



Black Hawk College Biennial Review of FY 2021-22 and FY 2022-23 Drug and Alcohol Abuse Prevention Program (DAAPP) for Students and Employees

Table of Contents

- Introduction* 3
- Awareness Activities*..... 4
- Standards of Conduct for Employees and Students* 4
 - Student Athlete Drug and Alcohol Standards* 5
 - The Villas at Black Hawk and Prairie Pointe Apartments* 5
 - Employee Drug and Alcohol Policy* 5
- Legal Sanctions*..... 6
- Enforcement* 8
 - Students*..... 8
 - Employees*..... 8
- Review of Violations* 9
 - Students*..... 9
 - Employees*..... 9
- Health Risks* 9
- Drug or Alcohol Prevention and Counseling Services* 10
- Biennial Review Recommendations* 11
- Appendix*..... 13

Introduction

In compliance with the Drug-Free Schools and Communities Act, Black Hawk College (“College”) has implemented a program to prevent the illegal use of drugs and the abuse of alcohol by students and employees. The program requires the College to annually distribute information to students and employees concerning the possession, use, or distribution of alcohol and illegal drugs at the College. This information includes the College’s expectations relating to the unlawful possession, use, or distribution of illegal drugs and alcohol, health risks associated with the use of illegal drugs and alcohol abuse, resources for obtaining assistance with drug and alcohol abuse, and a summary of legal sanctions for violations of local, state and federal laws, as well as the College’s disciplinary actions relating to the unlawful possession, use, or distribution of illegal drugs and alcohol. The College’s Drug Free Schools and Communities Act distribution acknowledgement is sent annually on January 1 to staff, faculty, and students, and is also distributed upon employee new hire or new student enrollment throughout the year. (see Appendix, Exhibit #2) Students and employees must complete an initial, then annual, acknowledgement in the employee or student portal.

The Drug-Free Schools and Communities Act program is intended to supplement and not limit the provisions of the Drug-Free College policy applicable to students and employees, as outlined in Black Hawk College Board Policy 8.70. (see Appendix, Exhibit #1) The Drug-Free Schools and Communities Act also requires institutions of higher education to produce a biennial review of their drug and alcohol abuse prevention program (DAAPP). This report reviews the College’s DAAPP for the period including fiscal years 2021-22 and 2022-23.

The Office of the Vice President for Student Services provides the overall coordination of the Drug-Free Schools and Communities Act Program; however, some services are the responsibility of specific College departments and staff, including:

Alcohol and Drug Education: Counseling, Student Life, Athletics, Employee Assistance Program
Counseling Referrals: Advising, Department of Human Resources
Student Disciplinary Actions: Vice President for Student Services, or Dean for Student Services
Employee Disciplinary Actions: Department of Human Resources

The biennial review of the College’s DAAPP occurred between September 26, 2023, and November 30, 2023. During this review, a task force was appointed by the President, convened, and the College evaluated program elements to determine whether activities were meeting the needs of students and that the program met regulatory requirements.

The DAAPP Biennial Review was conducted by:

Heather Bjorgan, Dean for Student Services
Wendy Bock, Counselor
John Castree, VP for Student Services (Interim)
Arnie Chavera, Director of Athletics
Shawn Cisna, Chief of Police
Holly Fisk, Human Resources Generalist
Jana Koch, Director of Student Life & Engagement

Awareness Activities

This section summarizes College events designed to raise awareness of the dangers associated with alcohol and drug abuse. The following awareness activities were conducted during fiscal years 2021-22 and 2022-23.

