



# **Chandler Gilbert Community College**

**2018-2020**

**Bi-Annual Review**

**Alcohol and Other Drug  
Programs**

**(AOD)**

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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 by Chandler Gilbert Community College (CGCC) students and employees on its premises and as a part of any of its activities. At a minimum, each institution of higher education must distribute the following in writing to all students and employees annually:

- 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, or rehabilitation, or re-entry programs that are available to employees or students
- 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) ensuring 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 its 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.

Chandler Gilbert Community 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 determine if the College fulfills the requirements of the aforementioned Federal regulations.

Veronica Hipolito, Vice President of Student Affairs led a team that included Michael Greene, Director of Student Life and Leadership and Yvette Strickling, Student Rights and Responsibilities Program Analyst to review AOD requirement and complete the report.

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 the 2018-2019 and 2019-2020 academic years.

## **A. Descriptions of the AOD program elements**

### **1. Alcohol-Free Events**

As stated in the Abuse-Free Environment, AR 2.4.7, Maricopa County Community College District (MCCCD) closely aligns with the Drug-Free School and Communities Act of 1989 and other relevant substance abuse laws. As a college of MCCCD, Chandler Gilbert Community 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 MCCCD Administrative Regulations that address an Abuse-Free Environment and the Use of Alcoholic Beverages:

- AR 2.4.7 – Abuse-Free Environment  
<https://district.maricopa.edu/regulations/admin-regs/section-2/2-4> AR 4.13
- Alcoholic Beverages-Usage Regulation  
<https://district.maricopa.edu/regulations/admin-regs/section-4/4-13>

Chandler Gilbert Community College offers a number of alcohol-free events, and activities are promoted throughout the campus by way of social media, posters, emails, fliers, information tables, and classroom announcements. These activities and events include, but are not limited to:

- Welcome Week activities
- Student club activities
- Commencement
- Student Leadership Retreat
- Service events including Into the Streets
- Cultural Heritage Festivals
- Wellness events
- Career Days and Fairs
- Athletic events

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

Chandler-Gilbert Community College is proud to offer Service-Learning experiences in partnership with our co-educators to provide meaningful and academically rigorous learning experiences for students. Chandler-Gilbert Community College encourages and supports service-learning experiences for students that will benefit them academically, personally, and professionally while cultivating cognitive, attitudinal and behavioral gains in the area of civic engagement.

Chandler-Gilbert Community College has defined Service-Learning as a combination of academic instruction and meaningful service in the larger community. The following components are critical in designing and implementing service-learning projects:

- **Learning** - Intentional connection to curriculum
- **Service** - Meeting community-determined needs of Local, National and/or Global communities
- **Reflection** - Connecting service and learning experiences to gain deeper understanding
- **Assessment** - Evaluate the learning
- **Celebration** - Recognize the contribution to the community

Chandler-Gilbert Community College uses CoyoteConnect powered by Engage to promote all of its Student Life and Leadership Programs as well as social media, flyers, the Howler Newsletter and campus signage to promote these events. Large scale service events including Into the Street are complimented by events that occur through individual courses.

## **II. Alcohol-Free Campus Facilities**

All campus spaces and facilities as are all Maricopa County Community College District buildings and properties, 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.

Chandler Gilbert Community College offers indoor and outdoor public lounge spaces at all campus sites in addition to cafés that serve breakfast, lunch, and dinner. A lactation/quiet room is open to students and staff in addition to academic support areas including the Computer Commons, Library, and Tutoring Center.

CGCC offers a Student Pavilion at the Pecos Campus where students are encouraged to use the computers, participate in student forums, and congregate with other students. At the CGCC Williams Campus, students congregate at Bridget Hall for dining, study and social space. The Student Pavilion and Bridget Hall are both alcohol-free setting.

During the pandemic (2020-21), the campus is closed, with limited services available in the Computer Lab and Bridget Hall at the Williams Campus. The campus is staffed with College Police during all service hours and available 24/7.

