

To: Roger Miller, Russ Panico, Amy Louallen, Coty Dunten, Don Benthin, Rick Ives

From: Erin Macioce

Date: December 22, 2016

Re: Drug and Alcohol Abuse Prevention Plan Annual Review Minutes-June 20, 2016

*Present:* Miller, Panico, Louallen, Dunten, Benthin, Macioce

*Absent:* Ives

Call to Order at 11:23 am

**Approval of Minutes from 2015 Meeting**

Minutes from June 23, 2015 were approved as submitted.

**Meeting minutes procedures**

Suggested changes to format of minutes to align with KVCC’s standard meeting minutes.

Process of approving minutes updated/clarified. Minutes will be approved at next annual meeting then submitted to President for endorsement. A copy will be sent to the group after each annual meeting.

**Information Sharing/Updates**

Miller read letter from Department of Education stating the Program Review is closed as of 3/24/2016.

Freedom of Information Act request was submitted for meeting minutes of annual review. Future requests go to Panico.

**Business**

***DAAPP Statistics***

* Fiscal Year (7/1/2015-6/30/2016)
  + Student Disciplinary Referrals (Reviewed by Student Relations Coordinator)
    - 2/2015- Possession of Alcohol on student-Student Relations Coordinator issued a warning-committee agrees actions were appropriate per DAAPP policy.
    - 10/14/2015-Marijuana offense-student plead guilty criminally, paid fines. Hold was placed on student’s account and is currently not a student. Actions were appropriate per DAAPP policy
    - 3/3/2016-Marijuana residue found in wallet; Campus Safety investigated and no disciplinary action was taken, committee feels that action was appropriate per DAAPP policy.

***DAAPP Awareness and Education Activities***

* Continued use of business card information items relating to drug/alcohol abuse and services
* Continued use of tri-folds on table tops relating to drug/alcohol abuse and services
* 10/15/2015-Tiffany Parker presented on Drug and Alcohol Abuse
* 10/21/2015- Wellness Expo for students and staff-Texas Township Campus
* 11/19/2015-American Cancer Society and KVCC Great American Smoke out
* Drug and Alcohol Abuse Modules for employees is still under review by this committee

***Notification of DAAPP Policy***

Disclosure of the DAAPP policy continues to be sent via text and email twice a semester and given to all new employees. DAAPP is available in its current version online.

***Review/Changes to current DAAPP policy***

* To be reflected in the 2016 DAAPP policy
  + Update cover page from 2015 to 2016
  + In reviewing statistics there was an increase from 0-3 incidences in 2015. The committee has found no trends and believes the policy is working. Took note of increase. All incidents were analyzed against the policy and were handled appropriately.
  + Addendum to come in regards to alcohol policy with new Healthy Living campus.
  + Reviewed and updated all local resources to correct contact information and offerings

**Other**

* Dunten will reach out to local agencies regarding possible new trends or substances
* Panico will reach out to WPE instructors about content presented to wellness classes regarding Drug and Alcohol. Possible opportunity to get additional information to students.
* 2016 Focus for publications around campus to be on e-cigarettes and dangers.

**Wrap-up**

* Clean up format of 2015 Meeting Minutes and submit to President Schlack for endorsement.
* Follow up from Dunten on resources and trends.
* Follow up with Ives on training modules.

**Next Meeting**

June 2017

Meeting Adjourned at 12:30pm