

University of Northern Iowa

Biennial Review Report

2010-2012

I. Description of AOD Program Elements

Substance Abuse Services coordinates AOD preventative, educational and supportive services on campus. The Counseling Center also provides AOD supportive services, while Human Resource Services coordinates supportive services for employees. Enforcement and adjudication oversight is provided by the Department of Public Safety, the Department of Residence and the Dean of Students Office. Services provided by these departments include:

- Presentations and prevention programming for students, faculty and staff
- Training programs for Public Safety and Department of Residence staff, and other campus departmental trainings
- Consultation and referral services for students
- Employee referrals to the Allen Counseling Center Employee Assistance Program
- Substance abuse evaluations in conjunction with the university student conduct process
- Interventions for alcohol and other drug policy violators
- Maintenance of an alcohol and other drug incident data base

Currently enrolled students may access free individual and group counseling sessions via the Counseling Center. Employees eligible for health insurance are provided access to an Employee Assistance Program (EAP). From 2010 to 2012, the EAP contract was held by Allen Hospital in Waterloo, Iowa. EAP counselors at Allen Hospital meet with University employees for an initial assessment and up to six individual counseling sessions. If medical assistance or additional counseling is needed, employees are referred to another agency. UNI employees are responsible for additional costs not covered by insurance. The contract provides the same services for an employee's spouse and immediate, dependent family members. Beginning July 1, 2013, Employee and Family Resources (EFR) contracted with UNI to provide EAP services. EFR will provide the same number of sessions, and offer more locations for counselors both in the Cedar Valley and throughout the state of Iowa. In addition, they will provide our employees access to free legal services, life coaching, financial counseling, and elder care resources. We feel these additional resources will be beneficial to all employees, including those who may have additional financial, legal, or other life concerns related to substance abuse or addiction.

II. Procedures for distributing AOD policy to students and employees

A. Employee Distribution

In compliance with the Federal Drug-Free School and Campus Regulations (DFSCR), UNI annually distributes required information via electronic mail to all UNI employees. The message is also distributed via campus mail in paper format to merit blue collar employees who may not have access to work email on a regular basis. The email subject for these distributions was, “Annual Drug-Free Schools and Campuses Regulations.” The full text of the emails and information provided are included in Appendix A.

B. Student Distribution

UNI distributes the required information to all students via electronic mail. This message was sent after the completion of the 2nd week of classes in the fall term during the 2010-11, 2011-12, 2012-13 academic years to all current students. The emails were sent after the 2nd week of classes to assure the accuracy of email addresses and thus, no messages were rejected as undeliverable. The emails were sent under the heading, “Notification from Dean of Students.” The full text of the emails is included in Appendix B.

III. Sanction Enforcement Consistency

A. Introduction

Alcohol continues to be the most commonly used drug among UNI students and results in the highest number of violations of the Student Conduct Code each year. While education and prevention remain a top priority, the consistent and timely enforcement of the student conduct code rules and regulations is critical to the quality of the educational environment and the success of students. Enforcement is focused on harm and risk reduction and decreased recidivism. Delivery is personalized and attentive to both the needs of individual students and the community as a whole. The University enforces the Student Conduct Code, Student Sexual Misconduct Policy, and the Drug and Alcohol Policy and documents incidents of potential rule violations. Students involved in potential conduct violations are afforded a conduct hearing in accordance with University policy, and those students found in violation are given appropriate sanctions.

The Dean of Students is responsible for the oversight and direction of student conduct administration. Considerable authority for the administration of student conduct is delegated to the Director of Residence Life, Assistant Director of Residence Life, residence life coordinators, and student conduct administrators working in the Dean of Students Office. Due to the diffuse nature of enforcement, the Dean of Students, the Director of Residence Life, and residence life staff work closely to ensure student conduct policies are consistently enforced.