## **III. Nonalcoholic Beverages Promoted at Events**

Chandler Gilbert Community College is dedicated entirely to alcohol-free events and activities for students. No event mentions or promotes alcohol or other drugs.

## **2. Normative Environments**

### **I. Pro-health Messages Publicized on Campus.**

The Student Life Office uses Coyote Connect and a student newsletter to promote student events that promote wellness including healthy eating. CGCC uses social media to promote health and wellness messaging on a regular schedule. Faculty and staff promote health wellness events hosted by Student Life and Leadership, and the CGCC Wellness Committee. An example of this includes the annual Veterans Walk/Run event. Some courses expose to wellness topics including (HES100) courses, as part of the curriculum, students learn of the negative effects of alcohol and other drugs.

CGCC maintain a student resource page with information and community resources for substance abuse prevention and recovery.

Wellness Maricopa promotes other activities including:

- Health screenings
- Flu shots
- M.O.M. (Mobile Mammography)
- P.O.P. (Prostate exam) unit

### **II. Academic Standards**

Maricopa County Community College District and Chandler-Gilbert Community College, a Maricopa College is committed to the Drug Free Schools and Communities Act Amendments of 1989 and is a drug free college. Maricopa Colleges strive to create a productive learning environment for all students. Students are advised of course content, instructor expectations, student responsibilities, and academic standards via the syllabus and student handbook/catalog.

CGCC students are expected to come to all classes, to come to class prepared, to be on time, to have all required materials, to complete all homework, and to be ready to participate in classroom discussions and learning activities.

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

Faculty may submit CARE reports when they have concerns about a student's wellbeing or a student has shared concerns about the ability to have basic needs met. CARE reports are addressed by the Student Rights and Responsibilities Program Analyst. She provides students with information about campus and community resources.

Chandler-Gilbert Community College Faculty are encouraged to serve as advisors for clubs and organizations. Faculty are also encouraged to serve as academic tutors in the college learning center. Faculty are invited to be a part of



the Guided Pathways Field of Interest CARE Team so serve as Leads, Advisors and mentors to students

**IV. Student Leadership Promotes Positive, Healthy Norms**

Student Life and Leadership continue to strengthen programs and services that promote positive, healthy living outcomes. This is done through passive education in the form of newsletters and active programs such as Gratitude Week which addresses mental health strategies. Student Leaders are also featured on social media doing “Instagram take overs” and they are lifestyle features that include healthy habits such as exercise and student success strategies.

**V. Students have Opportunities to Advise and Mentor Peers**

Yes, Chandler-Gilbert Community College students have opportunities to advise and mentor peers through the Student Success Program. Currently, students are selected to serve as mentors supporting new students in their assigned field of interest. Peer Mentors collaborate with Advisors and faculty to support students in their field of interest.

**3. Alcohol Availability**

**I. Alcohol is Banned or Restricted on Campus**

Serving of alcoholic beverages is restricted at Chandler Gilbert Community College. In the years for which this report is concerned, no event(s) occurred in which alcohol was available. This required the express consent of the Chancellor of the Maricopa County Community College District. Chandler Gilbert Community College personnel are not permitted to purchase or transport alcohol. Administrative Regulation 4.13 prohibits the use of funds to purchase alcohol 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, Chandler Gilbert Community College does not permit the use, sale, or distribution of alcoholic beverages.

**II. Alcohol Use is Prohibited in Public Places**

Chandler Gilbert Community 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**

Chandler Gilbert Community College prohibits alcohol on campus in any form

**4. Marketing and Promotion of Alcohol**

## **I. Alcohol Advertising on Campus is Banned or Limited**

Chandler Gilbert Community College campus banned advertisements of alcohol or alcoholic beverages.

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

There are no events on campus, which are alcohol-industry sponsored.

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

Chandler Gilbert Community College does not participate in promotions related to drinking, underage or otherwise. Chandler Gilbert Community College is located in a neighborhood setting.

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

Chandler Gilbert community College does not participate in promotions related to drinking.