Awareness Activities for students during Fiscal Years 2021-22 and 2022-23

- Athletics – annual orientation including alcohol and drug safety and a discussion on athlete expectations and prohibition against use
- Fall Fest / Spring Fling - table with information on alcohol facts and safety
- Social Services Fair - outside agencies are invited to the College to advertise services to students
- TimelyCare Student Assistance Program – offers 24/7 access to telehealth virtual care, self-care, and well-being tools; providers are available to offer medical and mental health support via phone or secure video
- CORE Drug & Alcohol survey - conducted biannually; questions pertain to student's own use of drugs and alcohol, attitudes, perceptions, and opinions about alcohol and other drugs, and the consequences of use; recently added items address protective behaviors, support for policies, and expanded measures of the social atmosphere
- Passive programming – safety tips on posters throughout campus locations

Awareness Activities for employees during Fiscal Years 2021-22 and 2022-23

- Mental Health First Aid Training – Registration is open to the community through the College's Professional and Continuing Education Center
- Passive programming – safety tips on posters and digital displays throughout campus locations
- Employee Assistance Program (EAP) – offers 24/7 access to counseling, consultation, crisis support, adult and childcare resources, personal and professional training, and digital behavioral tools via telephone, mobile app, or online
- Sexual Misconduct training – required annually, includes a module on the connection between drugs and associated risks or violations

Standards of Conduct for Employees and Students

College students and employees are subject to the College's Drug-Free College Policy (Board Policy 8.70) which states in part: "The unlawful manufacture, distribution, dispensation, possession and use of a controlled substance is prohibited (1) in and on property owned or controlled by Black Hawk College, or (2) as part of College-sponsored functions. The unlawful possession, use, or distribution of alcohol on College premises and/or as part of College-sponsored functions is prohibited. No employee or student will report to the College while under the influence of alcohol or illegal drugs." Employees can report infractions or violations to College management.

In accordance with the College's Student Code of Conduct, students, including those of the legal drinking age, are not permitted to use, possess, manufacture, sell, deliver, or distribute alcohol or illegal drugs on property owned or controlled by Black Hawk College, or while conducting or participating in College business and/or sponsored events. Students under the influence of alcohol or illegal drugs are not permitted to be present on campus or at campus-related activities. Students who are aware of

alcohol or drug abuse by other students have a responsibility to report such infractions or violations to the Police Department at (309) 796-5913 or the Vice President of Student Services.

Student Athlete Drug and Alcohol Standards

Membership on a Black Hawk College athletic team is a privilege afforded to full time students who have the ability and interest to compete intercollegiate, and who qualify under all NJCAA rules. The College lends its support to the program with the aim of providing a well-rounded educational experience for the student while projecting a positive image of the institution within the community.

Black Hawk College expects all team members to maintain high standards of personal conduct. Any incident, either on or off campus, which reflects bad judgment by a student-athlete, or in any way involves campus police or other law enforcement agencies, can result in probation, suspension, or dismissal. Further, the Department of Athletics requires that any student-athlete charged with a felony crime may immediately be suspended from athletic participation. The student-athlete will be eligible for reinstatement as determined by the Director of Athletics and/or other appropriate administrators. Criminal charges of less than a felony shall be reviewed by the Director Athletics and handled on an individual basis and referred to the College's Student Code of Conduct when appropriate.

Additionally, each head coach has the responsibility to establish rules and enforce regulations. All rules are clearly explained to the student-athletes before the season begins. A copy of the rules are provided to the student athletes which they sign in understanding and acknowledgement of receipt. The coach must provide a copy to the Director of Athletics of all specific rules and of any infraction when it occurs.

Participants in the Black Hawk College intercollegiate athletic program receive the same treatment as other students. They have no unique privileges in admission, academic advising, course selection, grading, living accommodations, or financial aid. Similarly, student athletes are not denied the rights and opportunities available to them as non-athletes.

The Athletics Department specifically prohibits possession and/or consumption of alcoholic beverages or other drugs by any student athletes. These standards specifically prohibit consuming, possessing, or transporting alcohol or illegal drugs at any time while in vans, buses, or automobiles travelling to or from contests, events, or other related activities, as well as at on-site or overnight accommodations.

