



FIVE TOWNS COLLEGE

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BIENNIAL REPORT

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Complying with the Drug-Free Schools and Campuses Regulations 2018

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Certification and Alcohol and Other Drugs (AOD) Prevention Program:

Descriptions of the Alcohol and Other Drug Abuse and Violence Program (AOD) Elements

In accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Five Towns College, an institution of higher education that receives federal funds, is required to certify that it has adopted and implemented a drug and alcohol use policy that complies with these statutes.

In support of this, the College has instituted a zero tolerance policy that is delineated in the all of the institutional publications-hardcopy and digital version. This includes the Five Towns College Catalog, institutional handbooks, website, and the tenets of these regulations is integrated into all major faculty and staff meetings, student orientations, student life programs and student services.

The Five Towns College constituents are provided with ongoing information about these regulations and the consistent and overriding message to avoid the use of illegal substances and the related detrimental effects. Institutional policies have been implemented to articulate pertinent information regarding the severity of substance abuse, prevention of the unlawful possession, use, and distribution of illegal drugs and alcohol on campus by students, faculty, and staff, and provide awareness of some of the physical and mental consequences of using these substances.

Standards of Conduct:

Institutional Policies-Code of Conduct for Students and Employees;
<https://www.ftc.edu/institutional-policies/>

The *Student Handbook* (p. 24+) speaks to the College's policy on zero tolerance and lists the possible ramifications. In particular, the *Student Handbook* also contains the Code of Conduct for Students and Employees which is also available here: <https://www.ftc.edu/code-of-conduct/> and that provides:

CODE OF CONDUCT FOR STUDENTS AND EMPLOYEES

The Five Towns College Code of Conduct articulates the standards of behavior that an institution of higher education expects from its students and employees. This Code of Conduct is intended to reflect the maturity, values and personal expectations that students and employees in a higher education setting should demonstrate. This includes accepting responsibility for their own behavior and conducting themselves in a manner that shows compliance with the College's standards and adherence to the codes, rules, policies and procedures stated in the Five Towns College Catalog, the Five Towns College Student Handbook, the Five Towns College Residence Life Handbook, any other applicable institutional publications, and local, state and federal laws.

Students and employees at Five Towns College, individually and collectively, are obligated to make judgments in the best interests of the College community. Therefore,

this Code of Conduct identifies, but is not limited to, the ethical standards and acceptable behaviors that the College deems appropriate and is applicable to conduct both on and off-campus and when studying abroad. Infractions of the Code of Conduct may be subject to a disciplinary hearing and/or the imposition of sanctions.

Further, this Code of Conduct includes reference to the N.Y.S. Sexual Harassment Prevention law, New York State Education Law, Article 129-B, Enough is Enough, and incorporates by reference the Five Towns College Policies and Procedures related to Title IX of the Education Amendments of 1972, as adopted, stated and posted on the Five Towns College website, www.ftc.edu, and should be referred to accordingly.

General Standards of Conduct

- There shall be no disorderly, indecent, violent, defiant or unruly behavior or conduct in violation of any College or governmental law or regulation that leads to a hostile, offensive, intimidating, abusive, learning/living environment. This includes behavior that is discriminatory or harassing based on gender, race, color, creed, ethnicity, religion, age, marital status, veteran status, national origin, sexual orientation, or disability. Further, this includes any conduct or behavior, i.e. sexual misconduct that violates provisions of the N.Y.S. Sexual Harassment law, N.Y. S. Education Law Article 129-B and the federal Title IX of the Education Amendments of 1972, as more fully stated at <http://www.ftc.edu/forms/FINAL%20Title%20IX.4.18.16.pdf>
- Students and employees are prohibited from bringing, possessing or using on campus any weapons (or device that has projectiles), firearms, knives, box cutters or the like.
- **Alcoholic beverages, or controlled substances, are prohibited including marijuana, narcotic, chemical, or inhalant, unless prescribed by a student's treating physician, for use solely by that student as directed, documented and approved for use on campus. Please note that medical marijuana, even if prescribed, is still deemed to be an illegal drug under federal law and, thus, not a permitted use on campus.** (emphasis supplied)

Further, the *Student Handbook* at page 46-47 includes the following restatement of the regulation:

GUIDE TO A DRUG-FREE CAMPUS

Five Towns College maintains a zero tolerance policy regarding any drug or alcohol violations on campus. In fact, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is prohibited. Federal Trafficking Laws for drug usage have been revised and the link is included below. Students needing assistance and support should consult with the Counseling Office.

