

Consumer Info Biennial Review Report 2020

Introduction

To comply with Drug Free Schools and Campuses Regulations [EDGAR Part 86], the Crisis Assessment, Intervention, and Response (CAIR) assembled a subcommittee that met on June 25, 2020 to review the contents of the Cerritos College's Drug and Alcohol Prevention Program (DAPP), related policy, and assess the status of its compliance efforts and enforcement.¹

The Crisis Assessment Intervention and Response (CAIR) Team is a multidisciplinary partnership which contributes to the health and safety of the campus education. The team collaborates to evaluate and assess distressing and disturbing behaviors exhibited by students, coordinate and develop a centralized response to provide assistance and intervention for students of concern, and evaluate and monitor the ongoing related issue(s). The CAIR team is composed of Dr. Elizabeth Miller (Dean of Students Services), Chair, Pamela Sepulveda (Case Manager, Falcon Basic Needs), Dr. Hillary Mennella (Associate Dean of Student Health and Wellness Services), Don Mueller (CCPD Police Chief), Wayne Rehnelt (CCPD Police Captain), Dr. Humberto Hernandez (College Psychologist), Dr. Steve La Vigne (Acting Dean of Student Accessibility Services (SAS)), Dr. Valyncia C. Raphael (Director, Diversity, Compliance and Title IX Coordinator), Dr. Cynthia Lavariere, (Faculty Coordinator of Student Conduct)*, and Dr. Dilcie Perez, (VP Student Services)*. Members not present at the review are denoted with an asterisk. Jamie Quiroz, Financial Aid Assistant Director also attended the meeting for the purposes of the review.

The following information includes the objectives of the review, review outcomes, and recommendations for improvement of the DAPP.

Objectives

The CAIR team's objective in conducting the Biennial Review, as outlined by the U.S. Department of Education's Complying with the Drug-Free Schools and Campuses Regulations manual, are:

1. To determine the effectiveness of, and to implement any needed changes to, the campus Drug and Alcohol Prevention Program, including current policy, enforcement measures, prevention and intervention programming; and
2. To ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

Review Scope

During a regularly scheduled CAIR meeting on June 25, 2020, Financial Aid Assistant Director Jamie Quiroz and Dr. Valyncia C. Raphael DAPP presented the DAPP Biennial Review presentation. The presentation covered a review of the Federal Consumer Information Act and the related requirements of the Drug and Alcohol Prevention program. Quiroz and Raphael reviewed the campus compliance artifacts, including the available disclosure notices, Clery Act crime statistical information, related student conduct data, and current DAPP website. Following the presentation, Quiroz and Raphael facilitated discussion with the CAIR members regarding potential recommendations and next steps for

¹ The CAIR team thanks Kim Westby and Jamie Quiroz for their leadership in supporting CAIR in its efforts to conduct the Biennial Review following the 2018 Financial Aid Audit.

completing the Biennial Review report. Please review Appendix 1 for a copy of the presentation materials.

Review Outcome

The results of the Review provided below.

Compliance Overview

Compliance Item	Status	Recommendation
Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities	This is distributed to each student, however this needs to be distributed to employees	Design an employee-specific Drug & Alcohol Abuse Prevention Program website (modeled off of the student site); distribute annually.
A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;	This is distributed to each student, however this needs to be distributed to employees	See above
A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;	This is distributed to each student, however this needs to be distributed to employees	See above
A description of the health risks associated with the use of illicit drugs and alcohol; and	This is distributed to each student, however this needs to be distributed to employees	See above
A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution	A system is in place to distribute this information to each student. A draft notice has been created for distribution to employees (faculty (new full and part-time during initial HR processing), new full time classified employees and new short-term hourly employees).	See above

Compliance Item	Status	Recommendation
Strength of the effectiveness of the DAPP by evaluating the results of staff and student surveys.	<p>While a specific survey related to drug and alcohol prevention has not been administered, some baseline data exists against which we can measure effectiveness. As of June 25, 2020, Student Health Services data show:</p> <ul style="list-style-type: none"> ● Twenty-four (24) unique diagnoses substance/alcohol abuse (from Mental Health clinicians) ● Eight (8) unique diagnoses substance/alcohol abuse from our medical clinicians 	Audit the components of the Drug and Alcohol Prevention program to gather the number of programs, activities, and how many people have participated in the program.
The number of drug and alcohol-related violations and fatalities that occurred on the institution's campus	<p>18-19: 3</p> <p>19-20: 5</p>	Continue to collect and review this data; disaggregate by identity to assess trends.
The number and types of sanctions imposed on students or employees as a result of such violations or fatalities.	See Table 1 below	Continue to collect and review this data; disaggregate by identity to assess trends.
Measures in place to ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently	BP 5500 Standards of Student Conduct and AP 5520 Student Discipline Procedures. Specifically Standard 03: Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code, Section 11014.5	None

