

**GAVILAN COMMUNITY COLLEGE
DRUG-FREE SCHOOLS & CAMPUSES ACT
BIENNIAL REVIEW 2015**

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According to California *state* law, no alcohol and/or other illegal drugs are to be used on any community college campus or at any campus function. Drug paraphernalia, which includes hookah pipes, are not allowed on campus or at any campus function regardless of intended use. Medical marijuana is not allowed on the college campus, or at any campus function. There is an exception to the use of alcohol for specific occasions indicated by Board Policy.

Gavilan College Board of Trustees did approve a Board Policy BP 3560 Alcoholic Beverages on 8/14/2012. Reference: Business and Professions Code section 25608; 34 CFR 668.46 (b) "The CEO is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures." There is also the Administrative Policy AP 3580. References: Business and Professions Code Sections 24045.4, 24045.6, and 25608; 34 Code of Federal Regulations Section 668.46 (b).

1. Does the institution maintain a copy of its drug prevention program/policy

Students: Yes No Staff & Faculty: Yes No

If yes, where is it located?

Copies of the alcohol and/or other illegal drug policy continue to be found throughout the entire campus. This information is located in the class schedule which is published twice a year and is made available to the entire student and staff population and the community, which is serviced by the Gavilan Community College District.

This information is also located in the school catalogue, the Human Resources Department and on the Gavilan Community College website:

<http://www.gavilan.edu/health/drugfree.html>

In addition to the main web page, the information is also listed under various web links "Health Services", "Safety" (which is Security's site) and "Human Resources".

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following:

a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities;

Students: Yes No Staff & Faculty: Yes No

b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

Students: Yes No Staff & Faculty: Yes No

c. A description of applicable legal sanctions under local, state, or federal law;

Students: Yes No Staff & Faculty: Yes No

d. description of applicable counseling, treatment, or rehabilitation or re-entry programs;

Students: Yes No Staff & Faculty: Yes No

e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions;

Students: Yes No Staff & Faculty: Yes No

3. How are the above materials distributed to students?

This is done twice a year via the class schedule which is made available to the entire student and staff population plus the communities within the Gavilan College district.

The web site <http://www.gavilan.edu/health/drugfree.html> has a direct link to “*Drug-Free Schools And Campuses Act*” of 1989 and the “*Drug-Free Workplace Act*” of 1988. The health risks, legal sanctions, and referrals for assistance are listed there.

4. Does the means of distribution provide adequate assurance that each student receives the materials annually?

Yes No See #3 above

5. Does the institutions’ distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Yes No

Each semester new and returning students receive this information in the class schedule.

6. How are the above materials distributed to staff and faculty?

New Gavilan Community College employees receive the information with their new hire packet. The Human Resources Department provides the information on an annual basis to all employees via the campus email, My Gav posting, and as a mail enclosure with each adjunct faculty members’ employment contract.

7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?

Yes No See #6 above

8. Does the institution’s distribution plan/policy make provisions for providing these materials to staff and faculty after the initial distribution?

Yes No See #6 above

9. How and by whom does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and insure that disciplinary sanctions are enforced.

A Task Force consisting of the Vice President of Student Services, the Director of Financial Aid, Director of Security, Director of Human Resources, Registrar, Administrative Assistant to the Vice President of Student Services, ASB Student Representative, and the Coordinator of Student Health Services, meet and review the components of the plan. Revisions are implemented under the consultation of the administrative team for Gavilan Community College

a. Conduct student AOD use survey

Students: Yes No Staff & Faculty: Yes No

b. Conduct opinion survey of its students, staff and faculty.

Students: Yes No Staff & Faculty: Yes No

Due to state law, this is not applicable.

c. Evaluate comments obtained from a suggestion box

Students: Yes No Staff & Faculty: Yes No

Due to state law, this is not applicable.

d. Assess effectiveness of documented mandatory drug treatment referrals for students and employees.

Students: Yes No Staff & Faculty: Yes No

This continues not to be applicable to the College because the type of insurance a student and/or non-district insured employee has determined which treatment program is used. If the individual does not have any insurance, then a County program is utilized.

e. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: Yes No Staff & Faculty: Yes No

According to our college policy, this is a confidential matter between either the student and the Vice-President of Student Services or the employee and the Human Resources Department. Therefore, the follow-up on these situations are handled by either:

- Vice-President of Student Services for the student or
- Human Resources Department for the employees

f. Other (please list)

10. If requested, has the institution made available to the public, a copy of each required item in the drug prevention program and the results of the biennial review?

If requested, it would be made available.

11. Where is the biennial review documentation located?

The biennial review can be found in the following four locations:

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Gavilan Community College
Vice President, Student Services
408-848-4732

- Alice Dufresne-Reyes
Coordinator, Student Health
408-848-4791
- Eric Ramones
Director, Human Resources
408-848-4753
- Veronica Martinez
Director, Financial Aid
(408)848-4725

12. Comments

The following items are attached:

- a. Insert for Schedule/Catalogue of District Policy
- b. Documents regarding health risks and legal sanctions