The Villas at Black Hawk and Prairie Pointe Apartments

The Villas at Black Hawk and Prairie Pointe Apartments' lease agreements restrict the use of illegal drugs or controlled substances and the consumption and/or possession of alcohol. Alcohol, tobacco, and any illegal drugs or controlled substances are banned from the student apartments and premises. Tenants agree to not manufacture, sell, store, or transport illegal drugs or contraband, or violate any law or ordinance, at the risk of lease termination.

Employee Drug and Alcohol Policy

Black Hawk College maintains a commitment to provide a safe and healthful work and educational environment in accordance with the Drug-Free Workplace Act of 1988, the Drug-free Schools and Communities Act of 1989, the Illinois state Drug-Free Workplace Act, and the Illinois Cannabis Regulation & Tax Act of 2020.

The College prohibits the manufacture, distribution, dispensation, sale, purchase, or transfer of any controlled substance by its employees on College premises or while conducting College business. The College prohibits the unlawful possession or use of any controlled substance by its employees on College premises or while conducting College business. Employees may not report to work under the influence of an unauthorized controlled substance.

The College also prohibits the use, possession, distribution, transfer or sale of any drug paraphernalia on College premises or while conducting College business. In addition, the College prohibits employees from reporting to work under the influence of, dispensing, possessing or using alcohol on College premises or while conducting College business except as permitted at specific College events.

Legal Sanctions

Federal and state laws, along with local ordinances, prohibit the possession or use of, distribution of, manufacture of, or possession with intent to distribute a controlled substance or a counterfeit controlled substance. Specific drugs, amounts, and penalties are described in the Controlled Substances Act, available online at <https://www.dea.gov/drug-information/csa>. The following summary sets forth the legal sanctions under federal, state, or local law for the unlawful possession or distribution of illegal drugs and alcohol. Please note that a student or employee who violates the College's policies relating to the possession or distribution of illegal drugs and alcohol is subject to discipline as well as any applicable criminal sanctions provided by federal, state, or local law. Federal and state legal sanctions are subject to change by the United States Congress and the Illinois General Assembly, respectively.

The maximum term and fine increase significantly if state or federal penalty enhancement rules apply. Factors which raise maximum penalties under federal penalty enhancement rules include death or serious bodily injury; prior drug conviction; placing at risk or distributing a drug to a person under 21 years old; using a person under 18 years of age to assist in the drug violation; and distributing or manufacturing a drug within 1,000 feet of school property, including Black Hawk College campuses. Penalty enhancement rules apply to defendants 18 years or older.

These penalties include the following federal sanctions:

- 21 U.S.C. 844(a) 1st conviction: up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if: (a) 1st conviction and the amount of crack possessed exceeds 5 grams. (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams. (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- 21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)
- 21 U.S.C. 844a Civil fine of up to \$10,000.
- 21 U.S.C. 853a Denial of Federal benefits, such as student loans, grants, contracts, and

professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

- 21 U.S.C.S. 862, Denial of Federal benefits, including student loans, grants, contracts, and professional commercial licenses. Persons convicted of illegal possession may be denied these benefits for up to one year for a first offense and up to five years for second and subsequent offenses. Persons convicted of drug trafficking may be denied these benefits for up to five years for a first offense and up to 10 years for a second offense. Upon a third or subsequent drug trafficking conviction, a person may be permanently ineligible for all Federal benefits.
- 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- 18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.
- Simple possession of controlled substances can result in a one-year prison term and a minimum of a \$1,000 fine for first offenders found guilty in a federal court. Subsequent convictions can result in significantly greater penalties (21 U.S. C. 844(a)). A conviction for possession of a controlled substance that results in death or bodily injury can result in life imprisonment. A penalty of five to twenty years in prison can be the result of a conviction for possession of more than five grams of cocaine.
- Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Illinois Criminal Code states that the possession, sale and/or distribution of “Controlled Substances” (drugs) is a felony. If the offense occurs on College property the felony classification changes from 1, 2 or 3 and becomes a Class “X” felony. The fines and jail time can double and even triple depending on the substance and the amount.