B. Key Performance Indicators (KPIs)

In 2009 the Vice President for Student Affairs initiated development of a series of key performance indicators (KPIs) to assess and monitor progress toward key divisional and departmental goals. The Dean of Students is responsible for gathering, reporting, and monitoring three KPIs related to the administration of the Student Conduct Code and the Drug and Alcohol policy. These KPIs are:

1. Frequency of student misconduct in the residence halls by offense type.
2. Frequency of student misconduct outside the residence halls by offense type.
3. The recidivism rate of alcohol and drug violations.

Data for each of the KPIs has been compiled for the 2010-11, 2011-12, and 2012-2013 academic years and is maintained on the University Institutional Research website. Alcohol policy violations continue to be the most common policy violation and there was a significant increase in the number of violations for 2010-2011; yet, each year since has decreased. The recidivism rate of 28 percent was also at an all time high and has also decreased each year since. The total number of alcohol violations by offense type for the reporting period is included in Appendix C.

These data are reviewed annually by the leadership of the Student Affairs division, including the Dean of Students and the Director of Residence Life. They are also made available to the Alcohol Advisory Committee and are used to monitor progress toward the goal of reducing the negative effects of alcohol abuse.

C. Good Samaritan Provision

The Student Conduct Code contains a Good Samaritan Provision which is intended to encourage students to report emergency concerns to authorities in situations when they may be reluctant to call for help (e.g. underage students are consuming alcohol when a friend becomes unresponsive due to acute alcohol intoxication). The Provision grants students immunity from university disciplinary action when they sought help for others in emergency situations. The provision stipulates the offending students, however, must agree to complete an appropriate educational or treatment program determined by the student conduct administrator. The provision applies to victims and witnesses of sexual misconduct. The policy was enacted to facilitate reporting of concerns and has served to strengthen the University response to instances of alcohol and drug abuse.

D. Student Athlete Code of Conduct

The Athletics Department utilizes a student-athlete code of conduct (see Appendix D) that describes the expectations of student-athletes in addition to those expectations defined in the Student Conduct Code. The student athlete code of conduct describes levels of violations (level I and level II) and the possible sanctions associated with each type. Possible sanctions for violating the student athlete code include: dismissal from a sports team, suspension from

participation in athletic events and/or practice, and scholarship revocation. The Department of Athletics works closely with the Dean of Students in administering disciplinary action.

E. Sanctions Administered via the Student Conduct Code

Those students found responsible for violating the Drug and Alcohol Policy are held accountable in accordance with the policies described in the Student Conduct Code. Accused students attend an administrative hearing to determine if they are responsible for violating the policy. The hearing is conducted by a student conduct administrator, usually a residence life coordinator or a staff member in the Dean of Students Office.

The student conduct administrator determines sanctions as appropriate. More than one sanction may be imposed for any single violation, and the sanction(s) imposed on any student or organization are progressively more severe, if the student or the student organization has violated the student conduct code previously.

Sanctions are structured to be consistent with the seriousness of the offense. Student conduct administrators consider several factors in determining sanctions including:

- Helping the student accept responsibility for his/her actions
- Helping the student learn how their behavior affects themselves and others
- Helping the student make better choices in the future
- The risk of the offender's physical presence to him/herself or to others in the community
- Consistency of sanction(s) with the University mission
- The impact of the behavior upon other individual(s)

In addition to the factors described above, student conduct administrators evaluate the attitude and level of understanding of the violation of the accused student, and their previous disciplinary history.

To aid in administering sanctions consistently, the Dean of Students and Department of Residence staff utilize sanctioning guidelines (Appendix E) that include a range of available sanctions for each offense. The guidelines do not mandate specific sanctions but provide guidance to ensure consistency.

The University uses the Brief Alcohol Screening Intervention for College Students (BASICS). BASICS utilizes a harm reduction approach and was developed for use with college students. BASICS is generally required in situations in which students exhibited high risk behaviors (e.g. higher blood alcohol concentration, repeat offenses, belligerence toward police, property damage).

The Dean of Students and the Director of Residence Life conduct joint training of all student conduct administrators to foster greater collaboration and consistency in sanctioning. The

training includes discussion about the philosophy of student conduct administration, the factors used in determining sanctions, and guidelines for choosing educational interventions in alcohol-related offenses. The training facilitates a common framework for all student conduct administrators to use in assigning educational interventions for alcohol violations.

