



# Muskegon Community College

**Biennial Review of  
Compliance with the Drug Free Schools and  
Communities Act  
2014-2016**

**Approved by:**

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**Dale K. Nesbary, President**

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**I. INTRODUCTION AND COMPLIANCE STATEMENT**

The Drug Free Schools and Communities Act Amendments of 1989 requires that Muskegon Community College (MCC) certify that it has adopted and implemented a program to prevent the possession, use or distribution of illicit drugs and alcohol by students and employees. Muskegon Community College offers an alcohol and substance abuse program designed to raise awareness across the campus about policies governing alcohol and drug use. Muskegon Community College is in compliance with federal, state and local laws including those which regulate the possession, use and sale of alcoholic beverages and controlled substances.

**II. DESCRIPTIONS: Drug and Alcohol Prevention Related Program Elements**

Muskegon Community College offers an alcohol and substance abuse program designed to raise awareness across the campus about policies governing alcohol and drug use. Major program elements include:

**A. Annual Notification**

The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit, except for continuing education units, regardless of the length of the student's program of study via the Annual Security Report.

- Description of the standards of conduct that clearly "prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities";
- Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol;
- Description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- Description of any drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students; and
- Clear statement that the college will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.
- Employees are notified of EAP and insurance benefits and opportunities during the annual open enrollment

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In the process of conducting the Biennial Review it was determined that the College had provided annual notification to all employees and students as required by the statute; however, the college is in need of a more comprehensive plan which will be developed for the 2016-2018 Drug and Alcohol Prevention Plan.

### **B. Biennial Review Process**

A biennial review by the institution of its program to;

- Determine its effectiveness and implement changes to the program if needed.
- Ensure that disciplinary sanctions are consistently enforced.

Because of a comprehensive reorganization including many staff changes, the Biennial Review Process, was newly defined during the 2014-2016 review. The Drug-Free Schools and Communities Act of 1989 (34 CFR Part 86), the new process, including a form for review and summery review of the program elements team was formalized to include the following participants:

#### New Biennial Review Team

Vice President for Student Services and Administration

Vice President for Academic Affairs and Finance

Dean of Student Life and Campus Life

Administrative Director of Human Resources

#### Materials Reviewed

- College Catalog
- Student Handbook
- Student Athlete Handbook
- Student Conduct Reporting System
- Drug-Free Workplace Policy
- Website and Portal
- Annual Campus Crime/Security Report
- Relevant Federal and State Laws

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### **C. Standards of Conduct for employees and students**

#### Employee Drug & Alcohol Abuse Policy & Prevention Program

To demonstrate our continued commitment to maintaining a drug-free environment, the College has developed the following alcohol and drug policy. The specifics of the policy are published on the College's website and made available to employees.

#### DRUG AND ALCOHOL POLICY & PENALTIES

Muskegon Community College complies with federal, state, and local laws including those that regulate the possession, use, and sale of alcoholic beverages and controlled substances. The following represents the drug/alcohol policies of the College.<sup>36</sup> In compliance with Board of Trustees' policies 4.02.00 and 5.20.00 and the Drug Free Schools and Communities Act Amendments of 1989, the following represent the Drug-Free Workplace Regulations of the College:

- Employees, students, and guests may not manufacture, distribute, dispense, possess or use alcoholic beverages on College premises.
- Employees, students, and guests may not unlawfully possess, use or distribute controlled substances and alcohol on College premises or while engaged in College activities such as conferences or field trips.
- Being under the influence of alcohol or any controlled substance while on College premises or engaged in College activities is prohibited.
- Employees, students and guests are personally accountable for having knowledge of federal, state, and local laws relating to alcoholic beverages and controlled substances, the minimum drinking age, transporting open containers of alcoholic beverages and false representation of age by a minor.

As a condition of employment, each employee of the College shall comply with the terms of this policy. Violation of such policy may result in disciplinary action up to and including termination of employment and referral for prosecution. Any sanctions imposed will be consistent with local, state and federal law. All employees are required to notify the College of any criminal conviction for a violation of the policy occurring in the workplace no later than five (5) days after such conviction.

Violation of this policy by students may result in disciplinary action up to and including dismissal from the College and referral for prosecution. Students should refer to the College Catalog for details.