In compliance with the Federal Drug Free Workplace Act, Five Towns College is committed to addressing the problems of alcohol and other substance abuse on the College campus. The College adheres to its alcohol policy and does not sponsor activities on or off campus where alcohol will be served. Violation of the College alcohol policy will not be tolerated. Further, in compliance with The Drug-Free Schools and

Communities Act and the U.S. Department of Education's supporting regulations, Five Towns College adopts and implements programs "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities" (EDGAR Part 86 Subpart A 86.3).

Applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol may be found at Title 21 US Code 801 et. seq.; New York State Penal Law 220-221; and New York State Public Health Law § 3306. For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at www.dea.gov/agency/penalties.htm.

In compliance with the federal statute, a description of the health risks associated with the abuse of alcohol or use of illicit drugs includes this excerpt from *What Works: Schools Without Drugs*:

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. (U. S. Department of Education, 1992; retrieved from: <http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>)

A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students is available at the Five Towns College Counseling Center. Further, online resources can be found at the National Institute on Drug Abuse: <http://www.nida.nih.gov/>

Five Towns College will impose disciplinary sanctions on students and employees for violations of these standards of conduct, including any of the sanctions mentioned herein, up to and including, expulsion or termination of employment and referral for prosecution.

N.Y. Penal Law, Article 220, Controlled Substances, carries severe penalties for drug violators who sell or use controlled substances ranging from one year in prison to life. See <http://ypdcrime.com/penal.law/article220.htm#p220.00> for the full text. No special privileged status is granted to students, and it is expected that all students will abide by

the law or be subject to its penalties. Counseling and referral programs will be available for those students or persons who need this type of assistance.

New York State Alcoholic Beverage Control Law

The Amendments to sections 65-b and 65-c of the Alcoholic Beverage Control Law (“ABC” Law) provide:

Effective January 1, 1990, 1) Persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Exceptions are provided for consumption in an instructional setting and in cases where the alcoholic beverage is provided by a parent or guardian.

Violators are subject to a fine of up to \$50.00 per offense, but are not subject to arrest. If alcoholic beverages are involved in alleged violations of this law, authorized law enforcement officials will seize them.

Effective November 1, 1989, 2) Persons under the age of 21 who present falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours. Previously, violations of this section were punishable only by the imposition of a one- year probationary period and a fine.

Effective October 19, 1989, 3) A person under the age of 21 who presents an altered New York State driver’s license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver’s license for up to ninety (90) days, and may also be required to apply to the Department of Motor Vehicles for a restricted use driver’s license following the suspension.

Other institutional documents that speak to the provisions of the DFSC Act include the *Residence Life Handbook*. Similarly, the *Residence Life Handbook*, page 5, states:

The actions listed below are prohibited.

Alcohol

- Possession or consumption of any alcoholic beverage or alcohol paraphernalia (including empty bottles, and shot glasses) on campus.
- Being in the presence of an alcohol violation

Drugs

- Refer to the Student Handbook for Guide to a Drug-Free Campus.
- Unlawful possession, use, or sale of controlled substances or drug paraphernalia.
- Behaviors related to illicit drug use consumed (within or outside of the residence halls).
- Being in the presence of a drug violation.
- Be advised that while certain state laws may decriminalize certain substances, the College’s policies prohibit drugs that are deemed illegal under federal law.

The *Staff Handbook* (rev. Dec. 2017, p. 22) similarly contains the pertinent provisions of the statute:

DRUG-FREE WORKPLACE

All professional staff members are advised that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. Professional staff members that are convicted for violation of such prohibitions will have their employment at the College terminated.

In accordance with the regulations of the Drug-Free Workplace Act of 1988, the College has established an awareness program to inform employees about the danger of drug abuse. Videos, books, and pamphlets describing the danger of drug abuse are available to all professional staff members as well as referral to appropriate agencies for drug counseling or rehabilitation.

In addition, the *Staff Handbook*, Professional Code of Conduct, page 27, in the **Preamble** provides:

All faculty and staff are expected to adhere to this Professional Code of Code and to conduct themselves in ways that are moral, ethical, respectful, and responsible. To this end, the Professional Code of Conduct enumerates a number of stipulations, requirements, and regulations concerning the College's significant activities and interactions during an employee's days and hours of employment. . . .

Responsibilities of All College Employees

Employees agree to comply with the policies, procedures, rules and requirements indicated in all College publications, especially the Faculty Handbook or the Professional Staff Manual.

* * *

All employees will adhere to a strict policy of abstaining from any alcohol and/or drug use or possession on campus. They will comply with any other policies, rules, regulations and stipulations regarding alcohol and drugs.

* * *

19. All employees are responsible for conducting College business in compliance with all federal, state and local laws, regulations, accreditation standards, and Five Towns College's own policies and procedures, as applicable to their department or division.