F. Residence Life

Resident assistants are responsible for monitoring, documenting, and reporting all incidents of possible violations or abuse of the Drug and Alcohol Policy in Department of Residence facilities to the appropriate residence life coordinator. Documentation and reporting is conducted in the following manner:

1. A person who is found in possession of alcohol in a public area and who appears to be a minor or is known to be a minor is: a) asked for proof of age; b) told to pour out the alcohol in the nearest room or restroom sink; and c) is asked to leave the residence hall if a non-resident.
2. When a staff member responds to a room for any reason and learns underage persons may be in possession of alcohol, the staff member requests:
 - Proof of age;
 - Has minor pour out the alcohol in the manner described above;
 - Asks resident(s) of the room to have others present leave the room or the building if they are non-residents;
3. The resident assistants do not take responsibility for residents in situations when residents are documented or cited by University Police but not arrested or transported to the hospital or county jail. Police take the necessary steps to find someone to care for the student if necessary.
4. Resident assistants do not transport students to the hospital.
5. All students who are documented as being present during incidents which violate alcohol policies are referred to the residence life coordinator who initiates disciplinary action. Residents of a room may be held responsible if they or other minors in the room where in possession of alcohol.

G. Criminal Sanctions

UNI Police Officers who respond to law and policy violations involving students have a degree of discretion in determining how to best respond. Several factors are considered by officers in determining the appropriate response including, but not limited to:

- The seriousness of the offense

- Impact of the crime on other individuals, property, and the community
- The level of impairment and actions of the violator
- The living arrangements of the violator and any victims
- Level of danger the violator poses to self or others
- Previous interactions with the offender

The officer may elect to arrest the student and may refer the student to the Dean of Students for disciplinary action. Regardless of whether an arrest is made, the officer documents the incident and reports the matter to the Dean of Students using an alcohol referral form. The Dean of Students then initiates disciplinary action against the student. If the violator is not a student but attends another college or university, the referral form may be submitted to the Dean of Students who then forwards the report to the respective college or university student conduct officer.

H. StarRez Discipline Database

Student conduct files are housed in a centralized student conduct database called StarRez. The system provides functionality, tracking of prior incidents, sanction follow-up, and reporting functions. Administrators use the system to study the impact of sanctions on student behavior and specifically the recidivism rate of alcohol-related offenses.

IV. Highlights of 2010-2012 Efforts

A. UNI Employee Efforts through Human Resource Services

1. New Employee Wellness Coordinator and Employee Wellness Efforts

In 2012, Human Resource Services formally designated employee wellness responsibilities to the Benefits Specialist position. The position was re-titled Employee Benefits & Wellness Coordinator, to accurately portray the responsibilities of the position, which is to coordinate and enhance employee wellness opportunities on-campus. This position will devote 30 percent of its time administering employee wellness. Human Resource Services also hired a student employee (15 hours/week) to assist in coordinating employee wellness.

In the fall of 2012, Employee Wellness expanded the health screening available to UNI employees. Previously, employees were eligible to receive one free blood chemistry profile per year. Employee Wellness partnered with Wheaton Franciscan Wellness Service to offer biometric health screening on-campus. In addition to a blood profile screening, they will also measure the employee's body composition and blood pressure. The biometric screening helps employees identify potential health problems and assist employees in staying healthy. UNI employee wellness receives aggregate data from Wheaton Franciscan to help expand our programming.

Human Resource Services hosts an Employee Benefits & Wellness Fair every fall for UNI employees, coordinated by Employee Wellness. In October 2012, over 50 vendors attended the fair, including our Employee Assistance Program provider.

In the fall of 2012, employee wellness partnered with the Institute for Decision Making to administer an employee wellness interest survey. The survey was sent electronically to all UNI employees on a variety of health and wellness topics, to identify areas of interest. Questions on disease management and health coaches were part of the survey. Over 800 employees completed the survey, with a response rate of 40 percent. Based on these results, efforts have already been made to increase awareness of Employee Wellness and to add additional wellness opportunities for employees.