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

Chandler Gilbert Community College maintains a drug, alcohol, and tobacco free campus.

## **5. Policy Development and Enforcement**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The CGCC Annual Safety and Clery Report is compiled by the CGCC Public Safety Office in collaboration with the Student Affairs office and other administrative units.

The [2020 CGCC Annual Safety Report](#) includes data from the last three years (2017- 2019)

## **B. Statement of AOD program goals**

- Maintain compliance with state and federal regulations and reporting
- Maintain compliance with district and college policy and procedures



- Ensure students and employees receive information about policies and have access to educational resources
- Foster and provide a learning and work environment that promotes wellness and is drug and alcohol free.

### **C. Summaries of AOD program strengths and weaknesses.**

#### **1. Summary of AOD Program Strengths**

- CGCC has put in a robust system to support student basic needs including a food pantry and transportation assistance.
- CGCC consistently enforces District policy and local laws by working with College Police.
- A letter regarding Drug and Alcohol Abuse Prevention is emailed to currently enrolled students on an annual basis.
- An annual notification of AOD reporting is sent to students via their Maricopa email.
- MCCCCD policy prohibits alcohol use on campus and at College-sponsored events, and all MCCCCD campuses are Tobacco-Free.
- CGCC's College Police webpage posts MCCCCD policy regarding illicit drugs and alcohol, as well alcohol and drug use prevention programs.
- MCCCCD Student Conduct Code and Staff Policy Manual address alcohol and illegal drug possession, distribution and use both on and off campus as well as sanctions for policy violations.

#### **2. Summary of AOD Program Weaknesses**

- There are opportunities to make strategic connections between AOD education and wellness efforts that occur across the college
- Need to increase awareness of the CARE reporting system and summary reporting to identify trends and needs
- Strengthen the roles and responsibilities for those engaged in AOD compliance and programming

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

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that CGCC 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 will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment

- New employees are provided a link to the Employee Handbook online for their reference which outlines:
  - Standards of conduct.
  - Annual acknowledgement of Employee Drug and Alcohol Abuse Prevention.
- The following notifications of alcohol and drug-related policies and regulations in addition to resources can be found at the Maricopa County Community College District website:  
<https://district.maricopa.edu/regulations/admin-regs/section-2/2-4>
  - A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
  - Health risks associated with the abuse of alcohol or use of illicit drugs.
  - A list of alcohol programs that are available to employees and students and a clear statement that the IHE (institution of higher education) will impose disciplinary sanctions on students and employees for violations of the standards of conduct.
- New students are provided a letter when they first enroll at a MCCCCD institution and thereafter every 365 days (letter is attached in **Appendix: A**)

#### **AOD Policy and Distribution**

AR 4.14 - Motor Vehicle Usage

<https://district.maricopa.edu/regulations/admin-regs/section-4/4-14>

#### **Staff Policy Manual**

[https://cdn.maricopa.edu/documents/pdf/hr/handbooks/Staff\\_Policy\\_Manual.pdf](https://cdn.maricopa.edu/documents/pdf/hr/handbooks/Staff_Policy_Manual.pdf)

A-4 – Employment Standards

A-18 – Drug Free Workplace

C-4 – Progressive Discipline

#### **AR 2.5 – Student Rights and Responsibilities**

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-5>

### 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 Conduct Code 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

#### E. Recommendations for revising AOD programs.

- Expand in-classroom alcohol and other drug education in virtual programs
- Convene a task force focused on a college implementation plan for AOD and wellness programming using a cross-disciplinary team to inventory current efforts and gaps
- Strengthen awareness of CARE reporting system

# Appendix

## A. Sample 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 will 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
- 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 Chandler Gilbert College. Students can call the Counseling Office at 602-305-5608 or visit: <https://www.cgc.edu/student-resources/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 will 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 Assistance Program (EAP):MHN at 1-800-603- 2970
- Al-Anon at 1-800-356-9996
- National Institute on 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.