The exact verbatim of the statute is also included in the *Faculty Handbook*. Specifically, the *Faculty Handbook* states:

All professional staff members are advised that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the College. Professional staff members that are convicted for violation of such prohibitions will have

their employment at the College terminated (p. 86).

The Counseling Center is at the core of the student experience at Five Towns College. It is charged with providing ongoing education, support and counseling services as well as referrals, when deemed appropriate. To accomplish this, the Counseling Center serves to support the institution's mission by doing the following:

Counseling Services at Five Towns College provides educational presentations on Drug and Alcohol awareness and prevention for students, faculty, and staff throughout the academic year. To support this effort, representatives from the Huntington Drug and Alcohol Counseling/Education Center present workshops and training programs for all Five Towns College populations but specifically, those deemed high risk because of ongoing substance abuse dependencies.

Residence Hall Assistants attend a particularly focused program to learn how to help their peers develop an understanding of the detriments of using recreational drugs.

Representatives from the Huntington Drug and Alcohol Counseling/Education Center present workshops and training programs for staff and students. Residence Hall staff members are mandated to attend a program to learn how to guide their students to develop a positive experience at college, provide information to prevent drinking, using recreational drugs, and understanding the potentially dangerous repercussions of substance abuse. Social skills are taught so that resistance to substance abuse can be developed.

CHOICES, a life skills program is also used to engage students in a self-reflecting process where they independently choose to change high-risk substance abuse behaviors. Focus is on providing accurate, non-judgmental information and individual responsibility for change. This strategy is used for high-risk students in a one-on-one situation.

BASICS, (Brief Alcohol Screening and Intervention for College Students), is yet another program used at Five Towns College. It is a harm reduction approach focusing on patterns, prevention, and risk factors associated with college drinking. This is conducted on an individual basis or occasionally in a small group setting.

Five Towns College is a member of the Long Island Consortium on Alcohol and Substance Abuse (LICASA). Regularly scheduled meetings provide additional, updated training, resources, and referrals for information and trends regarding the problems of substance abuse. Rehabilitation units, Narcotics Anonymous, Alcoholics Anonymous, and peer mentoring referrals are standard support mechanisms.

Five Towns College provides strong student support services. Through workshops, individual counseling, peer support, and referral services, our students are educated and made aware of the significance of understanding the need to resist substance abuse.

Faculty and staff are informed about specific programs at faculty and staff Professional

Development days, and are encouraged to see the College Counselor when particular concerns in terms of drug and alcohol abuse surface. A confidential environment ensures that individual privacy for all counseling visits.

Referrals for alcohol and drug abuse include:

AA Meetings (631) 669-1124
Al Anon (631) 669-1124
Catholic Charities-Alcohol and Substance Abuse (631) 543-6200
Drug Help Hot Line (800) 488-DRUG
Huntington Drug and Alcohol Center(631) 271-3591
Pederson Kraig – Addiction (631) 920-8300
South Oaks Hospital (631) 264-4000

Statement of AOD Program Goals and a Discussion of Goal Achievement

Review of the AOD Program’s Effectiveness: Program Inventories/Enforcement

While there may be occasional infractions to institutional policy, the goal is to provide a safe and secure environment where students, faculty, and staff abide by the rules and regulations, particularly in terms of drug and alcohol abuse. To achieve this, ongoing education, workshops, and trainings are conducted to raise awareness and to be integrated into the student experience, i.e. curriculum and extra-curricular events. Further, compliance with disciplinary procedures and process are communicated and infractions of policy are recorded and addressed by the appropriate administrative units. When necessary, students are noticed for disciplinary hearings where they are given the opportunity to discuss their issues in an impartial setting. Sanctions are determined when deemed necessary by the Disciplinary Committee. Since one of the goals of the College is to guarantee a zero tolerance for drugs and alcohol, every effort is made to disseminate information regarding the repercussions of substance abuse.

