drug use/misuse) impacting their educational experience and personal development. The role of our counselors or psychologists is to help students clarify issues, offer support, encourage a deeper understanding of these issues and provide referral information. In addition to in-person counseling services, the Centers provide information and resources on its website <http://www.tri-c.edu/counseling-center/personal-counseling.html>

Suicide is a health epidemic: it's the second leading cause of death among 25 to 34 year olds and third for ages 15 to 24 ([CDC](#)). We can help prevent suicide by learning about and destigmatizing mental health. Suicide prevention begins by building awareness of: risk factors, warning signs, and symptoms; effective communication approaches; and the many helpful available resources. There is no one single cause for suicide, but it most often occurs when stressors exceed coping ability, especially among those suffering from untreated depression or other mental health concerns ([AFSP](#)). In 2015, [House Bill 28](#) (Anielski, R-Walton Hills, OH) was signed into law, requiring public higher education institutions to develop and implement a policy to advise students and staff on suicide prevention programs. Information and resources regarding suicide prevention and mental wellness can be found here: [www.tri-c.edu/helpishere](http://www.tri-c.edu/helpishere)

The Help Is Here website is also available through a mobile app, free to students, employees and the community. It can be downloaded to a mobile device through Google Play or the Apple App Store. A video describing the various resources provided can be found on YouTube at this link: <https://youtu.be/1Fu7RAe9h1s>

## **II. EMPLOYEES**

The policy for Drug and Alcohol Use along with “Choose to Not Abuse” is distributed to each employee attending the new employee orientation. This material is also available on the College’s employee website, and each December, every employee receives an electronic copy of our drug free program via College email.

Employees may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs while on College premises or while conducting business-related activities off-campus. The legal use of prescribed drugs is permitted on the job *only* if it does not impair the ability to safely perform the essential functions of the job and does not endanger other individuals in the



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workplace.

Cuyahoga Community College reserves the right to initiate corrective action at any of the following steps of progressive discipline should an offense or performance issue be determined by the College to be sufficiently serious:

- verbal counseling
- written reprimand
- suspension/probationary status
- discharge
- possible referral for criminal prosecution

In addition, the employee may be referred to IMPACT Solutions, the College's Employee Assistance and Work Life Program administered by Behavior Management Associates, Inc. (800-227-6007 or [www.myimpactsolution.com](http://www.myimpactsolution.com)). Documentation of a completed alcohol/drug assessment/treatment program will be required for consideration of re-instatement/re-employment.

## **EVALUATION OF CURRENT PROGRAMS**

College employees and student personnel professionals volunteer to review campus programs directed at alcohol and other substance abuse. A wide range of expertise can be found on the campus in health care professionals, health care educators, licensed counselors, licensed psychologists, police personnel, students, and student life personnel. The College has chosen to make use of these individuals in planning, implementing, evaluating, and revising its Drug-Free School Policy/Program.

The following provides information about Cuyahoga Community College departments directly involved in working with students and the programs, and measures implemented throughout the College to prevent the use of alcohol or illicit drugs.

- **ATHLETICS/STUDENT ACTIVITIES**

Any student participating in any of the Athletic Programs must sign a statement regarding their awareness of the College's policy regarding the use/misuse of alcohol, tobacco or illicit drugs during any College function or athletic event. All Cuyahoga Community College students who represent the College while traveling must also sign this statement. Student athletes must also complete a mandatory substance abuse training program.

- **CAMPUS POLICE**

Cuyahoga Community College has its own police department, whose sworn officers



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enforce city, county, state and federal laws on campus. During the course of a year, campus police officers may arrest students and others for alcohol and/or other substance use or possession violations. Those arrested generally are pedestrians on campus or drivers on the periphery of campus. Liquor law violations include minor consuming, disposal to a minor and open container.

The following is a list of on-campus arrests and student conduct disciplinary proceedings during the 2019-2020 periods.

	<b>Metro</b>	<b>West</b>	<b>East</b>	<b>CCW</b>	<b>CCE</b>	<b>Westshore</b>	<b>College Wide</b>
<b>2019 On Campus Arrest</b>	11	2	1	0	0	0	14
<b>Liquor Law Violations</b>	0	1	0	0	0	0	1
<b>Drug Law Violations</b>	5	0	0	0	0	0	5
<b>Tobacco</b>	0	0	0	0	0	0	0
<b>Total</b>	5	1	0	0	0	0	6

	<b>Metro</b>	<b>West</b>	<b>East</b>	<b>CCW</b>	<b>CCE</b>	<b>Westshore</b>	<b>College Wide</b>
<b>2020 On Campus Arrest</b>	0	1	0	0	0	0	1
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0
<b>Drug Law Violations</b>	0	1	0	0	0	0	1
<b>Tobacco</b>	0	2	0	0	0	0	2
<b>Total</b>	0	3	0	0	0	0	3



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- **COUNSELING AND PSYCHOLOGICAL SERVICES CENTER**

The mission of Cuyahoga Community College Counseling and Psychological Services Center is to provide academic counseling services for current and prospective students and personal counseling, as requested, for existing students. The Centers provide free personal counseling services and will not disclose information without the student's written consent except when not prohibited by law or as part of an effort to help protect the student or others. In rare instances, applicable laws require or permit disclosure of personal information disclosed as part of the counseling process. If it is determined that a student's needs require resources or competencies beyond which the Center can provide, the counselor, social worker or psychologist will assist students with locating appropriate on or off campus resources.

