



**Community College of Denver**  
**Drug-Free Schools and Campus Regulations**

**Biennial Review Report**

September 2014

*This report prepared by: Meloni Rudolph, Dean of Student Life, Rhonda Pylican, Director Human Resources,  
Thad Spaulding, Director of Financial Aid, and Lori Kester, Dean of Enrollment Services*

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## **Introduction to DFSCA**

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The Drug-Free Schools and Communities Regulations requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) 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. If audited, failure to comply with the Drug-Free Schools and Communities Regulations may cause an institution to forfeit eligibility for federal funding.

In order to certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and IHE staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file so that it can be submitted, if requested by the U.S. Department of Education, other entity or individual.

The Community College of Denver's (College or CCD) Biennial Review committee members, Meloni Rudolph, Dean of Student Life, Rhonda Pylican, Director Human Resources, Thad Spaulding, Director of Financial Aid, and Lori Kester, Dean of Enrollment Services, conducted such a review from July 2013 – June 2014. The hardcopy Biennial Review is located in the College's Student Life Office, located in the Tivoli Student Union, Room 309 on the Auraria Campus. For a hardcopy of the Biennial Review, all email requests should be sent to Meloni

Rudolph Dean of Student Life, at [Meloni.Rudolph@ccd.edu](mailto:Meloni.Rudolph@ccd.edu), or can be found online at <https://www.ccd.edu/org/ccd-campus-safety>. The Biennial Review is kept on file for seven (7) years.

CCD is located on the Auraria Campus, which is also home to two (2) four-year universities; Metropolitan State University of Denver (MUS Denver) and the University of Colorado Denver (UCD). This unique partnership creates a one-of-a-kind campus experience, allowing CCD students to participate in amazing extracurricular activities and access a university-caliber library, student union, recreation opportunities, support programs, and more. The Auraria Higher Education Center (AHEC) has oversight of the campus, which includes the Auraria Police Department (APD). AHEC is responsible for assembling the yearly Campus Security Report on CCD's behalf, which can be found at [www.ahec.edu/ccd-clery](http://www.ahec.edu/ccd-clery).

### **Compliance with the DFSCA**

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In order to meet compliance, the 2014 Biennial Review of the College's alcohol and other drug related policies and programs were conducted in March 2014. The objectives of the review as identified by the U.S. Department of Education include:

- determining the effectiveness of and to implement any needed changes to alcohol and other drug programs, and,
- ensuring that the disciplinary sanctions for violating standards of conduct are enforced consistently.

The President of the College is required to supply a signed statement certifying the Biennial Review to acknowledge awareness of the recommendations within the report. Both the president's signed statement and a final copy of the 2014 report are kept on file in the College's Office of Financial Aid in the event the College is audited by the Higher Education Center for Alcohol and Other Drug Prevention, a designee of the U.S. Department of Education. IHEs are not required to submit the certification or report to the U.S. Department of Education.

## **Alcohol and Other Drug (AOD) Program Goals**

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The College is located on the Auraria Campus in Downtown Denver. It is in a unique space of sharing a physical campus with MSU Denver and UCD. Therefore, many of the programs offered to the students around alcohol and other drugs are tri-institutional in nature. Tri-institutional is defined as involving all three (3) institutions on campus.

CCD is committed to ensuring, to the best of its ability, that its students, staff, and faculty are aware of the dangers of abuse of alcohol and other drugs, have appropriate information and resources to ameliorate such abuse, and are subjected to appropriate enforcement regarding the inappropriate or illegal use or abuse of such substances on the Auraria Campus and at other venues that involve College community members. As is the case for many universities and colleges across the United States, AOD efforts directed to CCD students focus on harm reduction, recognizing the reality of AOD abuse among late adolescents and young adults in this country. At the same time, CCD fully supports those who choose to remain abstinent from the use of alcohol or other drugs, and it seeks to provide a broad array of activities that are alcohol - and drug-free. More generally, the College is dedicated to attempting to change the culture of AOD abuse that is so common among American university and college students.

CCD employs a diverse menu of strategies and programs to address AOD abuse among its students, staff, and faculty. CCD works with the Health Center at Auraria and with the Counseling Centers of both MSU Denver and UCD to deliver programs to the students, staff and faculty in our community.

CCD believes that efforts to prevent or ameliorate AOD abuse are most likely to succeed when they involve collaborative interactions with all relevant stakeholders including College administrative staff, faculty, students and parents, the City of Denver, the Health Center at Auraria, MSU Denver, UCD, Denver County Public Health and local hospitals, and a variety of mental health and other caregivers in the community, as well as local and state lawmakers and officials.

If you would like a copy of this report: Please contact the Office of Financial Aid, this report will be kept on file in accordance to record keeping timeline as prescribed by the U.S. Department of Education.