To this end, a review of the most recent submission of the Clery Report indicates that the number of alcohol and drug disciplinary referrals/arrests is minimal. Here’s the link to the most recent Annual Security and Fire Safety Report for the Academic Year 2018-19
https://www.ftc.edu/wp-content/uploads/2014/09/Annual_Security_Report_and_Annual_Fire_Safety_Report_2016-2018_Crime_Statistics.pdf

Furthermore, upon reviewing the objectives of the Office of Residence Life and Student Activities, ongoing collaborative efforts with the Counseling Center, Academic Support, Academic Divisions, Food Services, Public Safety and Facilities are approached comprehensively. For example, the Office of Residence Life and Student Activities has implemented the SMASH Programming Model. This stands for Social, Multicultural, Academic, Service, Health/Wellness. Under the Health/Wellness component, over the past two years, several collaborative programs to educate about AOD have been hosted. Here are examples of some: (1) Safe Spring Break Week; (2) Healthy Relationships and the impact of alcohol and drugs; (3) DUI Mario Kart & Mock Tails/ Distracted driver Simulator; (4) Workshop

Wednesdays-Effects of Alcohol & Drugs on Student Performance. These are specific programs yet the institution supports a long list of clubs and organizations which offer safe alternatives to students on campus and are immersed into the Student Government Association (SGA), Resident Hall Association (RHA), Student Programming Association (SPA), and others.

It is important to stress that the start of each semester offers a comprehensive Orientation to educate both residential and commuter students about institutional policies. In particular, several Student Services presentations cover topics including information on high risk behaviors, i.e. drugs and alcohol. This is confirmed through information contained in the Student Handbook, Catalog and website. Also, during this time, FTC Connections, a peer to peer student run session hosted by the student orientation leaders is conducted which reviews the Do's and Don'ts of successful behavior for incoming students. Relevant topics that address alcohol and other drug use are integral to this programming.

There is also a mandatory Residence Hall Orientation Meeting that supports the AOD programming by reviewing the policies and procedures of the residence halls including the FTC Alcohol and Drug Use guidelines at the start of each semester. The judicial process is embedded within the disciplinary process on campus. There are "non-academic conduct sanctions reviews" that are recommended by the staff of Office of Residence Life and Student Activities to the Disciplinary Committee when students are found in violation of the Code of Conduct. Support services to address needs are identified and referred when performance or behavior suggests a problem.

Finally, a mandatory meeting for all student athletes is presented and addresses issues of alcohol and drug education. Student athletes are informed about resources on and off-campus and counseling services are important resources that students are recommended to seek if needed.

The Arthur O. Eve Higher Education Office (HEOP) conducts summer orientations for students accepted into the program. This potentially at-risk student population is required to participate in education about the Code of Conduct and the prohibition against alcohol and drug use then.

On the academic side, all freshman are required to take specific general education courses. One of these courses is Psychology 101. Built into the curriculum is learning dedicated to the impact of alcohol and drug use on the brain and development.

And, so, it is clear that the institution has integrated the important edification and lessons about alcohol and drug use into most aspects of the student experience here at Five Towns College. From academics to social and student life programming to counseling and personal wellness, a fully comprehensive approach is part of the college journey here.

Another goal of the College's program is to identify those students who may be in need of intervention. Faculty and staff are encouraged to look for the following behaviors:

- Inability to complete assignments
- Excessive class absences
- Indecision
- Inability to concentrate in class

- Suspicion of substance abuse
- Suspicion of eating disorder
- Inappropriate classroom or social behavior
- Abrupt decline in academic performance
- Student's self-disclosure of a personal problem
- Suspicion of being a victim of domestic violence
- Expression of a desire for change
- Difficulties in relationships
- Difficulties in adjustment to college
- Frequent crying
- Decline in personal grooming
- Social isolation

Students at risk of any of the above are encouraged to seek assistance at the Counseling Center. They are assured this is a confidential process. The following strategies for referring students have been developed to ensure that faculty and staff members realize the significance of the process and the need to provide intervention when necessary:

1. Give students positive reasons for referral to counseling services. Address the benefits working toward behavior changes and self-improvement to reduce the possible stigma of counseling.
2. Encourage the student to make an appointment as soon as possible or walk with them to the Counseling Center.
3. Rather than referring a student to the Counseling Center or a therapist, in general, it is helpful to refer to the counselors by name. It alleviates some of the trepidation of meeting with a stranger.
4. Once the student makes the appointment, suggest that he/she reports back to you to demonstrate your continued concern for his/her success. Stress the confidentiality of your meeting with the student and the student's meeting with the Counselor.

The Counseling Center makes every effort to inform the College community of the seriousness of drug and alcohol abuse, and the consequences, in terms of medical, physical, legal, and academic repercussions. Statistics that provide a tally of counseling visits, referrals, and sanctions for non-compliance with College regulations regarding alcohol and drug abuse are compiled at the end of the academic year and become a significant aspect of annual institutional assessment.

Summaries of AOD Program Strengths and Weaknesses

Comprehensive Approach Across Campus & Improvements

The program strengths are related to the effective transmission of information through the various methods as stated herein at the College. The Counseling Center is particularly effective in maintaining current literature, agency referrals, and Internet resources that are appropriate to students, faculty, and staff. In addition, it is evident that the Office of Residence Life and Student

Activities plays a large part in immersing alcohol and drug use learning into programming for residential and commuter populations. This starts from the beginning at Orientation for students and at Professional Development Days for employees. The inclusion and academic requirement of the Psychology 101 course further shows the institution's comprehensive approach across campus to support commitment to maintaining an alcohol free campus.