If it appears the students' needs cannot be met at the Counseling Center, the psychologist or counselor will attempt to locate appropriate on or off campus resources that best meet the students' needs. Local and national referral resources can be found here: <https://www.tri-c.edu/counseling-center/personal-counseling.html>

The following resources represent several of the external evaluation tools and agencies that the counselors, social workers or psychologists use for referral purposes:

### **Alcohol and Drug Screening**

**Alcohol Screening:** <http://www.alcoholscreening.org>

A service provided by Join Together, a national project of the Boston University School of Public Health.

**Drug Screening:** <http://www.drugscreening.org>

A service provided by Join Together, a national project of the Boston University School of Public Health.

### **Alcohol and Drug Treatment Referrals and Facility Locators**

**Alcohol, Drug Addiction and Mental Health Services of Cuyahoga County**

[www.adasbcc.org](http://www.adasbcc.org)

216-241-3400

**Substance Abuse Treatment Facility Locator**





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<http://findtreatment.samhsa.gov>

Call **211** – for free and confidential information and referral help in the areas of health and human services:

[www.211cleveland.org](http://www.211cleveland.org)

<https://www.uwsgc.org/2-1-1-0>

<https://www.unitedwaymedina.org/211-first-call-help>

### **Alcohol and Drug Information**

**Substance Abuse and Mental Health Services Administration:** [www.samhsa.gov](http://www.samhsa.gov)

**Alcoholics Anonymous:** [www.aacleve.org](http://www.aacleve.org)

216-241-7387 or 1-800-835-1935

**Narcotics Anonymous:** [www.naohio.org](http://www.naohio.org)

1-800-587-4232

### **Mental Health Services**

**Alcohol, Drug Addiction and Mental Health Services of Cuyahoga County**

<http://adamhsc.org/en-US/finding-help.aspx>

216-241-3400

**Emergency Services:** A Cuyahoga County 24 hour mental health crisis, information and referral hotline: 216-623-6888

#### **• DEAN OF ACCESS AND COMPLETION**

Each of the four campuses has a separate Dean of Access and Completion in the Office of Student Affairs, whose office provides a number of services to students in addition to being responsible for disciplinary sanctions for violations of student conduct code. Through the orientation process, each student is given a copy of the Student Handbook, which directs the student to the conduct code and the College's Drug Free School and Campus Policy. The student handbook is also available to returning students in both hard copy and electronic formats.

The Office of the Dean of Student Affairs reviews student cases of substance abuse and interviews those found to be involved to determine the violation of student conduct code. The



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following table shows the number of students reported or investigated for alcohol or other drug use violations during the reporting period and the disciplinary sanctions imposed as a result of the circumstances surrounding each report.

School Year	Issue	Campus	Resolution of Conduct Case
2019	(1) Liquor Violation	West	Responsible/ DS probation and additional sanctions
2019	(5) Drug Law Violation – all parties Not Responsible	Metro	All parties found not responsible
2020	(1) Drug Law Violation - Not Responsible	West	Found not responsible
2020	(2) Tobacco Violations	West	(1) responsible – Warning ; (1) not responsible

- **FINANCIAL AID**

In general, a student who is receiving financial aid and who has a federal or state drug conviction may be disqualified from receiving federal aid. During the application process, the student certifies that he/she is eligible and does not have a drug-related conviction. Any conviction which was reversed, set aside or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless he/she was tried as an adult. Students who have been convicted of a drug-related offense may complete an acceptable rehabilitation program to reinstate their financial aid eligibility.

- **HUMAN RESOURCES**

The College’s Human Resource Department serves as a resource to employees in following the policies and procedures of The College. All employees have been made aware of these policies and eligible employees are made aware of the Employee Assistance Program, which can help them with drug and alcohol problems. All employees have Internet access through the Cuyahoga Community College web site where they can access these policies. In addition, new employees receive information on the College’s Alcohol, drugs, and tobacco policy and “Choose to Not Abuse” program during new employee orientation. The College’s Health and Well-Being Initiative also provides employees the opportunity to complete an annual Health Risk Appraisal (HRA) to better understand risks and their effect on health and productivity. Following completion of the



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HRA, full-time employees are encouraged and provided a financial incentive for participation.

## **GENERAL ASSESSMENT**

Campus housing is not available at Cuyahoga Community College; therefore, there is a relatively low incidence of alcohol and other substance abuse on the campuses. There are no campus bars or other venues on campus that sell alcohol. The alcohol and drug prevention programs at Cuyahoga Community College appear to be effective as evidenced by:

- A strong statement that Cuyahoga Community College is a drug free environment and that all violations will be addressed in accordance with College policy and local/state/federal laws.
- Counseling and Psychological Service Centers that offer free confidential counseling and when needed, appropriate referral.
- The College offers employee assistance services to full time employees and part time District 1199, SEIU employees, including any member of their household, through IMPACT Solutions the College’s Employee Assistance and Work Life Program administered by Behavior Management Associates, Inc. Services include supervisory and employee educational training regarding substance abuse issues and confidential counseling services with diagnostic assessments.

## **RECOMMENDATIONS**

Because Cuyahoga Community College recognizes that alcohol and drug abuse are serious issues, we must continue to develop effective programs and policies to combat this issue. As recommended in the previous report, a Drug-Free Schools and Communities Act Committee, composed of Human Resource personnel, psychologists, campus police officer’s student affairs personnel, and representation, will continue to meet regularly to:

- update existing programs and/or develop new programs to assure institutional compliance
- utilize the “supplemental checklist” to strengthen our current program and awareness
- produce the next Biennial Report of Institutional Compliance with the Drug-Free Schools and Communities Act no later than December 31, 2020.