



Drug-Free Schools and Communities Act (DFSCA)

Moraine Park Technical College
Biennial Review
Academic Years
2020-2021, 2021-2022
Completed Summer 2022

I have read and approved the Biennial Review.

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INTRODUCTION

The 2022 Moraine Park Technical College (MPTC) Biennial Review qualifies fulfillment of the Drug-Free Schools and Communities Act (DFSCA) that requires institutions of Higher Education to conduct a biennial review of their Drug and Alcohol Abuse Prevention Program (Title 34 CFR § 86.3). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the DFSCA may cause an institution to forfeit eligibility for federal funding. To comply with this regulation, Institutions of Higher Education such as MPTC are required to conduct biennial reviews of their Drug and Alcohol Prevention (DAAPP) program to determine effectiveness and the consistency of enforcement of sanctions, along with the number of alcohol and drug related violations that were reported to campus officials and the types of sanctions issued for said violations. An institution's DAAPP must include an annual notification to students and employees on the availability of the program; must address the standards of conduct, description of sanctions for violating federal, state and local laws or college policy, health risks associated with use and/or abuse, prevention programs offered, as well as information about various treatment options.

CAMPUS OVERVIEW

MPTC offers certificate, technical diploma, associate degree programs, pre-baccalaureate programs for students planning to advance to a four-year university, occupational education leading directly to employment, adult education, and economic and workforce development training. MPTC is one of 16 Wisconsin Technical College System Districts with three campuses (Beaver Dam, Fond du lac, West Bend) and two regional centers (Ripon, Jackson).

In 2020-2021, MPTC served 12,643 students in credit and non-credit courses (2,106 FTEs). The College's enrollment was comprised of 82% part-time and 18% full-time program students. Median age of a program student is 25 years. MPTC's staff is composed of 400 full-time employees, 335 part-time employees. Employee classifications includes administrators, faculty, and support staff.

BIENNIAL REVIEW PROCESS AT MORAINÉ PARK TECHNICAL COLLEGE

This Biennial Review report provides information on MPTC employee efforts to provide adequate alcohol and drug education, resources, and programs to the College community for academic years 2020-2021 and 2021-2022. These efforts are designed to create a safe and healthy learning environment free from alcohol and other drug use and abuse. In addition, working to develop and disseminate information to the campus community about the health risks associated with use and abuse in order to make available intervention strategies/services. During the biennial review process, several departments provided information and supporting documents that allow for a full review

of alcohol and drug efforts on campus. Representatives from these teams included the Director of Student Support, Director of Student Development, the Human Resources Generalist, the Security Manager, the Financial Aid Manager, and the Registrar & Enrollment Services Manager.

The following departments provided support for this review:

- Student Development
- College Life
- Security
- Human Resources
- Counseling
- Financial Aid
- Enrollment Services

The following documents were reviewed as a part of this process:

- Alcohol and Drug Free Learning and Working Environment Policy (AP 723)
- Alcohol and Drug Free Working Environment (PR 723.01)
- Employee Reasonable Suspicion Procedure (PR 723.02)
- Student Reasonable Suspicion Procedure (PR 723.03)
- Drug Free Schools and Communities Act (PR 723.04)
- Student Code of Conduct Non-Academic (PR 724.02)
- Clery Annual Security Report

ANNUAL POLICY NOTIFICATION PROCESS

As a requirement of these regulations, MPTC is to disseminate the DAAPP information below to all students and employees on an annual basis. This process is formally conducted by distributing information concerning alcohol and other drug policies via email from the Financial Aid Office and the Office of Human Resources (HR). This information is also posted on the Consumer Information; Your Right to Know webpage <https://www.morainepark.edu/student-consumer-information/>

Annual notifications include:

- Drug and Alcohol Prevention Program (DAAPP)
- Safe and Drug Free Schools and Campus
- Consumer Information; Your Right to Know
- Clery Report Posting Notice

As part of this review, the policy notifications were reviewed and meet the required criteria as defined in the Act. Questions concerning this policy and/or alcohol and other drug programs, interventions, and policies may be directed to Kim Schwamn, Director of Student Development, kschwamn@morainepark.edu, 262-335-5881 TTY/VP: Use Relay/VRS

POLICIES

Enforcement of State and Local Laws

As an academic community, MPTC employees are committed to providing an environment in which learning, working, and student development can flourish. The possession or use of illegal drugs and alcohol, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and employees. The College enforces state and local laws as well as related MPTC policies and procedures, including those prohibiting the following activities on campus:

- The possession, use, and misuse of alcohol on campus or as any part of its activities.
- Distribution, possession, or use of illegal drugs or controlled substances.