Employees and students should be aware that their actions are also subject to all local, state, and federal laws relating to drug and alcohol abuse. The College will bring unlawful acts to the attention of proper law enforcement authorities.

[More on Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance \(PDF\)](#)

It is a violation of Illinois state law:

- For any person under the age of 21 to possess alcohol in any public place, except as explicitly authorized by law. (235 ILCS 5/6-16).
- To sell or deliver alcohol to anyone under 21, or to an intoxicated person (235 ILCS 5/6-16).
- To possess alcohol in a motor vehicle with the seal broken (625 ILCS 5/11-502).
- For a person under 21 to represent that he/she is over 21 for the purpose of obtaining alcohol (235 ILCS 5/10-1).
- To sell or give a false ID to any person under the age of 21 (235 ILCS 5/6-16).
- For a person under 21 to use a false ID or an ID which is not actually one’s own in attempting to purchase any alcoholic beverage (235 ILCS 5/6-16).
- Violations of these laws can result in fines of up to \$2,500 and one year in jail.
- The driver’s license of a person under 21 may be suspended or revoked without a hearing when that person has purchased or attempted to purchase alcohol from a duly licensed establishment or who has consumed alcohol on licensed premises. Persons convicted of violating local ordinances prohibiting a person under 21 years of age from

purchasing, accepting, possessing, or consuming alcohol and prohibiting the transfer or alteration of ID cards, the use of the ID card of another or a false or forged ID card, or the use of false information to obtain an ID card may have their driver's license suspended or revoked (235 ILCS 5/6-16).

- Any amount of alcohol in the system of a driver under the age of 21 results in a suspension or revocation of one's license (625 ILCS 5/11-501). In addition, the operation of a motor vehicle by a driver with a blood or breath alcohol concentration of .08 or greater carries substantial penalties. The first offense can result in a \$2,500 fine, incarceration for up to one year, and suspension or revocation of the offender's driver's license.
- To possess and deliver illicit drugs are prohibited in Illinois under the Cannabis Control Act (740 ILCS 40/0.01 et seq.) and the Controlled Substances Act (720-ILCS 570/100 et seq. and 720 ILCS 570/401 et seq.). Possession of Cannabis under 10 grams is a civil offense with a fine. Criminal penalties vary according to the type of drug, the amount of the drug, previous offenses of offender, and whether the offender intended to manufacture, deliver, sell, or use the drug.

Relevant city ordinances for College properties include the following:

- East Moline, IL – Code of Ordinances:
https://codelibrary.amlegal.com/codes/eastmolineil/latest/eastmoline_il/0-0-0-1
- Kewanee, IL – Code of Ordinances, Title XIII, Chapter 136: Offenses Facilitating Substance Abuse, at:
https://codelibrary.amlegal.com/codes/kewanee/latest/kewane_il/0-0-0-1
- Moline, IL – Code of Ordinances, at <https://www.moline.il.us/406/Code-of-Ordinances>
- Rock Island, IL – Code of Ordinances, at:
https://codelibrary.amlegal.com/codes/rockislandil/latest/rockisland_il/0-0-0-1

Enforcement

The College enforcement of drug and alcohol-related policies and laws, includes disciplinary sanctions against students and/or employees who violate said policies and laws.

Enforcement of the Drug-Free College Policy is facilitated by Campus Police, the Vice President of Student Services, and the Director of Human Resources. As part of the disciplinary process, the College may also require that the student or employee complete a rehabilitation program.

Students

Any student found in violation of the Code of Conduct will be subject to the sanctions outlined in the 'Disciplinary Procedures' section of the Student Handbook (located at <https://www.bhc.edu/>). Upon determination that an individual has violated the Code of Conduct, a Student Disciplinary Committee may be convened in order to provide the individual with a full and fair hearing. After a hearing is conducted, or if no hearing is convened, the College may impose one or more sanctions against a student: (a) restitution, (b) warning, (c) reprimand, (d) restriction, (e) probation, (f) suspension, (g) expulsion.