### **Policies Addressing Drug-Free Schools**

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CCD is committed to having alcohol/drug free campuses. In compliance with the Drug-Free Schools and Communities Act, the following is CCD's policy and prevention program for drug and alcohol abuse.

Use, possession, distribution, or sale of alcohol or drugs (narcotics or other controlled substances) except as expressly permitted by the law is prohibited at CCD.

Attending classes or College functions while under the influence of alcohol, drugs/illegal substances shall also be considered a violation of this policy.

Please Note:

***Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus.***

Any student who is in violation of the above standards of conduct will be processed through the College's Student Code of Conduct, which can be found at: <http://www.ccd.edu/ccd.nsf/html/CCD+Student+Code+of+Conduct>. Any employee who violates the above standards will be processed through the College's Human Resources Office.

Information on available counseling, treatment, rehabilitation or re-entry programs is available through the Colorado Department of Health, CCD's Human Resources Office and the following

resources:

- Auraria Health Center, 303-556-2525
- Adams Community Mental Health Center, 303-853-3654
- Arapahoe/Douglas Mental Health Network, 303-730-3303
- Boulder County Mental Health Center 303-447-1665 (24 hours)
- Mental Health Center of Denver, 303-504-6500
- Jefferson County Mental Health Center, 303-425-0300 (24 hours)

### **Campus Alcohol and Drug Violations**

The numbers below are the tracking of arrests and referrals made relating to alcohol and other drugs in the last three (3) years as listed in the Clery Report. (Note, these stats are from 2010 – d2012 as at the time of this report, the final numbers were being tallied by AHEC for the 2013 Annual Security Report which will be published on October 1, 2014.)

<b>ARRESTS</b>	<b>ON CAMPUS</b>			<b>PUBLIC PROPERTY</b>			<b>NON CAMPUS</b>		
	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>Liquor Law Violations</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>55</b>	<b>34</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations</b>	<b>18</b>	<b>30</b>	<b>12</b>	<b>40</b>	<b>29</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Possessions</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>REFERRALS</b>			
	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>Liquor Law Violations</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Drug Law Violations</b>	<b>0</b>	<b>0</b>	<b>0/2</b>
<b>Illegal Weapons Possessions</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **Programs Addressing AOD Use and Abuse**

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**Alcohol-Free Activities:** CCD, along with its tri-institutional partners, offers a broad range of alcohol-free activities (tri-institutional campus speakers, concerts, movie nights, campus safety nights, leadership conferences, MSU Denver and UCD sporting events) that involve student clubs and organizations, recreation services, academic opportunities, social programs, and others. Some of these activities specifically target evening, weekend audiences so as to divert high-risk weekend drinking into pro-social activities.

**Counseling – Individual and Group:** Individual and group counseling for AOD issues is available to students through the Psychological Testing Center and Counseling Center at UCD. CCD students are welcome to use the Mental Health resources at UCD.

**Health Center at Auraria:** Provides many resources for students with questions and/or health issues surrounding alcohol and other drug use.

The programming the Health Center at Auraria coordinates includes the National Collegiate Alcohol Awareness Week during fall semester and Safe Spring Break during spring semester. These are basic alcohol awareness events and not targeted towards people who need additional education as part of a mandate.

Below is the link on the Health Center website with basic information about alcohol and drugs.  
<http://msudenver.edu/healtheducation/alcohol/> <http://msudenver.edu/healtheducation/drugs/>



The Health Center at Auraria also has educational pamphlets and AA information available for people requesting additional information.

**Orientation of New Students:** All incoming students receive information at orientation from the College's Office of Student Conduct (OSC), APD and other departments about Auraria Campus AOD policies, enforcement, sanctions, and safety. Participation in orientation is mandatory for first time, full time incoming students and they cannot register for classes until they attend orientation.

**Relevant Student Presentations:**

Student Responsibility 101 – Representatives from the OSC review the Student Code of Conduct including violations related to AOD use as well as the implications of violations of the code. The Auraria Campus' sexual harassment policies are also addressed.

**Alcohol Service on Campus**

- Alcoholic beverages are not sold at any Auraria Events which are planned by Student Life at any of the three schools.
- Beer and wine are sold in the Tivoli Student Union at Infinitus pie (pizza). Patrons must be 21 or older to purchase and consume.
- Alcohol may be served at Auraria functions in accordance with AHEC alcohol service policies. Among these requirements, non-alcoholic beverages and food must be served concomitantly, alcohol may not be consumed or carried in open containers on common or public areas, alcohol sales must be handled by a campus-authorized concessionaire, and advertising for events where alcohol will be served must follow AHEC posting policies.

