

2023 BIENNIAL REVIEW: DRUG & ALCOHOL ABUSE PREVENTION PROGRAM

BELLINGHAM TECHNICAL COLLEGE



BELLINGHAM TECHNICAL COLLEGE
3028 Lindbergh Avenue, Bellingham, WA 98225

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Information on Biennial Review

The major task of the Biennial Review team is to oversee the Drug and Alcohol Prevention Program (DAAPP). The team is responsible for reviewing the requirements and goals of the Drug-Free Schools and Communities Act and collects campus information to evaluate the program, review publications, and produce the Biennial Review, including recommendations for future action.

The Biennial Review Team is inclusive of, but not limited to, the following individuals:

Michele Waltz, Vice President for Student Services
Foster Robinson, Safety Director
Tami Willett, Executive Director of Human Resources
Chris Eder, Student Life Director, Student Conduct Officer
Nyssa Howell, Counselor
Chantel Fields, Executive Director of Student Financial Resources

The Biennial Review team has the following two objectives in preparing the report:

1. Determine the effectiveness and implement any needed changes to the DAAPP.
2. Ensure the campus consistently enforces disciplinary sanctions for violating standards of conduct.

All statistics used to review the DAAPP are taken from the college's Annual Security Report as well as statistics from Student Conduct, Human Resources, Instruction, and area law enforcement. These statistics are gathered without disclosing the names of those involved in compliance with the students' FERPA rights.

Copies of the Biennial Review will be kept on file in the Human Resources Office and the Office of the Vice President of Student Services for the purposes of employee/student reporting and accessibility. The Biennial Review can also be found on the Policies and Compliance and the Student

Resources pages of the Bellingham Technical College website and will be made available in hard copy upon request to the Bellingham Technical College Human Resources Office or Office of the Vice President of Student Services.

Human Resources Office
Phone: 360.752.8354
Email: hr@btc.edu

Office of the Vice
President of Student
Services
Phone: 360.752.8443
Email: vp@btc.edu

Information on Program

Bellingham Technical College is committed to an environment that supports the academic success and health of our students. Alcohol use and abuse or the use of illicit drugs by our students and employees may be harmful to the user and the educational environment, which must be conducive to learning. Bellingham Technical College is committed to maintaining a safe, healthy, lawful, and productive working educational environment for its students and employees.

In May 2024, the Biennial Review Team met with the sole purpose of reviewing the DAAPP and related policies to ensure they meet the requirements of the Drug-Free Schools and Communities Act. This program describes standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as part of any Bellingham Technical College sponsored activity. The program and related policies and procedures include:

1. Description of legal sanctions under federal, state, or local law for the unlawful possession, use, or distribution of illicit drugs and alcohol;
2. Statement of disciplinary sanctions the college will impose on students and employees for violations of the standards of conduct;

3. Description of health risks associated with the use of illicit drugs and the abuse of alcohol;
4. Description of treatment and counseling resources available to students and employees;
5. Guidelines for dissemination of policy to students and employees; and
6. Guidelines for preparing the annual review of BTC's DAAPP and procedures to determine program effectiveness, consistency of enforcement, and ways to identify necessary changes to the program.

The Biennial Review Team met on May 22, 2024, to assess the strengths and weaknesses of the programs in place at Bellingham Technical College to ensure compliance with the Drug-Free Schools and Communities Act for the academic years of 2022-2023 and 2023-2024.

Student Incident Reports

Student Incident Reports – Alcohol

Calendar Year	Number of Offenses	Sanctions/Outcomes
2022	0	Not Applicable
2023	0	Not Applicable

Note: Incidents would include both school policy violations and State and Federal violations. Arrests would include criminal citations issued and criminal arrests for both students and non-students on campus.

Student Incident Reports – Drugs

Calendar Year	Number of Offenses	Sanctions/Outcomes
2022	0	Not Applicable
2023	0	Not Applicable

Note: Incidents would include both school policy violations and State and Federal violations. Arrests would include criminal citations issued and criminal arrests for both students and non-students on campus.

Student Drug Test Results

Calendar Year	Number of Positive Results	Sanctions/Outcomes
2022	6	Program starts were delayed for one year
2023	0	Not Applicable

Note: Drug tests for students are administered for students enrolled in the Nursing and Allied Health Programs as a part of the clinical placement process.

Human Resources Incidents

Human Resources Incidents for Employees

Calendar Year	Number of Offenses	Sanctions/Outcomes
2022	0	Not Applicable
2023	0	Not Applicable

Policy/Program Review

DAAPP Policy Review

1. The college appears to be in overall compliance with the regulations.
 - a. There is a DAAPP in place directed towards the prevention of illicit drugs and the misuse of alcohol and drugs.
 - b. The DAAPP describes the legal sanctions under federal, state, and local law for the unlawful possession, use, or distribution of illicit drugs and alcohol.
 - c. The DAAPP gives a clear statement of sanctions the college will impose on students and employees for violations of the standards of conduct.