In May of 2012, Cedar Falls became a Blue Zones designation site. The Blue Zones Project is a community well-being improvement initiative designed to make healthy choices easier through permanent changes to environment, policy, and social networks. The Cedar Falls Blue Zones project selected UNI as one of the top 20 worksites in Cedar Falls. In order to move Cedar Falls from a designation site to a Blue Zones community, 50 percent of the top 20 worksites need to achieve worksite certification. UNI Employee Wellness has focused on helping UNI become a “Blue Zones” certified worksite. Employee Wellness is working to complete the validation packet and should achieve designation by the fall of 2013. This project expands our wellness offerings and assists employees in living healthy lifestyles. The Employee Benefits & Wellness Coordinator also serves on the Cedar Falls Blue Zones committee, responsible for helping the city become a Blue Zones community.

The Employee Benefits & Wellness Coordinator also serves on the UNI Healthy Campus Coalition. This is both to enhance campus collaboration of campus wellness efforts, and assist in communicating Employee Wellness initiatives.

In 2013, Employee Wellness will expand communication efforts and increase wellness services and programs offered to campus.

2. Employee Assistance Program (EAP) Sessions Provided

In the last two years, Human Resource Services has worked to increase awareness to employees of services provided and increase utilization of our EAP. As part of these efforts, additional training sessions have been offered to employees.

In the spring of 2012, a session titled, “Healthy Ways to Manage Stress,” was offered to provide stress management resources. In addition a book titled, *Stop Stress this Minute*, was provided to all participants.

In the fall of 2012, a session titled, “The Many Faces of Mental Health,” was offered both to provide resources for co-workers and supervisors and increase awareness of mental health

challenges in the workplace. Signs and symptoms of depression and anxiety was covered, and discussed that drugs and alcohol are frequently used by individuals as a means of self-treatment. Resources and referrals were provided through EAP.

In the spring of 2013, a session titled, “Resiliency in the Workplace,” was provided to assist employees in developing coping strategies for overcoming obstacles and maintaining a work/life balance.

On July 1, 2013, UNI contracted with a New EAP Vendor, Employee and Family Resources (EFR). Through this vendor additional services are offered to UNI employees including expanded number of service providers in the Cedar Valley community, and throughout the State. EFR also provides free legal counseling, financial counseling, life coaching, and Elder Care resources. Through the expansion of services offered, the goal is an increased EAP utilization rate. Trainings will also be expanded and provided more frequently through the new EAP vendor, to assist campus in education efforts.

B. Alcohol Advisory Committee Concludes, Ongoing Healthy Campus Coalition Convened

The Alcohol Advisory Committee (AAC) was formed in response to Alcohol Task Force recommendations made in April of 2009. The AAC is responsible for advising the Vice President for Student Affairs on matters pertaining to alcohol and other drugs. More specifically, the committee monitors progress on key performance indicators, provides recommendations for refinement of policies and programs, and advises Substance Abuse Services and other units as needed. The primary work of the AAC during its existence was university policy. The existing policy was primarily an employee policy that addressed some student issues, but not in a comprehensive manner. During this review period, the employee policy was maintained and a stand-a-lone student policy was written, vetted and finally approved by the President’s cabinet. Appendix F contains both policies.

Following the successful development by the Alcohol Advisory Committee of a comprehensive campus alcohol policy, the Director of University Health Services proposed the replacement of the Alcohol Advisory Committee with a coalition of campus members that could address the full spectrum of health education needs (still including those related to alcohol). This was endorsed by the Vice President and the process of forming the HCC began in fall 2012. More information regarding Healthy Campus Coalition purpose, history, scope and membership is provided in Appendix G.

C. Continued Orientation for New Greek Students

Greek New Member Orientation has continued each semester through this review period. This training includes AOD prevention strategies.