**Policies Addressing AOD Use and Abuse**

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**Drug Policy:**

The sale, manufacture, distribution, use, and/or possession of illegal drugs are prohibited. This prohibition applies even if the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that

individual to possess a limited amount of marijuana for medicinal purposes; those with medical marijuana cards are not permitted to use medical marijuana on campus. Since the legalization of marijuana at the Colorado state level, CCD's policy in the Student Code of Conduct reads as follows: *Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus.*

### **Special Events Involving Alcohol**

- Certain facilities on the Auraria Campus are designated as non-public spaces for the purpose of consuming liquor, wine or beer (alcoholic beverages). Any sale, distribution, or consumption of alcoholic beverages in any other locations, except as provided for under specific license, is prohibited. Alcohol is generally not allowed in any common areas of the buildings.
- All events involving the sale or distribution of alcohol require the sponsor to obtain all licenses and/or permits, and provide a minimum of fourteen (14) business days' notice with the appropriate Auraria Campus scheduling office. Additional notice may be required if the event falls within other special event criteria regarding lead time requirements (i.e.; large major events, etc.).
- When an event distributes or sells alcohol, the sponsor (whether individual, club, organization or department) accepts an increased degree of liability and responsibility for the event and the behavior of their guests. The sponsor further assumes responsibility for ensuring that persons under 21 years of age are not served alcoholic beverages.
- An Auraria Campus Alcohol Service Permit for distribution or sales must be obtained from the appropriate scheduling office. For events involving the sale of alcohol, an Auraria Campus Permit will not be issued prior to the sponsor obtaining and providing evidence of appropriate approvals from the City and County of Denver.

**Drug Policy:**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

**Employee Policy:**

In compliance with the federal Drug Free Schools and Communities Act, the College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (illicit drugs and alcohol) by students and employees. This applies to all entities which receive federal funds through the State Board for Community Colleges and Occupational Education (Board or SBCCOE), including, but not limited to, students and employees at any of the thirteen (13) state system community colleges, the System central office, area vocational schools, local district colleges, secondary schools, and other IHE, state educational agencies, or local educational agencies. Sanctions that will be imposed by the College and/or the Board for students and/or employees who are found to be in violation are subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from the College or termination of employment; and/or referral to authorities for prosecution. All College employees and volunteers receive a copy of the Drug Free Workplace Policy statement which is based on SBCCOE Policy BP 3-24 upon their hire and are required to sign the Employee Acknowledgement form verifying receipt and acknowledging compliance as a condition of employment. In addition, SBCCOE policy and procedures regarding Drug Free Workplace and Drug Free Schools is reviewed with employees at new employee orientation.

**Good Samaritan Provision:** Whenever a student assists an intoxicated individual in procuring the assistance of local or state police, community safety officer, College staff, or other medical professionals, neither the intoxicated individual, nor the individual(s) who assists will be subject to formal College disciplinary sanctions (such as probation, suspension in abeyance, suspension or expulsion) with respect to the alcohol incident. This provision does not preclude disciplinary action regarding other violations of College standards such as theft, sexual harassment or assault, vandalism, harassment, etc. This provision offers a health-focused response to the incident rather than a disciplinary consequence and does not excuse or protect those individuals or organizations

that deliberately or repeatedly violate the alcohol policy as outlined in the Student Code of Conduct.

### **Student Code of Conduct**

The CCD Student Code of Conduct addresses alcohol and other drugs in Article III and is listed under “proscribed conduct”:

10. Use, possession, distribution, or sale of drugs (narcotics or other controlled substances), except as expressly permitted by the law.
  - a. Attending classes or College functions while under the influence of drugs/illegal substances shall also be considered a violation of this policy.

***NOTE: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.***

11. Use, possession, distribution, or sale of alcoholic beverages, except as expressly permitted by the law and College regulation, or public intoxication.

### **Distribution of AOD Policies to Students, Faculty, and Staff**

All faculty, staff and volunteers receive a copy of the Drug Free Workplace Policy statement which is based on SBCCOE Policy BP 3-24 upon their hire and are required to sign the Employee Acknowledgement form verifying receipt and acknowledging compliance as a condition of employment. In addition, the SBCCOE policy and procedures regarding Drug Free Workplace and Drug Free Schools is reviewed with employees at new employee orientation. Information

related to BP 3-24 – Drug Free Workplace, is also contained in the Faculty hand book and includes information on sanctions and reporting of convictions.

Students receive training and a copy of the Drug Free Workplace policies and consequences through their acceptance letter and at new student orientation. In addition, the policy is published in the College catalog, the Admissions and Registration Guide (schedule), the Student Code of Conduct, and the Student Handbook.

Additional College email notifications are sent to students, faculty and staff once per semester in October, March and July.

In addition, policies and procedures are published on-line at:

State Board for Community Colleges and Occupational Education Board Policy:  
<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-24.pdf> - BP 3-24 Drugfree Workplace.