Employees

The College reserves the right to prescribe the nature and type of corrective action to be imposed on employees found in violation of the Drug-Free College Policy (Board Policy 8.70). Such

corrective action may include, but is not limited to: 1) issuance of a written warning, 2) requirement to seek treatment; or 3) other disciplinary actions up to and including termination of employment. Disciplinary actions will also follow any processes outlined in an applicable Collective Bargaining Agreement, Employee Handbook or College policy.

A full description of the procedures the College will take if an employee is suspected to be under the influence of drugs or alcohol and the conditions under which various sanctions will be dispensed can be found in Administrative Guideline 3-1.11, [Employee Drug/Alcohol Abuse Procedures](#). A copy of the Administrative Guidelines may be found in myBlackHawk under the Employees tab, Publications, Forms, and Manuals link.

Review of Violations

Students

The College reviewed all student drug and alcohol policies, procedures, and student sanctions for FY 2021-22 and 2022-23. During the biennium, there were no alcohol or drug related incidents.

Employees

The College reviewed all employee drug and alcohol policies, procedures, and employee sanctions for FY 2021-22 and 2022-23. During the biennium, there were no alcohol or drug related incidents.

Health Risks

The following provides information on the health risks associated with the abuse of alcohol and use of illegal drugs. The U.S. Department of Justice and the Drug Enforcement Administration provide information on the effects of alcohol and commonly used drugs. This information may be referenced on the U.S. Department of Justice's website at <http://www.justice.gov> and on the Drug Enforcement Administration's website at <https://www.dea.gov/factsheets> (last visited October 16, 2023).

Drugs are designed to produce physical and/or psychological change(s) within the body. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. Some health risks associated with the use of illegal/illicit drugs and alcohol include:

- Damage to the brain
- High blood pressure, seizures, strokes, heart attacks, cardiac arrest and/or respiratory arrest
- Impaired judgment, loss of memory, poor hand and eye coordination and poor concentration
- Sleep disturbances, depression, paranoia, and anxiety
- Increased risk of HIV infection
- Painful withdrawal symptoms (tremors, panic attacks, chills, sweating, muscle cramps, etc.)
- Physical and psychological dependence

In addition to health-related problems, other concerns include financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.

Drug or Alcohol Prevention and Counseling Services

The College offers limited counseling services to students, faculty, and staff, most often in the form of referrals to outside organizations. Individuals who feel the need to seek assistance may contact a BHC Counselor by calling 309-796-5199 or emailing counseling@bhc.edu.

Additional community resources to assist with drug or alcohol prevention or counseling services includes:

- Alcohol Education and Intervention Services (A.E.I. Services) – Moline (309) 644-0224
- River Bend Christian Counseling – Moline (309) 757-0300
- Tri-County Alcohol and Drug Services, LLC - East Moline (309) 752-9740
- Alcohol and Drug Education Clinic, Inc – Rock Island (309) 794-1097
- Family Counseling and Psychology Center, P.C., DUI Services - Rock Island (309) 788-6374
- Alcohol and Drug Educational Services – Rock Island (309) 786-2992
- Riverside Retreat – Robert Young Mental Health Center – Rock Island (309) 779-3000
- Center for Alcohol and Drug Services – Rock Island (309) 788-4571 or Fairmount location (Iowa residents only) (563) 322-2667
- Psychological Services, Inc. – Moline (309) 757-9000
- Good Shepherd Foundation – Geneseo (309) 944-6205 or (309) 944-3258
- Bridgeway, Inc – Kewanee (309) 852-5541

The College provides supportive intervention resources related to drug and alcohol use and abuse for students and staff. The College disseminates informational materials, educational programs and referrals regarding the use of alcohol and/or controlled substances.

