

UNIVERSITY OF HOUSTON-VICTORIA
DRUG-FREE SCHOOLS AND COMMUNITIES ACT (DFSCA)
ALCOHOL AND OTHER DRUG (AOD) REPORT
FY05-FY06 BIENNIAL PROGRAM REVIEW

To: President Tim Hudson

From: Genaro Cortez, Chairman
Ad Hoc Drug and Alcohol Abuse Prevention Program Compliance Committee
Safety and Risk Advisory Committee

Date: December 18, 2006

Subject: DFSCA Federal Mandated Biennial Program Review

An Ad Hoc Drug and Alcohol Abuse Prevention Program Compliance Committee of the Safety and Risk Advisory Committee completed the federally mandated biennial review of the University of Houston-Victoria's substance abuse prevention education efforts for academic years FY05-FY06. The Drug-Free Schools and Communities Act of 1989 and subsequent legislation require an institution of higher education (IHE) to abide by the regulations to be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program. In accordance with these laws, the committee reviewed the following to ensure compliance:

- FY03-FY04 Biennial AOD Program Report (Attachment B)
 - Review Alcohol and Other Drug Prevention Compliance Checklist
 - Review Report Findings and Recommendations for Completion
- Alcohol and Other Drug Prevention Compliance Checklist (Attachment C)
- University Policies Review (Attachment D)
- University Prevention Program Distribution Protocol (Attachment E)

The next step in the review process is to report the committee findings and recommendations to you for your consideration and/or approval. The final step requires a letter of response from you detailing what action you plan to take in regards to the recommendations. This letter of response is then added to the final report and kept on file for possible review by the U.S. Department of Education. The committee's final report follows.

Student & Academic Services is indeed making a significant effort to provide the mandated services required under the federal regulations. The materials prepared and distributed by Student & Academic Services, Human Resources and Business Services are comprehensive and are available to students, Faculty and Staff. The University policies meet the requirements of the Drug-Free Workplace and Drug-Free Schools legislation. However, there are opportunities for improvement which are addressed in the findings and recommendations (Attachment A).

The Ad Hoc Drug and Alcohol Abuse Prevention Program Compliance Committee consisted of the following University employees:

Greg Fanelli, Director, Business Services
Tamyé Crockett, Senior Secretary, Business Services
Denise Prescott, Payroll/Benefits Manager, Human Resources
Chari Norgard, Sr. Director, Student & Academic Services
Minnie Urbano, Manager, Student Activity and Leadership
Genaro Cortez, Safety & Risk Manager, Business Services

In our review of the current campus enforcement of procedures, we have found that the University of Houston-Victoria continues to improve and streamline the education process of students, Faculty and Staff on UHV campuses. Communication between the referral entities, the Safety Office, Human Resources, and Student & Academic Services are effective. We find that existing policies are adequate although the University has not experienced any AOD incidents during the reporting period.

Biennial Review FY 05 – FY 06 Findings and Recommendations

In Compliance:

The existing University policies are in compliance. However, the following recommendations are intended to provide additional support in the enforcement of the existing prevention program.

Findings:

- The committee concluded that the use of a survey to increase effectiveness of the prevention program was not necessary since the University did not have any documented case reported.
- The inclusion of comments by the previous committee to explain the “yes” and “no” answers on the compliance checklist provided valuable information for the current review committee.
- Policies were reviewed for compliance with DFSCA Regulations. The committee concluded that University policies should be consistent when reference is made to alcohol and other drugs.
- The AOD policy statement included on the student tuition and fee bill is no longer an effective way to communicate the prevention program. Most students now utilize online services provided by the Bursar Office and tuition and fee bills are issued to only 10% of students.

Recommendations:

- The committee recommends completion of the DFSCA Supplemental Checklist prior to the next biennial review.
- The committee recommends that the University continue to educate Faculty and Staff on AOD policies. Include information about the new Employee Assistance Program (EAP).
- The committee recommends that Student & Academic Services continue to develop the online student orientation program and include the Drug and Alcohol Abuse Prevention Program to educate new incoming students about these policies.
- Campus departments that are engaged in AOD policy educational efforts need to provide on-going documentation to the Safety & Risk Manager for inclusion in future biennial reviews.
- Use the monthly Combined Campus Incident Log to distribute timely information about the AOD policy to students, Faculty and Staff.