Conduct Information

This information provides a summary of the student conduct charge and the assessed administrative sanction and educational sanction by date. Due to the two-year commuter profile of the school, substance use and alcohol charges are lower than would be at 4 -year schools with student dorms. The charges imposed are assigned based on factors including but limited to: the type of substance/alcohol used, the level of harm posed to self or others, and whether there is a threat of continuing endangerment to the campus community. The individual’s relationship to the campus and the context of the incident is taken into consideration as well. The sanctions imposed aim to balance support of the

student’s personal and academic goals, as well as providing insight about the harms of use. With the cases provided, many include factors of dependency and addiction and the sanctions imposed seek to balance accountability, prevention of future recurrence, and connection to resources that can assist with cessation (when possible).

Table 1: Summary of Sanctions Rendered During 2018-2020 Review Period

Month	Summary	Administrative Sanction	Educational Sanction
Oct-18	Marijuana Possession	Disciplinary Warning	Comprehensive Ed Plan, Reflection essay on ed goals & success strategies
Mar-19	Intoxication (alleged PCP)	Disciplinary Probation	Ethical Development Workshop
Jan-19	Smelled like beer	Verbal Warning	Discussion with faculty member (CTE program)
Aug-19	Alcohol intoxication in class	Disciplinary Probation	Meeting with Dean about resources (SHS, DSPS)
Aug-19	Vape pen (CBD)	Disciplinary Warning	Research on marijuana laws
Sep-19	Alcohol intoxication in class	Extended Disciplinary Probation	Educational reflection.
Feb-20	Paraphernalia (meth pipe)	Disciplinary Probation	Referral to Dr. Mennella (SHS) for information on abuse & treatment of narcotics usage.
Feb-20	Alcohol possession/consu mption	Disciplinary Warning	Educational reflection paper.

Student Health Services (SHS) Response

This information provides a summary of information related to Drug and Alcohol Prevention gathered from Student Health. During April 2019 - April 2020 over 300 students and faculty received drug and alcohol prevention information from Student Health outreach and training efforts. Additionally, SHS utilizes a population-level prevention program called E-Check-up. The practitioner package of the program provides data related to individual anonymous use prevalence and trends. The package

includes three (3) alcohol and one (1) cannabis self-response customized surveys. The package also allows students to set up an account allowing their responses to be personalized related to personal drinking and risk patterns, as well as personal aspirations and goals. More information is available at either Cerritos [Alcohol eCheckUptoGo](#) or [Cannabis eCheckUptoGo](#). SHS looks to increase utilization by overcoming technology barriers, as the service receives low utilization at this time. This is like due to connectivity, information technology needs, and the lengthy sign up process (requires more than ten (10) steps). SHS also provides additional resources on their website for local and other resources. Visit [Alcohol / Drug Abuse Hotlines](#) or [SHS Alcohol/Drug Abuse and Other Website Resources](#).

Table 2 also below describes an overview of the Student Health education efforts related to: QPR, CAIR Presentation, SHS presentation, and stress management. The Question, Persuade, and Refer (QPR) is a nationally certified suicide prevention training program. The QPR approach trains every day people with influence, called gatekeepers, to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. Just as people trained in CPR help save thousands of lives each year, people trained in QPR Suicide Prevention learn how to be ready to support someone who expresses suicidality. The training includes the QPR model, suicide prevention, common causes of suicidal behavior, warning signs and options for helping someone in crisis. The CAIR, SHS, stress management presentations are customizable outreach presentations available upon request that provide information about available services and resources related to crisis intervention, student health, and stress management techniques respectively. For more information these presentations, visit the [CAIR website](#) or contact [Student Health Services](#).