Code of Conduct

The use and abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by MPTC's Alcohol and Drug Free Learning and Working Environment Policy (AP 723) and its associated procedures.

The College can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances, state, and federal laws. The college's policy and procedures also address violations by MPTC employees. These sanctions are included in the annual policy notifications, as well as in the student and employee handbooks.

Voluntary Assistance

MPTC strongly encourages students and employees to voluntarily obtain assistance for dependency or abuse problems before such behavior results in an arrest and/or disciplinary referral, which might result in their separation from the institution. Students have free access to college-sponsored counseling services, online therapy, and a free confidential drug and alcohol screening tool. Employees have access to the employee assistance program.

The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Code of Conduct Non-Academic or employee expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Support Services for Students and Employees

Help is available both on-campus and within the community for students who are dependent on, or who abuse the use of alcohol or other drugs. Students have free access to MPTC Counseling Services; BetterMynd Online Therapy (college sponsored video-therapy services); and Screen U, an online, confidential drug and alcohol screening provided by MPTC Counseling Services. All services are designed to provide

referral to community-based treatment and recovery services. The MPTC Employee Assistance Program and other professional community agencies are available to employees and will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities. A complete listing of resources is included in the annual policy notifications, as well as at the MPTC Counseling Services website, the BetterMynd website, and the Screen U website.

STUDENT SUPPORT SERVICES AND SUBSTANCE-FREE OPTIONS FOR STUDENTS

At MPTC, there are a number of offices that provide students with direct support, counseling, accommodations, and advising around the topic of alcohol and other drugs. These offices include the Counseling, Disability Resources, Curriculum, and College Life teams. The collaborative efforts allow for multiple points of contact to provide education, resources, and support for students through academics, support services, and campus activities. In addition, other offices and student groups on campus provide a variety of activities free of alcohol and other drugs.

Counseling

Counseling Services is available to assist students who may want to discuss personal issues in a confidential setting. Counselors can address concerns of stress, anxiety, academics, depression, family issues, substance abuse, or other personal problems, and provide appropriate community referrals and resources. They also provide an online confidential drug and alcohol screening tool and access to on-line video-therapy. Students experiencing a crisis situation should request counseling services in Student Services at each campus and they will be seen immediately by a counselor, during office hours. Students can also contact BetterMynd for online therapy 24 hours a day, and can call any of the following Crisis Lines: Dodge Co. Clinical Services 920-386-4094, Dept. of Community Programs 920-929-3535, FDL County AA Hotline 920-922-7512, Council on Alcohol and Other Drug Abuse of Washington Co., Inc. 262-335-6888, Washington Co. AA Hotline 262-338-1111

Student Life

The Student Involvement Specialist at each campus offers a variety of campus activities and events; student government and clubs; leadership development; community service; volunteerism; and award recognitions. These activities provide many opportunities for students develop and to engage with other students in activities free of alcohol and drugs. Some of these programs include: entertainment, leadership development, stress relief, community service, domestic violence, sexual assault, and nutrition.

There are approximately 25 student clubs and organizations at MPTC that offer educational programs, social events, community service and travel opportunities. Many clubs and organizations on campus host an all campus event, all of which are alcohol

and drug free opportunities for students. Clubs offer a number of opportunities for students to expand their learning outside of the classroom. Club members organize events, coordinate fundraisers, complete community service activities and attend conferences and competitions. Numerous student driven clubs are available in program and non-program areas every year.

Curriculum

MPTC requires program students to complete College 101 (890-101). This course helps students develop tools and strategies that support success in college. It focuses on utilizing Moraine Park websites, online Course Management System and college resources. Student responsibility and expectations for success in college are explored. Emphasizes learning strategies, goals, lifestyle balance and skills for interdependence. Students will be required to complete during or prior to the first semester of their program. Students who have an Associate degree or higher have the option to take 890-102 MPTC 101.