D. Continued Provision of SafeRide Shuttle Service

SafeRide was launched in October of 2007, in conjunction with the Homecoming Celebration. SafeRide began regular operations on Friday and Saturday nights at the beginning of the fall 2008 term. SafeRide runs from 10:00 p.m. to 2:00 a.m. and provides transportation between campus, downtown, and major housing areas. The service is intended to provide an alternative mode of transportation for students who have been drinking. Approximately 10,000 rides are given to students each year with Homecoming being the busiest time of year. Ridership statistics are included in appendix H.

E. Continuation of ACHA-NCHA

The American College Health Association - National College Health Assessment (ACHA-NCHA) was first administered at UNI in February of 2008. The second administration occurred in February of 2009. The third administration occurred in January and February 2011. *The ACHA-NCHA is used nationally to gather data about students' health habits, behaviors, and perceptions. The survey includes questions concerning, general health, health education, safety, nutrition, weight and exercise, alcohol, tobacco and other drug use, sexual health, sexual victimization, mental health, impediments to academic performance and various demographic information.*

In 2008, 2009 and 2011 (the polling periods), random samples of 4,000 UNI undergraduate and graduate students, full-time-enrolled, between the ages of 18-26 were invited to complete the assessments. In 2008, 699 students completed the assessment. In 2009, 426 students completed the assessment. In 2011, 686 students completed the assessment. Appendix I highlights the following data from 2011, which serves as a key indicator for evaluating subsequent prevention and intervention initiatives: academic impacts, alcohol use during the past 30 days, perception of peers' alcohol use, binge drinking rates, negative consequences from drinking, drinking and driving prevalence, hours spent partying, number of drinks consumed on last drinking occasion, and use of various protective/risk reduction strategies and demographic information. The survey will be re-administered every other year with the most recent administration occurring in the spring of 2013.

F. Continuation of Student Success Online Program

Student Success: Unless There's Consent, Sexual Assault Prevention online program was implemented for all new undergraduates entering UNI in the fall 2010 (first year and transfer students). Students are required to complete the course by the beginning of fall term with a score of 80 percent or higher on the post-test. One example of information provided to students regarding this program may be found under Appendix J.

Alcohol and sexual consent is a critical theme throughout this program. For example, content discussion includes the impact of alcohol on decision making and communication, as well as a

focus on empowering students to be pro-social, active bystanders. Through this review period, 7,571 new undergraduate (first-year and transfer) students successfully completed this program.

G. Continuation of Mentors in Violence Prevention

The Mentors in Violence Prevention (MVP) Model is a gender-violence, bullying, and school violence prevention approach that encourages men and women from all socioeconomic, racial and ethnic backgrounds to take leadership roles among their peers, on their campuses and in their communities. MVP training is focused on an innovative "bystander" model that empowers each student to take an active role in promoting a positive school climate. The heart of the training consists of role-plays intended to allow students to construct and practice viable options in response to incidents of harassment, abuse, or violence before, during, or after the fact. Students learn that there is not simply "one way" to confront violence but that each individual can learn valuable skills to build their personal resolve and to act when faced with difficult or threatening life situations.

MVP utilizes many facilitation programs. The most common program facilitated with students at UNI is the alcohol and consent program. Through this review period: a) 1,530 students have been trained in this program; and b) each semester, 35-45 students, faculty and staff participate in the Train-the-Trainer program, which equips them to facilitate MVP modules on campus and in the community.

H. Criminal Background Checks

UNI conducts pre-employment, post-offer criminal background checking process for all non-temporary employees hired. Prior drug and alcohol-related convictions may preclude candidates from employment with the University. Simultaneously, a driver's license validation process was implemented for those positions in which require employees to operate a motor vehicle. This will reduce the likelihood of hiring a candidate who does not possess a valid license, including candidates whose licenses were revoked as a result of Operating While Intoxicated (OWI) offenses. Periodic driver's license checks are conducted to confirm drivers possess the appropriate license needed to operate university vehicles. Human Resource Services maintains a log of how cases are handled, and involves University Counsel and the respective division vice presidents in decision making, depending on the nature of the offense, and the responsibilities of the position being filled.

The University is looking to expand background checks in the future to include temporary appointments, and require self-disclosure of convictions.