- Annually, the Safety & Risk Manager will make the AOD policy available by e-mail to Faculty and Staff and will alert the Student Activity & Leadership Manager to notify students. Add a tickler item to the Administration & Finance Tracking List.
- Meet once a year with The Victoria College Police Department to address issues regarding any drug and alcohol problems occurring at Victoria College and UHV. University representatives should include the Student Activity & Leadership Manager and Safety & Risk Manager. The UHV and VC share some common campus facilities.
- Develop a checklist to include information needed to complete the DFSCA Federal Mandated Biennial Program Review.
 - U.S. Department of Education Guide for University Administrators
 - Complying with the Drug-Free Schools and Campus Regulations
 - U.S. Drug Enforcement Administration Federal Trafficking Penalties
 - <http://www.dea.gov/agency/penalties.htm>
 - Campus Crime and Security Report
 - UHV Student Handbook
 - UHV Policies and Procedures
 - A-6 Campus Safety Policy
 - A-41 Alcoholic Beverage Use on Campus
 - C-14 Discipline and Dismissal Regular Staff Employees
 - C-19 Drug and Alcohol Abuse Prevention
 - D-1 Confidentiality of Student Records
 - F-2 Business Use of Vehicles
 - F-3 Student Travel
 - H-1 Facilities and Ground Usage

The committee felt that overall there has been continuous improvement in how the University is prepared to deal with drug and alcohol issues on-campus. However, the committee feels that the implementation of the above recommendations could improve overall effectiveness of the program for student, Faculty and Staff members.

Biennial Review FY 05 – FY 06
Review FY03-FY04 Biennial AOD Program Report

Review Alcohol and Other Drug Prevention Compliance Checklist:

The committee reviewed the FY03-FY04 Alcohol and Other Drug Prevention Compliance Checklist. The compliance checklist was comprehensive and complete. The inclusion of comments by the previous committee to explain the “yes” and “no” answers on the compliance checklist provided valuable information for the current review committee.

Review Report Findings and Recommendations:

- The recommendation on the distribution of the Drug & Alcohol Abuse Prevention Program to new employees and students will require further attention. While the prevention program is not reviewed in the new Faculty Orientation and new Staff Orientation, it is included in the hiring process. For students, the prevention program is included in the Student Handbook but the student online orientation process has not been completed.
- The recommendation on the annual distribution of the Drug & Alcohol Abuse Prevention Program will require further attention. There are opportunities for improvement in the method of distribution of the prevention program. The annual distribution of the prevention program to students, Faculty, and Staff is not assigned as a specific responsibility for any staff role.
- The recommendation on offering student and employee counseling services (drug and alcohol abuse information, referral, counseling, rehabilitation, assistance programs and services, etc.) will require further attention. Student Assistance Program information should be provided by Student & Academic Services and coordinated with Human Resources.
- The recommendation to increase the effectiveness of the prevention program and general perception of the prevention program by conducting a student alcohol and other drug survey or an opinion survey of students, Faculty and Staff was not completed.

Biennial Review FY 05 – FY 06
Alcohol and Other Drug (AOD) Prevention Compliance Checklist

Compliance Checklist:

The compliance checklist highlights the legal requirements of the Drug-Free Schools and Campuses Regulations (DFSCA). Completing this checklist will help ensure that the University has a sense of what has been done to satisfy the minimum requirements of the DFSCA.

In Compliance:

The committee completed the Higher Education Center Compliance Checklist. The committee continued with the practice of the previous review committee and included a comment section for questions which require additional information. The committee concluded that the University is in compliance with the minimum requirements of the DFSCA. The completed compliance checklist is included in this report as Attachment C.

Biennial Review FY 05 – FY 06
University Policies Review

In Compliance:

The committee concluded that the University policies are in compliance with the minimum requirements of the DFSCA.

University Policies Review:

UHV policies with reference to alcohol and other drugs were reviewed by the committee. A total of eight policies were reviewed. The committee focused on policies content to ensure consistency with DFSCA Regulations. The committee recommends the follow policy changes:

A-6 Campus Safety Policy

Index A: General
Department: Business Services
Procedure Proprietor: Genaro Cortez, Safety & Risk Manager

Procedure Recommendation:

Update Campus Safety and Risk Manager's specific responsibilities to read as follows:

- ✓ Drug-Free Schools and Communities Act (DFSCA) and Drug Free Schools and Campuses Regulations, Biennial Review and Report of Alcohol and Other Drug (AOD) Prevention Programs (biennially on even-numbered years).

A-41 Alcoholic Beverage Use on Campus

Index A: General
Department: Business Services
Procedure Proprietor: Gregory Fanelli, Director

Procedure Recommendation:

Update Policy statement to read as follows:

- ✓ The unlawful possession, use, or distribution of alcoholic beverages by all students and employees on school premises is prohibited unless for an approved sponsored event where alcohol may be legally distributed.

The committee also recommends the following:

- ✓ The Ad Hoc Drug & Alcohol Abuse Prevention Program Compliance Committee should review and update the UHV Policy A-41, Alcoholic Beverage Use on Campus in the 1st quarter of 2007.

C-14 Discipline and Dismissal Regular Staff Employees

Index C: Human Resources

Department: Human Resources

Procedure Proprietor: Denise Prescott, Manager, Payroll/Benefits

Procedure Recommendation:

Update the Procedures section statement to read as follows:

- ✓ The unlawful possession, use, or distribution of illicit drugs and alcohol on the University campus or while on University business or reporting for duty under the influence of illicit drugs and alcohol including any habit-forming or disabling substance not prescribed for the employee by a physician.