The course curriculum includes a chapter about student wellness and healthy lifestyles. Students complete a non-cognitive assessment which reveals areas of concern, including alcohol and drug use, with results reviewed by college counselors, allowing them to reach out to individual students for early intervention.

Disability Resources

Moraine Park offers reasonable accommodations and support services for students with disabilities at all campus sites. Students requesting accommodations, auxiliary aids, and/or services based on a diagnosis of Rehabilitated Drug Addition/Alcoholism, are required to submit documentation by an appropriately qualified professional to a MPTC Accommodation Specialist. In addition to providing accommodations and support, the team refers students to Counseling Services and community providers, as appropriate.

NORMATIVE ENVIRONMENT

Administration

The MPTC administration is very supportive of creating an educational and work environment that promotes health and safety for all employees, students, and visiting community members. College leadership teams work to promote a positive social norm and pro-health message in an effort to reduce high-risk behavior, which can affect a student's academic success or affect an employee's work environment.

MPTC's Alcohol and Drug Free Learning and Working Environment Policy (AP 723) and its associated procedures were adopted in March of 2022 in an effort to better serve and protect the students and employees. These Associated Procedures include:

- Alcohol and Drug Free Working Environment (PR 723.01)
- Employee Reasonable Suspicion Procedure (PR 723.02)

- Student Reasonable Suspicion Procedure (PR 723.03)
- Drug Free Schools and Communities Act (PR 723.04)
- Student Code of Conduct Non-Academic (PR 724.02)

The Drug-Free Schools and Communities Act Procedure addresses the standards of conduct expected by all employees, students, and community members, prohibited conduct, and disciplinary sanctions.

Moraine Park Technical College is strongly committed to maintaining, improving the health and well-being of all employees and students, and complying with the Wisconsin Statute 101.123, amended by the 2009 Wisconsin Act 12 which prohibited indoor smoking in places of employment and public places, effective July 5, 2010, <https://www.doj.state.wi.us/sites/default/files/2010-news/smoking-ban-advisory-20100702.pdf>.

Therefore, all Moraine Park Technical College campuses are tobacco-free. Tobacco and e-cigarette usage is prohibited on the premises (buildings, grounds, sidewalks, parking lots, and structures) and in college owned or leased vehicles. Individuals may use tobacco in their personal vehicles; however, disposal of cigarette butts, smoking materials, or garbage on campus grounds is strictly prohibited. The college also provides resources for assistance to quit smoking for employees and students.

Utilizing available college and community resources listed below, Moraine Park Technical College encourages all students and employees to choose a healthful, non-tobacco use/non-smoking way of life. Emphasis is placed on educating and referring students and employees to available resources/services that provide tobacco cessation assistance.

The following tobacco cessation programs and resources are available:

- Employees only – MPTC Employee Assistant Program
- Fond du Lac County Public Health Department (920-929-3085)
- Washington County Public Health Department (262-335-4400)
- Wisconsin Tobacco Quit Line <https://quitline.wisc.edu/>
or call 1-800-QUIT-NOW

Repeated, willful and/or documented disregard for the policy by an employee will result in appropriate corrective action, up to, and including termination from employment. Repeated, willful and/or documented disregard for the policy by students or visitors may result in disciplinary actions, up to, and including suspension or expulsion from the College. Employee and visitor breaches will be forwarded to the Vice President – Finance and Administration; student breaches will be forwarded to the Director of Student Development. All sales and advertising of tobacco products on college campuses are prohibited. This includes the distribution of samples of tobacco products or coupons redeemable for tobacco products. The sponsorship of campus events by the tobacco industry or tobacco organizations is prohibited.

These efforts support a normative environment free of alcohol and other drugs, provide personal support, and opportunities for student development. The Student Involvement Specialists provide a number of opportunities for students to learn about MPTC student policies through involvement with Student Government and Student Senate. Student Government provides a forum for Moraine Park students to share opinions on college issues and offers opportunities to get involved in college life. Participation promotes skill building and leadership development. Students work with each other, plan student development opportunities, act as liaisons amongst the student body and interact with faculty and the administration in the promotion of student rights. Student Senates are setup on each of MPTC's campuses to provide individualized attention to campus issues and activities. Representatives include at-large members and representatives from each campus clubs.