All guests on campus are expected to follow the above requirements. Failure to do so may result in a request to leave College property or a College activity.

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The College will strive to provide a safe, healthy and drug-free environment by continuing to offer educational programs that support a drug-free campus and workplace. Copies of these regulations will be made available to all new students and employees.

### **D. Drug and Alcohol Awareness**

**Collegiate Alcohol Awareness Week**, held in October each year. Working in conjunction with Muskegon County's Alcohol Liability Initiative which includes all of the police departments in Muskegon County. The Lakeshore Traffic Safety Committee is on campus to educate drivers of the dangers of driving while drunk- they provide GEM car and computer simulations. The officers also speak in the Health Education Classes.

Six APS Staff members attended **Applied Suicide Intervention Skills Training (ASIST) Certified** in June of 2015. This is an intensive 8 hour training where regardless of prior experience or training individuals can become an ASIST-trained caregiver. There were forty-five individuals from around the County that participated, these included professionals from Law Enforcement, Health Care, Social Service agencies, non-profit agencies and education. Developed in 1983 and regularly updated to reflect improvements in knowledge and practice, ASIST is the world's leading suicide intervention workshop. During the two-day interactive session, participants learn to intervene and help prevent the immediate risk of suicide. Over 1,000,000 people have taken the workshop, and studies have proven that the ASIST method helps reduce suicidal feelings for those at risk. This training is a best practice and is used to train professionals at college campuses across the country.

**Mental Health First Aid**-In conjunction with Health West (Formerly Community Mental Health of Muskegon County) the MCC Student Life office has hosted ten Youth and Adult Mental Health First Aid certification courses since May of 2014. Over 250 students and employees have received one or both certifications. Both of these courses have a unit on Substance Use disorders including alcohol and other drugs and the compounding factors they bring to other health issues. Mental Health First Aid is an 8-hour course that teaches how to help someone who is developing a mental health problem or experiencing a mental health crisis. The training helps participants identify, understand, and respond to signs of mental illnesses and substance use disorders.

Mental Health First Aid is an international program proven to be effective. Peer-reviewed studies published in Australia, where the program originated, show that individuals trained in the program:

- Grow their knowledge of signs, symptoms and risk factors of mental illnesses and addictions.
- Can identify multiple types of professional and self-help resources for individuals with a mental illness or addiction.
- Increase their confidence in and likelihood to help an individual in distress.

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- Show increased mental wellness themselves.
- Studies also show that the program reduces the social distance created by negative attitudes and perceptions of individuals with mental illnesses.

**Medic First Aid / CPR / AED Certification Training**- Thirty-one Staff/Faculty members completed the held in February, 2016. Substance abuse education and first aid treatment were covered in this course.

### **Employee Programs**

There are programs available for counseling, rehabilitation, and employee assistance. Employees covered by our health care plans are also eligible for inpatient and/or outpatient substance abuse treatment. Below is a synopsis of the benefits available for mental health and chemical dependency service provided by the various health plans.

#### *Synopsis of Benefits*

##### **MCC Health Care Plan**

The plan shall pay Hospital charges incurred by Participant as a resident patient of a hospital. Hospital charges shall include charges for the room and board, covered up to the hospital's semi-private room rate, and charges for the hospital services and supplies. These charges shall be one that is accredited by the Joint Commission of Accreditation of Hospitals.

The plan shall pay for charges incurred by a Participant of outpatient treatment to a maximum of 50 visits by/to a physician. A physician shall be a M.D. or licensed Psychologist. Benefits are payable at 90% after the participant has satisfied the annual deductible.

##### **Blue Cross Blue Shield PPO Plans**

The following services are covered when provided by, or authorized in writing in advance by BCBS and its Psychiatric Designee:

1. Inpatient services and supplies, not to exceed 30 days (unlimited per calendar year for mental health treatment on a Semi-Private Accommodation basis in a Participating Hospital, other Approved Health Care Facility, State approved or licensed residential primary treatment program, or other program. Copayment Charge 20% of Eligible Expenses.
2. Outpatient mental health evaluations, diagnostic and short term calendar year in a State approved or licensed non-residential primary treatment program. Unlimited for outpatient group services shall equate to one (1) visit for outpatient individual services (\$20 copayment per visit.)
3. Outpatient alcoholism or chemical dependency evaluations, diagnostic and short term therapeutic services in a State approved or licensed residential primary treatment program on an intermediate care basis. Copayment Charge 100% after deductible.