I. Faculty and Staff Disability Services

The Employee Disability & Leave Coordinator, in Human Resource Services, manages activities related to disability services for faculty and staff, including workplace accommodations,

workers' compensation, Family Medical Leave Act (FMLA) and other leave programs, as well long-term disability. Resources are provided on the Faculty and Staff Disability Services website, including all areas pertaining to disability and leaves, as well as providing a process for requesting disability accommodations, sending annual DFSCR notifications to employees, and engaging in the interactive process between employees and supervisors. The coordinator also answers questions pertaining to drug and alcohol resources, and implications of the Americans with Disabilities Act (ADA), including employees with alcohol or other drug related concerns affecting the employee's ability to perform on the job.

The Coordinator also serves as an ex-officio on the Disability Advocacy and Advisory Committee (DAAC). This is a Presidential committee that serves campus in addressing advocacy and accessibility related concerns through campus collaboration.

Disability Services Outreach Efforts

In the spring of 2012, a live webinar was hosted providing information titled, "Family and Medical Leave Act (FMLA): A Supervisor's guide." This session provided Supervisors with information on their responsibilities for providing FMLA information to employees. This includes information on protection afforded under the FMLA on employees needing leave to seek treatment related to drugs and/or alcohol, both on a continuous, intermittent, or reduced schedule basis. This session was recorded and added to the Human Resource Services website. A brochure was also created and made available on the Human Resource Services website, to aid supervisors in providing necessary information to employees.

In the fall of 2012, UNI hosted the third Annual Regents Institution Disability Awareness Summit. The event included sessions related to improving accessibility and disability education. A final session offered a brainstorming opportunity between all Regents staff on current efforts and strategies, to continue to enhance education on our campuses for Disability Awareness and accessibility efforts.

In October 2012, the President's cabinet approved a new policy on the Family and Medical Leave Act. Previously the University had a defined practice and procedure, but no formal policy. The formal policy changed the University implementation to an annual calendar year for leave tracking purposes. The University practice previously was a rolling calendar year. This allowed the FMLA calendar year to synchronize with other benefits that run calendar year, and simplified understanding for employees. The policy went in to effect January 1, 2013.

J. Implemented New University Drug and Alcohol Policy

During this review period, the employee, Drug-Free Workplace policy 4.13 was maintained and a stand-a-lone student policy was written, vetted and finally approved by the President's cabinet in August 2012. Appendix F contains both policies.

K. Alcohol Prevention/Education Programming Implemented with Select First-Year Academic Courses

During the 2011-2012 academic year, the Alcohol Edu for College online program was implemented with the Cornerstone First-Year Experience academic course as well as with the Strategies for Academic Success academic course for new student athletes. 136 students successfully completed the program. During the 2012-2013 academic year, the eCheckup To Go online program for alcohol and marijuana was implemented with these courses, to replace the Alcohol Edu for College program. The number of Cornerstone sections offered also doubled with this new academic year. 415 students successfully completed either the alcohol or marijuana program (they were able to select which program they participated in).

V. Recommendations for 2012-2014

Many of the recommendations set forth in the previous biennial review have been implemented. This includes: reviewing and implementing the recommendations of the 2009 Alcohol Task Force; reviewing educational sanctioning opportunities for policy violators; enhancement of materials being distributed to new employees about the University Drugs and Alcohol Policy and related resources; and revisions to the Campus Alcohol and Drug policies. Recommendations for 2012-2014 include:

1. Review student conduct administrator sanction guidelines for alcohol and drug violations and track sanctioning to make sure it is consistent between hearing officers.
2. Plan, evaluate and implement key Healthy Campus Coalition action steps around alcohol abuse as appropriate. See Appendix K for these four key actions.
3. Review mandatory educational programming for freshmen to determine if we are best meeting the needs of students related to alcohol and drug education.
4. Consider any necessary additions to the Employee Background Check Policy, and Drug-Free Workplace Policy. Additions may be deemed necessary to further enhance campus health and safety efforts, and employee wellness.
5. Increase campus awareness and utilization of EAP through our new provider and additional resources now available.