Colorado Community College System President's Procedure:  
<https://www.cccs.edu/wp-content/uploads/2013/09/SP3-24.pdf> - SP 3-24 Drug-Free Workplace.

State Board for Community Colleges and Occupational Education Board Policy:  
<https://www.cccs.edu/wp-content/uploads/2012/08/BP19-30.pdf> - BP 19-30 – Drug Free Schools.

Colorado Community College System President's Procedure:  
<https://www.cccs.edu/wp-content/uploads/2013/09/SP19-30.pdf> - SP 19-30 – Drug Free Schools  
AHEC Policy #25 - <http://www.ahec.edu/wp-content/uploads/Policy-25-Alcohol.pdf>.

### **AOD Information and Available Services**

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The College recognizes that substance abuse and dependence are treatable disorders. The College encourages employees and students to utilize treatment services and referral resources to

address these serious conditions. The College provides the following support services to faculty, staff and students:

### **Faculty and Staff Assistance**

Family Medical Leave: Employees afflicted by substance dependence may be eligible for leave under the Family Medical Leave Act.  
[http://www.ccd.edu/ccd.nsf/html/WEBB8BK6VP/\\$FILE/FMLA+Poster+01-2009\[1\].pdf](http://www.ccd.edu/ccd.nsf/html/WEBB8BK6VP/$FILE/FMLA+Poster+01-2009[1].pdf)

Americans with Disabilities Act Coordinator: All employees, including those who do not qualify for Family Medical Leave, may be eligible for job-protected leave or other reasonable accommodations under the ADA if they have a qualifying disability.

Colorado State Employee Assistance Program (CSEAP): Provides short term counseling for Faculty and Staff <https://www.colorado.gov/c-seap>.

### **State Service and Assistance:**

The Colorado Division of Behavioral Health maintains an online resource to help residents find treatment providers for those seeking assistance  
<http://linkingcare.org/FindProvider.aspx?Type=N>.

An additional listing of resources is available at:  
<http://nationalsubstanceabuseindex.org/colorado/facilities.php>.

### **Alcoholics Anonymous (AA)**

There is an active AA community in the Denver/Metro area that is open to all residents.  
<http://www.daccaa.org/meetings.htm>.

### **Analysis of Efficacy of AOD Use and Abuse Efforts**

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The College is a commuter campus on the Auraria Campus in Downtown Denver. CCD's programming is focused in the middle of the day. CCD experiences very few referrals or

contacts related to AOD abuse occurring on the Auraria Campus. Typically referrals or contacts related to AOD abuse are channeled through the appropriate authorities and/or addressed through the student conduct process. Students are informed of the resources available to them and assistance is available to deal with the effects of alcohol and other drugs on the students' lives as it manifests in their classes and in their behavioral choices.

The data for alcohol and drugs on the Auraria Campus are difficult to measure because of the tri-institutional structure of the Auraria Campus. As the requirement for a biennial review becomes standardized for all institutions, our tri-institutional partners who do a good amount of the AOD programming will be tracking the programs more closely. At the moment, our weakness is a lack of ongoing tracking of programs and student/staff/employee usage and effectiveness.

### **AOD Program and Policy Recommendations**

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1. Continue to provide, and enhance education programs for students and staff that focus on alcohol abuse while enhancing efforts to address marijuana and prescription drug abuse. Policies are currently being revised at the system level to include changes in laws as they relate to the legalization of marijuana in Colorado and permitted use.
2. Continue to provide programs that focus on alcohol abuse while enhancing efforts to address marijuana and prescription drug abuse (alone and in combination with alcohol or other drugs).
3. Continue to work towards changing the culture of AOD abuse among college students in addition to prevention, intervention, and harm reduction. Additional alternative AOD-free activities, especially at night and on weekends, would be beneficial.
4. Enact a smoke-free campus over the course of the next 1 – 3 years. This has been a tri-institutional effort led by entities on Auraria Campus such as the Student Advisory Committee to the Auraria Board. The Health Center at Auraria has enacted a smoking Cessation program which is free to all students who have a need for it.

## **Conclusion**

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This Biennial Review Report in the future will look more specifically at each program presented on the Auraria Campus toward this topic. Until now, the tracking has been sporadic because some programming is tri-institutional and some is institution-specific. In the future all Auraria Campus of the institutions will be doing the same report so the data will be much more comprehensive.





## **President's Review and Approval**

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The Community College of Denver's 2014 Drug-Free Schools and Communities Act Biennial Review has been reviewed and approved for release and posting to the CCD website.

A handwritten signature in black ink, appearing to read "E. Freeman", written over a large, loopy circular flourish.

Dr. Everette J. Freeman

President