Table 2: Summary Of Outreach Efforts from Student Health Services that include AOD Prevention

Date	Item	# Population Served
4/9/1	QPR, substance abuse as a risk factor for suicide	10 Career Services faculty
5/1/19	QPR, substance abuse as a risk factor for suicide	30 Counseling faculty
5/6/19	QPR, substance abuse as a risk factor for suicide	18 DSPS faculty
8/5/19	Intro to SHS, with substance abuse/use info	20 Students
8/13/19	CAIR Outreach	15 new faculty
8/14/19	Intro to SHS, with substance abuse/use info	100 students
10/22/19	Stress Management with substance abuse/use info	15 students

Date	Item	# Population Served
10/31/19	QPR, substance abuse as a risk factor for suicide	7 DSPS faculty
11/27/19	Intro to SHS	35 students
12/04/19	Intro to SHS & stress management with substance abuse/use info for	25 students
1/29/20	Club Event Day	Unknown
1/30/20	Club Event Day	Unknown
2/3/20	Block Party	Unknown
4/14/20	Stress Management, SHS remote webinar:	2 students
4/15/20	Managing Stress, SHS hosted remote webinar	29 faculty, staff, student

Campus Police Response

Campus Police provided a summary of information related to crime response to alcohol and other drug offenses during the review period. The information provided in this section is from the [2019 Annual Security Report \(ASR\)](#). This ASR must include statistics of campus crime for the preceding 3 calendar years and include details about the campus efforts taken to improve safety. The Campus Police Department and Title IX Coordinator prepare the ASR in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act requires campuses and universities to disclose information about crimes committed on and around their campuses. The law is enforced by the U.S. Department of Education. Compliance with the law is tied to a school's ability to participate in federal student financial aid programs. Notification of the availability of the ASR is provided to students and potential students in the Class Schedule each semester. Students are also notified, via email, of the availability of this report by October 1st of each year. Faculty and staff receive similar notification via inter-office mail by October 1st of each year.

The 2019 ASR shows the stats for the 2018 calendar year five (5) on-campus arrests for drug law violations (including one (1) Drug law violation referral to Judicial Affairs). Campus Police information indicates that the majority of these, if not all, of the cases were either possession of less than an oz or

marijuana or huffing violations. In this time period, no liquor law violations or referrals were reported. To date, no alcohol or liquor law violations were reported for the 2019 calendar period. For 2020, the only report for liquor or drug law violation was related to “huffing” (CPC 381) which occurred in the parking lot and involved students.

In summary, during the 2018-2020 period, the current records show:

Total Incidents Involving Drugs and/or Alcohol: 5

Drugs Incidents Involving Students: 2

Alcohol Incidents Involving Students: 0

Fatalities: 0

Additional Notification and Educational Efforts

Notification

The review indicated that in addition to the annual student notification, information on the drug and alcohol prevention information is included in the College Catalog (41-42) (produced annually) and pg. 96 of the class schedule (produced 3 times per year). These publications are available online and includes info on:

- drug and alcohol policy
- Health Risks That May Be Associated with the Use of Illicit Drugs and the Abuse of Alcohol
- Prevention and Intervention Programs
- Alcohol and Drug Prohibitions
- Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information

Employee Training

Beginning Fall 2019, all new and returning employees are required to take the Drug Free Workplace online training module through Keenan Safe Colleges. The training is 22 minutes and covers: The Drug Free Workplace Act and Policy, terms and definitions about substance use, and how to spot and take personal responsibility to combat substance abuse in the workplace. To meet the training requirement, employees must complete a final assessment quiz at the end of the training with a score of 80% or more.

Additionally, the District makes available leadership training to build manager and other administrator capacity to manage and supervise a wide variety of challenges to a student-centered learning environment. Topics vary related to problem solving and effective communication skills, and have included addressing issues related to employee alcohol and/or substance abuse (for example, Best Practices in Personnel Management hosted on October 24, 2017). More information is available on the [Employee Development website](#) regarding upcoming training opportunities.

Student Lingo Training

Through the iFalcon Habits of Mind Modules, online training for students is made available. These resources are powered by Innovative Educators/Student Lingo and supported through the Student Success Programs/Library. While no separate module exists for alcohol and drug prevention education, alcohol and other drugs are topics embedded within two sub modules of two online trainings. The first

module is the Sexual Violence Awareness & Prevention: A Title IX Training For Students. Within the third section titled, Consent, the segment covers: What Is Consent?, Sexual Assault & Alcohol, and provides a content quiz at the end of this portion. The second module is titled, Stress Management Techniques: How To Minimize Stress In College. The learning outcomes of this module are that students will:

- Learn to view themselves as a whole and not as separate parts
- Learn real techniques to help minimize stress
- Realize that taking care of the basics (eating well, exercising, sleeping well, avoiding/eliminating alcohol, tobacco, other drugs, and talking to someone when they need to) can go a long way in reducing stress levels and achieving their educational goals

At this time, few people on campus may be aware of the availability of this training or how to access it. To access the training modules or receive additional information visit [Online HOM](#).