The College provides services related to drug and alcohol use and abuse for its employees and students. College employee services are coordinated through the Employee Assistance Program. Students are afforded access to mental health and rehabilitation services through the TimelyCare Student Assistance Program. These services include telephonic assessment and brief counseling and resource support, face to face counseling services, and access to a comprehensive self-service student health and wellbeing online portal, <https://app.timelycare.com/auth/login>.

The [Counseling](#) resources page of the College website includes contact information on national counseling, treatment, and rehabilitation programs for drug and alcohol resources for students, prospective students and the community to access in a confidential manner.

The information available on the [Additional Counseling Resources](#) page of the College's website includes the following national toll-free telephone numbers, which are provided to assist any member of the College who may require assistance in dealing with a drug or alcohol problem:

- National Drug Abuse: [800-662-4357](tel:800-662-4357)
- [Al-Anon/Alateen: 800-344-2666](tel:800-344-2666) for non-drinkers who are worried about someone with a drinking problem.
- [Marijuana Anonymous: 800-766-6779](tel:800-766-6779) Find support, resources, and meeting locations.
- [Substance Abuse and Mental Health Services Administration \(SAMHSA\): 1-800-662-HELP \(4357\)](tel:1-800-662-HELP(4357)) SAMHSA's sole interest is helping people with substance use disorders and mental health conditions. They field more than 65,000 calls per month and have helped millions access treatment.

- [National Council on Alcoholism and Drug Dependence, Inc. \(NCADD\): 1-800-NCA-CALL \(622-2255\)](#). NCADD's HOPE LINE directs callers to numerous affiliate programs around the country to assist, at a local level, with substance abuse issues.

Students and employees may log on to their MyBlackHawk portal account, under the Home tab, under Quick Links, click on Drug Free Schools and Communities Act, or on the College website go to www.bhc.edu, then click on [Students Right to Know](#) link on the bottom of the page, for more extensive lists of the following:

- Health Risks Associated with the Use of Illicit Drugs and Alcohol
- Physical and Psychological Dependence and Effects of Specific Drugs
- Local Alcohol and Drug Treatment Programs
- Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Biennial Review Recommendations

CORE Drug Survey

The CORE Institute is a department within the Southern Illinois University Carbondale School of Psychological and Behavioral Sciences. Their focus is to support quantitative assessments that inform and direct student life programming efforts for the benefit of students' health and welfare across the nation. To date, they have one of the largest databases on alcohol and other drug use at post-secondary educational institutions.

Historically, the CORE Drug Survey has been administered every two years at the College. Most recently, it was administered in the spring of 2022. However, CORE has not yet compiled the 2022 data, nor has it provided the results to participant institutions of higher education in Illinois. As part of its biennial review, the task force reviewed the next most recent data from the spring 2020 survey. Because this is an off-cycle review, the committee would like to use spring 2024 CORE Drug Survey data right away in fall 2024, and under the direction of a new staff leadership role.

Assessment of the BHC Biennial Review Process

As part of this biennial review, the task force looked at what types of evaluations would be useful in the future as part of the College's ongoing efforts. The College's regularly scheduled student surveys such as the Survey of Entering Student Engagement (SENSE) and Ruffalo Noel-Levitz's Student Satisfaction Inventory (SSI) do not include questions that pertain to alcohol and drug use or prevention. The CORE Drug Survey is the best instrument available, and as long as results are shared with participating colleges, BHC will continue its use.

In the upcoming biennium, BHC will expand its departmental assessment of student activities related to drug and alcohol abuse prevention, so that future task force members will have additional data to review and evaluate effectiveness.

The task force reviewed all materials available and believes the College meets all biennial review requirements. This biennial review meets or exceeds minimum expectations and provides a framework moving forward. It is also a recommendation of the task force committee that a Drug Free Schools and Communities Act (DFSCA) Administrative Guideline be written and approved affording direction to the College to formulate procedures that assist in meeting the goals outlined in the federal statutory requirement.

Continuing Activities (Based on a review of the College DAAPP, the following activities will be

continued in the next biennium to better meet the needs of students and employees.)

