



To: Russ Panico, Sean Gordon, Marc Rifenberg, Ezra Bell, Allison Moore, Alisha Cederberg, Amy Reynolds

From: Alisha Cederberg

Date: June 26, 2023

Re: Drug and Alcohol Abuse Prevention Plan Annual Review Minutes-June 23, 2023

Present: Bell, Panico, Reynolds, Gordon, Moore, Cederberg, Rifenberg

Guest: Kambell Fosness-Bartee

Call to Order at 11:06 am

Approval of Minutes from 2022 Meeting

Minutes from June 2022 were approved as amended

Membership Update

Moore joined group. Will officially charter committee as standing KVCC committee. Bell will serve as Student Development Services Representative. Associate Director of Financial Aid will no longer be part of committee.

Information Sharing/Updates

Brief history of committee and purpose was shared with new members. Committee confirmed public safety will continue to keep DAAPP policy updated and communicate plan as required.

Biennial minutes will be sent to Dr. Washington for signature. Moore will keep signed minutes/proof of review with all documents collected as part of the standing committee procedures.

Business

DAAPP Statistics

- Fiscal Year (7/1/2024-6/30/2023)
 - There was one instance of DAAPP policy violation in 2022. Group discussed.

DAAPP Awareness and Education Activities

- NARCO training included in first aid training offered during CPR to athletic staff and public safety. NARCO training will be annual for public safety.
- Training for NARCO is free and online.
- Action Item: The free NARCO training link will be sent to HR and added to staff/faculty development page.
- No student activities during fiscal year.
- Action Item: Bell will work to have either campaigns or activities for next fiscal. All staff/faculty can attend and/or participate in activities as well.

Review/Changes to current DAAPP policy

- To be reflected in the 2023-2024 DAAPP policy
 - Changes to committee members were discussed
 - Employee handbook reference: remove date and page numbers
 - Links to State of Michigan and Kalamazoo City ordinances will be fixed
 - All references to “Student Success Center” will be updated to “Student Development Services”
 - References to 8 weeks classes will change to 7 week classes.
 - Office hours will be removed from policy
 - Bell and SDS Staff to review local resources to correct contact information and offerings and provide updates to Public Safety.
 - All other revisions: give to Stephanie in Public Safety for updates

Other

- Text messaging through RAVE was discussed. Committee agreed only email was required, but to continue with same notification schedule.
- Confirmed Panico will continue to Chair committee.
- Reviewed standard Committee Charter language as provided Moore.

Next Meeting

June 2024

Meeting Adjourned at 11:47 am