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4. Intermediate care for Alcoholism or Chemical dependency evaluations, diagnostic and short term therapeutic services in a State approved or licensed non-residential primary treatment program on an intermediate care basis. Copayment Charge 40% of Eligible Expenses \$20 per visit.
5. Inpatient services and supplies for alcoholism and Chemical Dependency confinement. 100% after deductible.
6. Services of a Participating or other approved Physician while the Enrollee is in an intermediate care setting, or confined as a bed patient in a Participating Hospital or other Approved Health Care Facility or Program. Copayment Charge 40% of Eligible Expenses.

**Employee Assistance Program:** employees and their families have access to this program through Mercy Hospital Health WorkLife Services and Cigna. WorkLife Services EAP can help with; depression, anxiety, stress, substance abuse, marital problems, grief and losses, job performance/job concerns family problems with up to five sessions free. Cigna offers a robust EAP offering with online services, live chat assistance, referrals and webinars for employees and employee’s families coping with substance abuse along with other work/life issues. Services are confidential and all counseling sessions are offered with a licensed professional counselors. If the offerings are combined, Muskegon Community College provides employees and their families up to eight (8) free counseling/support sessions.

A comprehensive list of resources for support and assistance is in the annual security report and several areas in our portal for employees and students seeking treatment and or assistance with substance abuse and related problems. A list of the resources available in Muskegon County and surrounding areas is attached to this document.

Review of Crime Statistics:

OFFENSE	On Campus			Non-Campus			Public		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
ARRESTS Liquor Law Violations	0	0	0	1	2	0	0	0	0
DISCIPLINARY REFERRALS Violations	0	0	0	0	0	0	0	0	0
ARRESTS: Drug Abuse	0	0	0	14	3	2	0	0	0
DISCIPLINARY REFERRALS: Drug Abuse Violations	0	0	0	0	0	0	0	0	0

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**III. RECOMMENDATIONS**

After review of the College's alcohol and other drug policies and programs, the primary recommendations are as follows:

- Develop a new and comprehensive plan for the Annual Notification of alcohol and other drug (AOD) policies to all employees by Human Resources Office
- Continue to improve communication and coordination of campus AOD programs
- Continue to provide a variety of student activities that offer student safe and alcohol free alternatives
- Continue to provide student activities focusing on drug and alcohol education
- Continue to incorporate AOD policies and resource information into employee orientation program
- Continue annual notification to students two times each semester. The Office of the Vice President for Student Services/Administration will be responsible for notifying MCC students.
- Create a new survey to assess student, faculty and employee attitudes and perceptions about the drug and alcohol problem on campus.
- Write a comprehensive Drug and Alcohol Program Plan for 2016-2018.

**IV. SUMMARY**

Muskegon Community College certifies 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" on campus property or as part of any campus activity. Additionally, the College has:

- Written policies for employees and students on alcohol and other drugs possession and use;
- Implemented a process that ensures policy distribution to all students, staff and faculty; outlined health risks associated with alcohol abuse and illicit drug use; described federal, state and local sanctions for unlawful possession or distribution of illicit drugs and alcohol;
- Designed and implemented drug and alcohol programs on campus;
- Specified disciplinary sanctions imposed on students and employees for policy violations; and
- Conducted a biennial review of the effectiveness of its drug and alcohol programs.