Instruction and District Special Events

The College allows the dispensing of wine and beer for instructional purposes or at District special events approved by the President or their designee, the Vice President-Finance and Administration. Exceptions may be made only by the President or Vice President-Finance and Administration.

The College and the Wisconsin Technical College System Board Policy forbids the expenditure of tax dollars and/or student activity fees for alcoholic beverages. The advertising of alcoholic beverages is prohibited on College property and in College publications. This policy is adopted in accordance with the Drug Free Workplace Act of 1988 (Federal Law 100-690), the Drug Free Schools and Community Acts (amendments) of 1989, 20 U.S. Code § 1011i, 34 CFR § 86, the 1989 Wisconsin Act 121 and Wisconsin State Statute, Chapter, 161, Uniform Controlled Substance Act.

Marketing and Promotion of Alcohol

There is no alcohol advertising permitted on campus. The advertising for the purpose of sales or for services is prohibited on College property and in College publications.

POLICY, ENFORCEMENT, AND COMPLIANCE

All students at MPTC are expected to demonstrate qualities of integrity, fair-mindedness, honesty, civility, tolerance, and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire college community, both in and out of the classroom setting.

Listed below are violations and sanctions recorded by the Director of Student Development, the Human Resources Generalist, and the Security Manager. All data indicated below is managed by the identified office.

Director of Student Development

The Director of Student Development is responsible for internal case management of student conduct. The Director of Student Development follows-up on the best course of action for student success. This may include referral to Counseling Services or required alcohol or other drug abuse assessment and follow-through with a treatment recommendation resulting from the assessment. The adoption of the Student Reasonable Suspicion Procedure (PR 723.03) provides the college with a thorough description of what actions are taken to manage a circumstance in which there is a reasonable suspicion that an enrolled student of any type is engaged in the use of alcohol/illicit drugs on College premises or at a college-sponsored activity or instructional location, off campus.

MPTC Director of Student Development (Student Conduct) (Recorded by Academic Year)

All Campuses, Centers and Off-Campus Activities	2020-2021	2021-2022
Drug Abuse Violations	0	0
Alcohol Violations	0	0

MPTC Director of Student Development (Student Conduct) Sanctions (Recorded by Academic Year)

All Campuses, Education Center and Off-Campus Activities	2020-2021	2021-2022
Required to submit a drug test	0	0
Required to Complete AODA Assessment	0	0
Administratively Withdrawn	0	0
Student Enters the Code of Conduct Process Non-Academic	0	0

MPTC Security

MPTC Security works to maintain the safety and security of all faculty, employees, students, and visitors on campus. This includes enforcing all federal and state laws and the Student Code of Conduct.

MPTC Security Reported Incidents (Recorded Annually)

2020-2021	Fond du Lac Campus	Beaver Dam Campus	West Bend Campus
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Arrests			
Liquor Law	0	0	0
Drug Abuse	0	0	0

MPTC Security Reported Incidents (Recorded Annually)

2021-2022	Fond du Lac Campus	Beaver Dam Campus	West Bend Campus
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Arrests			
Liquor Law	0	0	0
Drug Abuse	0	0	0

Human Resources Generalist

Human Resources Generalist (Recorded by Academic Year)

All Campuses, All Employees	2020-2021	2021-2022
Drug Abuse Violations	0	0
Alcohol Violations	0	0

ASSESSMENT

Alcohol and Other Drug Program

In an effort to develop an effective alcohol and other drug program, MPTC has become a member institution in the Higher Education Center for Alcohol and Drug Misuse Prevention and Recovery (HECAOD) professional organization sponsored by The Ohio State University. The goal of the organization is to share only the facts about alcohol and other drugs so that students and professionals alike can get the tools and knowledge needed to combat substance misuse on their campuses.

Member benefits include trainings, news and research, and other resources for member colleges to utilize in developing and improving their AOD programs. MPTC has implemented a valuable resource provided by HECAOD called ScreenU. One of the goals of the Higher Education Center is to make screening, brief intervention, and referral to treatment accessible for use on college and campuses nationwide. To meet this goal HECAOD has developed ScreenU, a web-based program that allows screening, intervention, and referral to be implemented with college students either independently or in partnership with a campus professional. ScreenU identifies students who are misusing alcohol or prescription drugs and provides feedback and strategies to reduce their risk for experiencing negative consequences from their use.