The College has assessed the institution's effectiveness of the Counseling Center and has strengthened some aspects of its operations. In particular, both the availability and accessibility of Counseling services was deemed to be enhanced and so, certain visible steps were taken. First, it was determined that adding another Counselor would be beneficial. Accordingly, this past summer, another licensed Counselor was hired to offer more hours and options to students, faculty and staff. At this time, consideration is still being given to the possibility of increasing the hours of the Counseling Office to increase the accessibility of services. Second, a larger office and more convenient office was deemed important. Accordingly, a centralized office with extended hours was established in a new location across from the College's Library and closer to the Student Success Center, Dean of Students Office, Residence Life Office, Student Access and Academic Advisement Office. Hopefully, this new location with more personnel will facilitate students' ability to utilize counseling services more often and at their convenience.

Procedures for Distributing Annual AOD Notification to Students and Employees

Annual notification to students, staff, and faculty of the institution's AOD policies is currently attained through a variety of methods. First, all constituents receive updated handbooks at the start of each semester and they are also advised that these resources are posted online on the institution's website. This includes the College Catalog and institutional handbooks, which are distributed annually at Orientation and Professional Development, and posted online. Also, institutional policies are posted on the College's website and are available via a link in the homepage footer here: <https://www.ftc.edu/institutional-policies/>.

Further, and importantly, all pertinent legal content about the DFSC Act and the Drug-Free Workplace Act of 1988 is stated in the institutional handbooks. Similarly, all students-residential and commuter- receive this information at required Orientations, including for sub-groups of student leaders, student athletes and those at risk. These programs reiterate and corroborate the stated policies included in all institutional published materials, i.e. Student, Staff and Faculty Handbooks and Catalog.

Copies of the Policies Distributed to Students and Employees

“In accordance with the regulations of the Drug-Free Workplace Act of 1988, the College has established an awareness program to inform employees about the danger of drug abuse. Videos, books, and pamphlets describing the danger of drug abuse are available to all professional staff members as well as referral to appropriate agencies for drug counseling or rehabilitation.”

(Faculty Handbook, p. 86). The institutional policies are distributed and incorporated into the Faculty, Staff and Student Handbooks and the College's Catalog. Resources are also available in the Library.

Recommendations for Revising AOD Programs

The College is investigating the possibility of structuring collaborative agreements with many of the referral agencies for alcohol and drug abuse. This past summer, the college entered into a Memorandum of Understanding with the Family Violence and Rape Crisis Center/Victims Information Bureau of Suffolk (VIBS) to provide advocacy, counseling, mental health and medical treatment to members of the College community under the NYS Education law, Article 129-B, *Enough is Enough* statute. Part of this counseling, relates in part to the effect of substance and alcohol abuse as it impacts and interferes with personal relationships, bystander intervention and impacts amnesty provisions as these issues arise related to sexual assault. In part, though, the education and training that is available to the College's community concerns alcohol and drug abuse and VIBS is a strong partner/resource of the College.

Also, a past concern has been transportation to and from the College because of its suburban location; however, routinely, the Public Safety Office assists and/or arranges for taxicab services to ensure that students who need to consult with medical and/or healthcare professionals on a referral basis are able to do so. The College currently has an agreement with a local taxi service to shuttle students back and forth to an emergency room of a local hospital for medical emergencies, if needed. In addition, appointments for necessary referrals or counseling/therapy related to drug and/or alcohol abuse can be facilitated through the College's Public Safety Office. This service is being assessed to as to expand its availability to students needing agency referrals.

Finally, as part of the yearly assessment cycle, the institution reviews the effectiveness of its AOD programming. In particular, this is reviewed as a component of the Annual Security Report and the compilation of the statistics for Clery reporting. Overall, it appears that the College is serving the interests of its students and employees well in that the number of incidents is low. Yet, as a growing and thriving center for young adult's educational experiences, the institution remains vigilant and will continue to offer robust options of programming that incorporate lessons about alcohol and drug use and the negative effects on health and welfare. Staying aware of college-age individuals' behavior and conduct enables the institution to include students in the conversation, involved in the programming, and engaged in the process as young but dynamic leaders who will, ultimately, be role models for those who follow. The growth of an active Student Government Association and Resident Hall Association will continue to assist and advise the institution's administration of ways to continually improve, revise and enhance AOD programs.