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Organization	About	Contact Information
Call -211.org	CALL strives to be a visible and effective access point for persons needing health and human service programs, promoting consumer education and choice of options. CALL provides Comprehensive Information and Referral for Muskegon County as well as Specialized Senior Information and Assistance for Muskegon, Oceana, and Ottawa Counties.	560 Seminole Road Muskegon, MI 49444 231.733.8601 <a href="http://www.referweb.net/call/">www.referweb.net/call/</a>
Public Health Muskegon County	<p>Public Health provides Muskegon County with a wide variety of primary prevention and intervention services. Programs and projects focus on reducing early initiation to alcohol, tobacco, and other drugs; reducing perinatal substance use; decreasing individual and societal consequences of substance use and abuse; and decreasing youth access. While evidence based activities focus on use of community and environmental change strategies, direct programming is available for at risk populations.</p> <p>Services are available to those who:</p> <ul style="list-style-type: none"> <li>• Live in Muskegon County.</li> <li>• Have a serious mental illness, developmental disability, serious emotional disturbance, and/or co-occurring substance use disorder.</li> <li>• Have Medicaid. If you do not have insurance, we can help you fill out a Medicaid application. If you do not have insurance and meet all other eligibility criteria, you may be placed on a waiting list.</li> <li>• Demonstrate medical need for services.</li> </ul>	209 E. Apple Avenue Muskegon, MI 49442 231.724.6350 <a href="mailto:healtheducation@co.muskegon.mi.us">healtheducation@co.muskegon.mi.us</a> <a href="http://www.muskegonhealth.net">www.muskegonhealth.net</a>
HealthWest	<p>Services authorized for treatment of a behavioral health and/or co-occurring substance use disorder concern must be medically necessary. You will participate in a screening of your needs to identify the type of services you might be eligible to receive. Medical necessity also means that the amount (how much of a service you get), scope (who provides the service and how), and duration (how long the service will last) of your services are enough to meet your needs. Medicaid recipients are guaranteed to receive services that are medically necessary. For people who have no insurance, there is no guarantee they will get services if there is not the money to provide those services, and they may be placed on a waiting list.</p>	376 E. Apple Avenue Muskegon, MI 49442 <a href="mailto:customer.services@healthwest.net">customer.services@healthwest.net</a> 231.724.1111 <a href="http://www.healthwest.net">www.healthwest.net</a>
Pathways, MI	<p>From mental health services to substance abuse counseling to adoption and foster care programs, Pathways offers a wide range of resources and expertise, all dedicated to enabling children, adults and families achieve change in their lives and communities. For those who need us most Pathways is here...with help for a new beginning and hope for a better life!</p>	1760 Wells Avenue Muskegon MI 49442 231.777.2222 <a href="http://www.pathwaysmi.org/">www.pathwaysmi.org/</a>

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Organization	About	Contact Information
Mercy Life Counseling	Mercy Health Life Counseling is a nationally-accredited agency designed to address behavioral health issues that negatively impact a person's well-being. As Muskegon County's only source of intensive outpatient treatment for alcohol and drug abuse, Mercy Health Life Counseling is a leading provider of substance abuse treatment services for adults. We also offer group therapy for adolescents coping with substance abuse.	125 E. Southern Avenue Muskegon, MI 49442 6401 Prairie Street Norton Shores, MI 49444 905 E. Colby Street Whitehall MI 49461 231.726.3582 <a href="http://www.mercyhealthmuskegon.com/mental-health-services">www.mercyhealthmuskegon.com/mental-health-services</a>
Catholic Charities West Michigan	Catholic Charities West Michigan works to help individuals facing the challenges of everyday life offering mental health and counseling in Grand Rapids, Muskegon and several other West Michigan locations. Services are available for children, adults, couples, and families. Services are provided by highly qualified, trained and licensed professionals. We accept many insurance companies including Medicaid and have a limited amount of funding sliding scale fee. Our staff is committed to providing caring and comprehensive service.	1095 Third St. Suite 125 Muskegon, MI 49441 <a href="http://www.ccwestmi.org">www.ccwestmi.org</a> 877.359.6523
Network 180	<p>Like any illness, a substance use disorder can make things hard for your health, relationships, family, or job. Over 25 million people have a substance use disorder caused by the excessive or ongoing use of drugs or alcohol. The good news is that substance use disorders can be treated and recovery is possible. If you or someone you know has a substance use disorder, network180 may be able to help.</p> <p>The network180 Access Center is located in Grand Rapids. The network180 Access Center Helpline is open 24-hours a day, every day of the year.</p> <p>For a complete list of Kent County services see: <a href="http://www.network180.org/images/contentDownloads/Network180_Provider_Directory.pdf">http://www.network180.org/images/contentDownloads/Network180_Provider_Directory.pdf</a></p>	790 Fuller Avenue NE Grand Rapids, MI 49503 1.866.411.0690 <a href="http://www.network180.org">www.network180.org</a>