Update the Temporary Suspension Without Pay statement to read as follows:

- ✓ the use of illicit drugs and alcohol during work or reporting to work under the influence of illicit drugs and alcohol.

Review the policy title with the Procedure Proprietor – Discipline and Dismissal Regular Staff Employees

C-19 Drug and Alcohol Abuse Prevention

Index C: Human Resources

Department: Human Resources

Procedure Proprietor: Denise Prescott, Manager, Payroll/Benefits

Procedure Recommendation:

Forward the following recommended changes/updates to the Human Resources Payroll/Benefits Manager for review:

- ✓ Update the Penalties for Violation of the Policy section to read consistently for employees and students
- ✓ Update to use “illegal” vs. “illicit” consistently in the policy
- ✓ Update to use “drug and alcohol” vs. “alcohol and drugs” consistently in the policy
- ✓ Replace Drug Free with Drug-Free consistently in the policy
- ✓ Capitalize university, when required, consistently in the policy
- ✓ Update Office of Student Recruitment and Relations to Student & Academic Services
- ✓ Update Department of Business Services to Business Services Department
- ✓ Attachment revisions and additions:
 - Attachment A – Health Risks (update risks chart)
 - Attachment B – Summary of Penalties Under Federal and Texas Law (update)
 - Attachment C – Student Assistance Programs (information to be provided by Student & Academic Services and coordinated with Human Resources)

D-1 Confidentiality of Student Records

Index D: Student Services

Department: Office of Admissions and Records

Procedure Proprietor: Trudy Wortham, Registrar

Procedure Recommendation:

Update Disclosure of Education Records item number 14 to read as follows:

- ✓ To parents of a student who is under the age of 21 regarding the student’s violation of federal, state, or local law, or any University rule or policy, governing the unlawful possession, use, or distribution of illicit drugs and alcohol.

F-2 Business Use of Vehicles

Index F: Travel
Department: Business Services
Procedure Proprietor: Gregory Fanelli, Director, Business Services

Procedure Recommendation:

The committee did not have any recommendation for this procedure.

F-3 Student Travel

Index F: Travel
Department: Finance/ Student & Academic Services
Procedure Proprietor: Chari Norgard, Sr. Director

Procedure Recommendation:

Update item number 4 under Safety Guidelines for Drivers and Occupants to read as follows:

- ✓ not drive under the influence of illicit drugs and alcohol or transport or unlawfully possess illicit drugs and alcohol, unauthorized firearms or other types of weapons:

The committee also recommends the following:

- ✓ The Ad Hoc Drug & Alcohol Abuse Prevention Program Compliance Committee should review and update UHV Policy F-3, Student Travel in the 1st quarter of 2007.

H-1 Facilities and Ground Usage

Index H: Facilities Services
Department: Facilities Services
Procedure Proprietor: Michael Ruland, Director

Procedure Recommendation:

Update Alcohol section to reference the following Human Resource:

- ✓ All members of the University community and guest are required to comply with federal, state, and local laws, or any University rule or policy, regarding the unlawful possession, use, or distribution of alcoholic beverages. The unlawful possession, use, or distribution of alcoholic beverages on the University campus is subject to disciplinary action outlined in UHV Policy C-14, Discipline and Dismissal of Regular Staff Employees and UHV Policy C-19, Drug and Alcohol Abuse Prevention

Biennial Review FY 05 – FY 06
University Prevention Program Distribution Protocol

In Compliance:

The Department of Education requires that each Institution of Higher Education distribute its AOD policy annually in writing. There are a variety of materials that are distributed in a number of various ways.

Students:

- UHV Student Handbook
- Bursar Office Tuition and Fee Bill
- Annual Campus Crime and Security Report
- Monthly Combined Incident Log
- Campus Safety Manual
- UHV Policies

Faculty and Staff:

- New Faculty Hiring Process
- New Employee Orientation Hiring Process
- Annual Campus Crime and Security Report
- Monthly Combined Incident Log
- Campus Safety Manual
- UHV Policies

UNIVERSITY OF HOUSTON-VICTORIA
DRUG-FREE SCHOOLS AND COMMUNITIES ACT (DFSCA)
ALCOHOL AND OTHER DRUG (AOD) REPORT
FY05-FY06 BIENNIAL PROGRAM REVIEW
CERTIFICATION STATEMENT

MEMO

To: Safety and Risk Advisory Committee

From: Tim Hudson

Date: December 18, 2006

Subject: Biennial Program Report

I have reviewed the University Biennial Report for Alcohol and Other Drug (AOD) Abuse Prevention Program. I find that the Committee has done a comprehensive and complete review to ensure that the federal mandate requirements have been met. I authorized the Committee to implement its recommendations.

Tim Hudson, Ph.D.
UHV President

Date