- d. The DAAPP contains a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
 - e. The College has resources available to those seeking help with drug and alcohol problems.
 - i. These resources include the Bellingham Technical College counselors, local Employee Assistance Program (EAP) provider, as well as referrals to outside support groups, counselors, and treatment providers.
 - f. The College has a policy and procedure to distribute the DAAPP to all employees and students.
 - i. An email will be sent annually to all students and employees with consumer information including the DAAPP disclosure information. This email will be distributed in the fall quarter, no later than October 1st of each year.
 - ii. A link to the content in the DAAPP will be included in the quarterly Drug-Free Campus Email sent to all enrolled students. This will ensure that students who enroll after October 1st for subsequent terms receive the disclosure information.
 - iii. New employee onboarding sessions will include the distribution of the DAAPP, ensuring that all employees, regardless of hire date, receive this information.
 - g. The College has a policy and procedure (515.0 Drug Free Workplace) for preparing the Biennial Review and determining the program's effectiveness, consistency of policy enforcement, and measures to identify necessary program changes.
2. The Biennial Review Team noted that the student conduct code offers a range of disciplinary sanctions including the recommendation for professional evaluation for drug of

alcohol misuse.

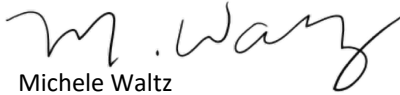
Effectiveness of the Program

1. After reviewing the incident reporting system, police reports, and other data, the review team noted the overall number of incidents involving alcohol or drug misuse for students for both years remained low.
2. After reviewing data collected by the Nursing and Allied Health Programs, the review team noted that there were six incidents of failed drug tests for students enrolled in the programs, all which resulted in delayed program starts for one year.
3. After review, it was noted that the number of incidents involving College employees was zero.
4. BTC Counseling continues to provide referrals directly to individual students seeking existing local meetings and online resources and posts such information publicly on the webpage. As campus-related incidents regarding the misuse of alcohol or other substances remain consistently low, no further efforts in this area were prioritized during the period covered by this report.
5. The BTC Counseling webpage and a Canvas self-care resource module were continually reviewed and updated annually (at a minimum) as recommended by the review team.
6. The open-rate for the quarterly Drug-Free Campus Emails was assessed, and the review team noted that of all enrolled students who receive the email each quarter, the average open rate is less than 30% (26.5%). During the 2021-2022 academic year, an average 5% of students opened the email sent to their BTC student address, and an average 43% of students opened the email sent to their personal email address. During the 2022-2023 academic year, an average 3% of students opened the email sent to their BTC student address, and an average 35% of students opened the email sent to their personal email address.

Recommendations Resulting from this Review

1. While the DAAPP review team makes no recommendations for changes to the current DAAPP, it does encourage Student Life to consider adding additional alcohol and drug abuse prevention and awareness information, literature, or programs, including awareness around the dangers of vaping, to events, activities, and/or programming on campus.
2. The team recommends the continued update of the college webpage for counseling resources to ensure up to date and accurate information is available. The team also recommends including drug and alcohol resources at events such as program orientations and a student wellness fair.
3. The review team recommends exploring, with the intent to offer, training to employees that will enable them to recognize and support students who may be misusing drugs and alcohol.
4. The review team recommends a regular review of BTC's 515.0 Drug Free Workplace policy and procedure to maintain accuracy and up to date information.
5. The review team recommends the crafting of language to be included in the template syllabi for the 2024-2025 academic year that outlines BTC's expectations for online classes to remain drug and alcohol free.

DAAPP Biennial Review Team


Michele Waltz

Vice President of Student Services

Date


Tami Willett

Tami Willett

Executive Director, Human Resources

08/27/2024

Date


Foster Robinson

Foster Robinson

Safety Director

08/27/2024

Date


Chris Eder

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Student Life Director, Student Conduct Officer

08/28/2024

Date


Nyssa Howell

Nyssa Howell

Counselor

09/18/2024

Date


Chantel Fields

Chantel Fields

Executive Director, Student Financial Resources

08/29/2024

Date

Bellingham Technical College offers about 44 associate degrees, 4 direct transfer degrees, 30 certificate options, and 2 applied baccalaureate degrees in a variety of fields, providing a rich complement of technical/professional, basic skills, and continuing education programs. Areas of study include Advanced Manufacturing, Business, Culinary Arts, Engineering Technology, Fisheries & Aquaculture Sciences, Industrial Technology, Information Technology, Nursing & Allied Health, and Transportation & Mechanical Technology. Degree or certificate seeking students must apply for program admission and register in the degree or certificate program.

Bellingham Technical College provides equal opportunity and access in education and employment and does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, ethnicity, creed, color, sex, gender, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations, or genetic information under any of its programs, activities and services. The College complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

The following person has been designated to handle inquiries regarding non-discrimination, equal opportunity, affirmative action or the ADA policies: Executive Director of Human Resources, Tami Willett, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8354 or hr@btc.edu. For Title IX/504 compliance, contact: Vice President of Student Services, Michele Waltz, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8440 or TitleIX@btc.edu. Bellingham Technical College will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational education programs.

BTC publications are available in alternate formats upon request by contacting the Accessibility Resources Office at 360.752.8576.