Access to ScreenU is easily attained through the student website both on the front page and on the Counseling Services page. This free and confidential screening tool consists of three separate screenings; ScreenU Alcohol, ScreenU Marijuana, and ScreenU Rx. The additional benefit the College intended to gain was a better understanding of the areas of greatest treatment needs of the students. Although the the tool is readily available, it has been used very infrequently by students.

Discussion with college leadership centers around challenges in maintaining compliance with the Drug Free Schools and Colleges Act (DFSCA) in the area of AOD program development. These key challenges include: 1) difficulty for administrators to take an active role in AOD issues due to other priorities, 2) all students commute to the college decreasing the number of AOD incidences on campus, which leads to AOD concerns not seen as a priority, 3) there are limited counselors on-campus to support students, and 4) since MPTC does not have residential housing many interventions do not take place until the student self-discloses or an employee intervenes.

IMPROVEMENTS

Online Trainings for Students and Employees

Program students are requested and encouraged to complete the Not Any More online training as part of the College 101 course (890-101), which includes bystander intervention strategies.

Community Resources Webpage

A full review of the Community Resources Webpage was fully developed and revised to serve as a resource of referrals for community services. The College does not endorse any specific community services. Referrals are provided based on individual student's needs by the Student Community & Equity Specialist.

GOALS

Future goals pertaining to AOD efforts at MPTC include the following:

- Integration of a new student communication management tool allowing the DAAPP notification to be forwarded automatically after the completion of each student registration session.
- Provision of free on-line trainings for students and employees regarding awareness, prevention, and intervention
- Implementation for evidence based online tools to ensure that all students at the community college have access to AOD information.
- Provision of Student Life activities specifically designed to provide information to students and increased access to alcohol and drug-free alternatives for increased wellness.

CONCLUSION

Student Development will continue to provide services and programs supporting the institution's academic mission and success. Collectively, our goal is to provide students with the education and resources needed to make healthy and informed decisions regarding one's own personal health and wellness.

During the biennial review process several departments provided information and supporting documents that allow for a full review of AOD efforts on campus. The information is reviewed and compiled in conjunction with Safety and Security Managers and the Student Life team, as well as the Director of Student Development and HR. The review focused on alcohol and drug policy, related programs, services, and enforcement practices for academic years 2019-20 and 2020-21. All components work together to ensure that MPTC students and employees are provided information and resources that promote a safe and healthy environment that attempts to mitigate risk as it pertains to alcohol and other drug use.

REFERENCES

Moraine Park Technical College Annual Security Report 2022

<https://www.flipsnack.com/65ED6D77C6F/2022-annual-security-report.html>

Moraine Park Technical College Annual Security Report for 2021

<https://moraineparkedu.sharepoint.com/:w:/r/sites/CleryReportTeam/Shared%20Documents/2020%20Annual%20Security%20Report/Clery%202020%20Final%20Draft%2020-%2007%2029%202021.docx?>

Student Code of Conduct

<https://catalog.morainepark.edu/student-policies/conduct-code/student-code-of-conduct-procedures-non-academic/>

Moraine Park Technical College Community Resources Webpage

<https://www.morainepark.edu/community-resources/>

Moraine Park Technical College Policy and Procedures

- Alcohol and Drug Free Learning and Working Environment Policy (AP 723)
- Alcohol and Drug Free Working Environment (PR 723.01)
- Employee Reasonable Suspicion Procedure (PR 723.02)
- Student Reasonable Suspicion Procedure (PR 723.03)
- Drug Free Schools and Communities Act (PR 723.04)

**Moraine Park Technical College
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification**

Moraine Park Technical College adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes a Drug-Free Workplace Policy, Code of Conduct, campus and community resources, and prevention programs.

1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study, of:

- 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
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:

- Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

Bonnie Baerwald
President
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235 N National Drive
Fond du Lac WI 54935

Bonnie Baerwald, President

IRS Employer Identification Number

Signature

Telephone Number

Date

e-mail address