- Athletic orientation and student athlete conduct expectations
- Fall Fest / Spring Fling
- Social Services Fairs
- TimelyCare Student Assistance Program
- Employee Assistance Program
- Biannual Drug & Alcohol Survey in spring 2024
- Sexual Misconduct training required of all employees each year

New Activities Planned (Based on a review of the College DAAPP, the following new initiatives will be conducted for the FY 2023-24 to better meet the needs of students and employees.)

- Free Mental Health First Aid Training offered twice per year to College employees (Counseling Department in coordination with other departments)
- Implementation of reasonable suspicion training, to help supervisors with recognizing and dealing with employees who have job performance, personal, and family problems that could be related to alcohol or other drugs. (Human Resources Department)
- Design an educational “social norming” campaign for employees to better understand the College’s challenges based on student survey data. (Counseling Department)
- Review of student athlete participation agreement verbiage. (Athletics Department)
- At the College’s Fall Fest and Spring Fling events, re-introduce a “Pour Me a Drink” activity which helps students visualize how the volume of alcohol impacts judgement. (Student Life and Counseling Departments)

Appendix

Exhibit #1 – Black Hawk College Board Manual

8.70 Drug-Free College Policy

Black Hawk College maintains a commitment to provide a safe and healthful work and educational environment in accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and the Illinois Drug Free Workplace Act of 1986. The unlawful and manufacture, distribution, dispensation, possession and use of a controlled substances prohibited (1) in and on property owned or controlled by Black Hawk College, or (2) as part of College sponsored functions. The unlawful possession, use, or distribution of alcohol on College premises and/or as part of College-sponsored functions is prohibited. No employee or student will report to the College while under the influence of alcohol or illegal drugs. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable (i.e., prescription drug) but which is not legally obtained, is not being issued for prescribed purposes and/or is not being taken according to prescribed dosages. It is the responsibility of the Human Resources Department and the Vice President for Student Services to develop and implement procedures which are consistent with this policy and prevailing statutes.

ADOPTED 1/25/1990, B.R. #4622 AMENDED 12/19/1991, B.R. #5007 AMENDED 3/2/1995, B.R. #5486

Exhibit #2 – Required acknowledgement of the Drug-Free Schools and Communities Act in the College’s student and employee web portal

DRUG-FREE SCHOOLS AND COMMUNITIES ACT: BLACK HAWK COLLEGE ALCOHOL AND OTHER DRUG NOTIFICATION & POLICY

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this notification is presented annually to each Black Hawk College (BHC) student and employee. Its purpose is to serve as a reminder of the standards of conduct relating to drugs and alcohol; the health risks associated with drug and alcohol abuse; of the availability of treatment for drug or alcohol problems; of BHC policies related to the illegal possession and use or distribution of drugs or alcohol; and of the internal sanctions and federal, state, and local legal penalties that may result from the illegal sale, possession, consumption, or distribution of drugs or alcohol.

Standards of Conduct

In accordance with BHC’s Student Code of Conduct, students, including those of the legal drinking age, are not permitted to use, possess, manufacture, sell, deliver, or distribute alcohol or illegal drugs on College property, property used by Black Hawk College, as part of any College sponsored event, or while conducting or participating in Black Hawk College business and/or events. Students under the influence of alcohol or illegal drugs are not permitted to be present on campus or at campus-related activities. Students who are aware of alcohol or drug abuse by other students have

a responsibility to report such infractions or violations to the Vice President of Student Services (309) 796-5041.

BHC employees are subject to the College's Drug-Free College Policy (Board Policy 8.70) which states in part: "The unlawful manufacture, distribution, dispensation, possession and use of a controlled substance is prohibited (1) in and on property owned or controlled by Black Hawk College, or (2) as part of College-sponsored functions. The unlawful possession, use, or distribution of alcohol on College premises and/or as part of College-sponsored functions is prohibited. No employee or student will report to the College while under the influence of alcohol or illegal drugs." Employees can report infractions or violations to College management (Supervisor, Police Department, Director of Human Resources, a Vice President or other Administrator).