Falcon SAFE Training

The CCPD, SHS, and Office of Diversity, Compliance, and Title IX (the office) collaborate on the Falcon Safe training initiative. The Falcon Safe Training is a sixty- (60) minute presentation regarding affirmative consent, bystander intervention, alcohol abuse prevention, mental health and wellness awareness, and gender-based violence prevention. Falcon Safe is presented to all athletics teams and the Forensics team as part of their annual compliance training. Other groups request the training presentation as well. Review Table 3 for a sampling of the Falcon Safe Training presentations offered between August-December 2019. In this time frame, the presentation served over five hundred (500) students.

Table 3: Fall Semester Falcon Safe Trainings

DATE	AUDIENCE TYPE	#
08/05/19	Cheer Team	31
08/06/19	Men's Soccer	32
08/06/19	Wrestling	48
08/07/19	Women's Water Polo/Volleyball	30
08/07/19	Men & Women's Cross Country	22
08/13/19	Men's Water Polo	15
08/14/19	Women's Soccer	37
08/16/19	Football	115
09/13/19	Women's Basketball	17
09/23/19	Men's Basketball	17
09/24/19	Intersectional Feminism Club	8
10/08/19	International Students	17
10/24/19	Women's Health Class	30
10/29/19	Forensics Team	14

10/06/19	Tennis Team	14
10/14/19	Baseball Team	45
11-19-19	Health Class	17
12-03-19	Track and Field	60
TOTAL		569

Recommendations

The results of this review demonstrate that Cerritos College has implemented several measures and activities to support a safe, drug-free educational and work environment. These efforts include communications and awareness campaigns related to the consequences of drug and alcohol use. To continue to enhance and supplement its current efforts, we suggest that the College consider the following ten (10) recommendations.

1. Continue review of the College's DAAP website to ensure that contents are updated to provide students and employees with additional information on available resources for drug and alcohol treatment, and the health risks associated with drug and alcohol abuse. In the short term, the webpage needs to be updated with two additional pages, one main page for general information, and one employee-focused DAPP page. The current page will be refined to be more student focused.
2. For case management, it is recommended that more structured case creation procedures be created and followed to ensure information is tracked in a consistent manner, this will assist with analytics & continuity of care & overtime. Some examples include, language for charges, documenting the types of referrals.
3. Increase awareness of Student Lingo resources related to AOD and stress management.
4. Include student voices in the review process, CAIR can consider including least one student in the biennial review.
5. As CAIR revises its handbook, it can consider creating a sample syllabus, handbook, or behavior statement so all of the areas that reference employee and student handbooks or codes of conduct (e.g. athletics, CTE programs, etc.) can reference to the DAPP with consistent language. Additionally, the handbook can include a section related to identifying alcohol or substance abuse and how to respond if a student presents with substance abuse issues.
6. SHS is committed to increasing utilization of e-check information. If this effort is successful, CAIR may want to consider analyzing e-check data during For future biennial review and ongoing assessment.
7. SHS or another campus program can create an awareness brochure and other promotional materials to increase awareness about prevention and personal health/wellness.
8. Student Health currently uses the [Cut-Annoyed-Guilty Eye \(CAGE\)](#) and brief interviewing with students that have "red flags" during their social history intake process. Other areas could

consider using a similar screening tool during recurring student intake or other appointments to identify obstacles or AOD risks. Another available document that can be adapted for our campus use other include the Identifying Obstacles questionnaire from the [Senate Bill 150 Toolkit](#) (see page 23).

9. Consider conducting an alcohol and drug use, perception, and/or awareness survey for students and employees, or add related questions to existing surveys.
10. Explore ways to utilize social media in the College's drug and alcohol abuse prevention efforts as this platform may be leveraged to reach multi-generational students.

Appendices

1. DAPP Presentation slides
2. Activity guide
3. Screenshot of Consumer Info page
4. DAPP - Student page
5. Student Notice Template
6. Employee Letter Template (DRAFT)