Health Risks of Alcohol and Other Drugs

Drugs are designed to produce physical and/or psychological change(s) within the body. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. Some health risks associated with the use of illegal/illicit drugs and alcohol include:

- Damage to the brain.
- High blood pressure, seizures, strokes, heart attacks, cardiac arrest and/or respiratory arrest.
- Impaired judgment, loss of memory, poor hand and eye coordination and poor concentration.
- Sleep Disturbances, depression, paranoia, and anxiety.
- Increased risk of HIV infection.
- Painful withdrawal symptoms (tremors, panic attacks, chills, sweating, muscle cramps, etc.).
- Physical and psychological dependence.

In addition to health related problems, other concerns include financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.

Alcohol and Drug Prevention and Counseling Services

Black Hawk College offers limited counseling services to students, faculty, and staff, most often in the form of referrals to outside organizations. Individuals who feel the need to seek assistance may contact a BHC Counselor at either campus by calling 309-796-5199 or emailing counseling@bhc.edu.

Some Local Alcohol and Drug Treatment Programs

Riverside Retreat - Robert Young Mental Health Center – Rock Island (309) 779-3000
Center for Alcohol and Drug Services – Rock Island (309) 788-4571 or Fairmount location (Iowa residents only) (563) 322-2667

Psychological Services, Inc. – Moline (309) 757-9000
Good Shepherd Foundation – Geneseo (309) 944-6205 or (309) 944-3258
Bridgeway, Inc – Kewanee (309) 852-5541

Disciplinary Sanctions

Students

Any student found in violation of the Code of Conduct will be subject to the sanctions outlined in the 'Disciplinary Procedures' section of the Student Handbook (located at www.bhc.edu). Upon determination that an individual has violated the Code of Conduct, the Student Disciplinary Committee may be convened in order to provide the individual with a full and fair hearing. **After a hearing is conducted, or if no hearing is convened, the College may impose one or more sanctions against a student:** (a) restitution, (b) warning, (c) reprimand, (d) restriction, (e) probation, (f) suspension, (g) expulsion.

Employees

The College reserves the right to prescribe the nature and type of corrective action to be imposed on employees found in violation of the Drug-Free College Policy (Board Policy 8.70). Such corrective action may include, but is not limited to: 1) issuance of a written warning, 2) requirement to seek treatment; or 3) termination of employment.

A full description of the procedures the College will take if an employee is suspected to be under the influence of drugs or alcohol and the conditions under which various sanctions will be imposed can be found in Administrative Guideline 3-1.11, Employee Drug/Alcohol Abuse Procedures. A copy of the Administrative Guidelines can be found in myBlackHawk under the Employees tab, Publications, Forms, and Manuals link.

Local, State, and Federal Sanctions

Illinois Criminal Code states that the possession, sale and/or distribution of "Controlled Substances" (drugs) by anyone is a felony under Illinois Law. If the offense happens on College property the felony classification changes from 1, 2 or 3 and becomes a Class "X" felony. The fines and jail time can double and even triple depending on the substance and the amount.

Employees and students should be aware that their actions are also subject to all local, state, and federal laws relating to drug and alcohol abuse. The College will bring unlawful acts to the attention of proper law enforcement authorities.

For more extensive lists of:

- * Health Risks Associated with the Use of Illicit Drugs and Alcohol
- * Physical and Psychological Dependence and Effects of Specific Drugs
- * Local Alcohol and Drug Treatment Programs
- * Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Please log on to your MyBlackHawk account, under the Home tab, in Quick Links, click on Drug Free Schools and Communities Act or the BHC website: www.bhc.edu, click on Students Right to Know link on the bottom of the page.

Black Hawk College wishes to maintain a safe and healthful working environment for all of its employees, students, and guests. If you suspect you or someone you know has a drug or alcohol abuse problem, please contact a BHC Counselor for a confidential consultation.