
2016-2017 Annual Review Report of Lone Star College's Drug and Alcohol Abuse Prevention Program

Review Dates:
September 1, 2016 – June 30, 2017

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LSC Drug & Alcohol Abuse Prevention Program Review Committee
LSC Drug & Alcohol Abuse Prevention Program Work Group

July 31, 2017

5000 Research Forest Drive
The Woodlands, TX 77381-4356
Lone Star College’s Certification of the Annual Review Report of the Drug and Alcohol Abuse Prevention Program

We certify that the information provided in this report has been reviewed and is accurate.

Chancellor: 
Dr. Stephen C. Head, Ph.D. 
Chief Executive Officer

Signature
Date 9/7/17

Executive Vice Chancellor: 
Alicia Harvey-Smith, Ph.D. 
Academic & Student Affairs

Signature
Date 8/15/17

Chief Operating Officer/General Counsel: 
Mario K. Castillo, J.D. 
Chief Legal Officer 
Human Resources

Signature
Date 8/17/17

Senior College President:
Katherine Persson, Ph.D. 
President 
LSC-Kingwood

Signature
Date 9-7-17
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Lone Star College Introduction

Lone Star College, a publicly supported, two-year comprehensive community college system, is the largest institution of higher education in the Houston area with an annual economic impact of $3.1 billion. As one of the fastest-growing college systems in the United States, LSC continued its tradition of excellence during the 2016-17 academic year with recognitions for being a Military-Friendly School and ranking third among all community colleges in the U.S. in degrees and certifications awarded to Hispanics.

LSC offers high quality, low-cost academic transfer and career training education to 95,000 students each semester. LSC is training tomorrow’s workforce today and redefining the community college experience to support student success in more than 240 academic and workforce programs. Community College Week magazine named Lone Star College a Top 5 producer of associate degrees, ranking fourth nationally among all community colleges in the U.S. on the magazine’s 2016 list of Top 100 Associate Degree Producers.1 In May 2017, LSC conferred a record 7,983 associate degrees and certificates representing a 13.5 percent increase from the 2015-16 academic year.

LSC serves an area of more than 1,400 square miles with a population of 2.4 million including some of the fastest growing communities in the state. Working in collaboration with area independent school districts, charter schools, private schools, and home school parents, LSC enrolled over 14,000 students in dual-credit courses in the core curriculum, foreign languages, and workforce education during the 2016-17 academic year. LSC consists of six colleges, eight centers, two university centers, and a Lone Star Corporate College allowing students in the greater Houston area to “Start Close and Go Far.”

1 http://ccweek.com/article-5305-associate-degrees-all-disciplines-%25E2%2580%2594-grand-total.html
Based on recommendations from members of the LSC community, the Lone Star College 2015-2020 Strategic Plan supports the College’s commitment to student success:

- **CORE VALUES:**
  - **Excellence:** Lone Star College champions excellence in teaching, learning and services.
  - **Learning:** Lone Star College is a learning-focused college that values not only student learning, but also faculty and staff learning.
  - **Student Success:** Lone Star College believes that student success is multi-dimensional: it includes, but is not limited to, students achieving individual educational goals, mastering learning outcomes, and acquiring career and life skills.
  - **Access and Affordability:** Lone Star College believes in providing affordable education to all citizens within its service areas.
  - **Accountability:** Lone Star College champions personal accountability and ensures institutional accountability.
  - **Community:** Lone Star College prides itself on civic engagement and being responsive to community needs.
  - **Diversity:** Lone Star College ensures that its student population and employee demographics reflect the diversity of the community. Differences in language, culture, ethnicity, social status and perspectives are respected throughout the college.
  - **Human Resources:** Lone Star College students and employees are our most valuable assets. We make all efforts to ensure a safe learning and working environment for them, to promote their wellbeing and to provide them with opportunities to grow in this institution and beyond.
  - **Innovation and Creativity:** Lone Star College plays a leadership role in creating innovative solutions and best practices for enhancing student learning and student success.
  - **Integrity:** Lone Star College espouses academic and professional integrity, as well as integrity of business processes.

- **MISSION STATEMENT:** Lone Star College provides comprehensive educational opportunities and programs to enrich lives.

- **VISION STATEMENT:** Lone Star College will be a model college globally recognized for achieving exceptional levels of success in student learning, student completion, gainful employment, equity and affordability.

- **GUIDING PRINCIPLES:**
  - **Access and Equity.** Lone Star College is committed to access and equity for all, regardless of socio-economic background, preparation for college or workforce, or disability.
  - **Student Learning and Success.** Lone Star College is committed to transformational changes with the purpose of maximizing student learning and success.
• **Dignity and Respect.** Everyone — students, employees and the community — should be treated with dignity and respect.

• **Community Value.** Lone Star College recognizes the respect the college holds in the community and values that reputation.

• **Responsibility.** Lone Star College has an important fiduciary responsibility to taxpayers and all citizens.

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**STRATEGIC GOALS:**

• **Academic & Workforce Program Quality:** Provide high quality academic and workforce programs that enhance students’ learning experience and prepare them for the 21st century workforce.

• **Student Success:** Promote student success by ensuring excellence in teaching, learning and student-centered support services.

• **Financial Responsibility & Accountability:** Ensure sound financial practices that are accountable to stakeholders and fairly allocate budget and resources.

• **Culture:** Nurture a culture that values and respects all Lone Star College members and encourages collaboration.

• **Partnerships:** Build strong partnerships with local ISDs and civic, charitable, higher education, industry and business organizations to promote student and community success.

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**Background on Drug-Free Schools and Communities Regulations**

The Drug-Free Schools and Communities Act (DFSCA) and its 1989 amendments as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86, the Drug-Free Schools and Campuses Regulations, requires as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.² The Drug and Alcohol Abuse Prevention Program (DAAPP) must include the following components: 1) employee and student standards of conduct; 2) a description of the sanctions and penalties for violating federal, state, and local law and college policy; 3) a description of the health risks associated with alcohol and drug use; and 4) a list of resources that provide support and treatment

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options for employees and students. IHEs must annually notify all students and employees of all components of the DAAPP. The notification must be in writing and in a manner to ensure all students and employees receive it. An IHE’s failure to certify the adoption and implementation of a DAAPP with the Department of Education could result in the termination of all forms of financial assistance and may require repayment of federal funds.

Why is LSC Conducting an Annual Review of its DAAPP?

An important aspect of the DFSCA is the requirement that campuses closely examine their drug and alcohol abuse prevention program. Conducting a comprehensive review that looks at the scope and effectiveness of the program is not only critical to complying with the regulations but provides significant benefits and opportunities for the entire institution and its students.3 Procedures approved by the Board of Trustees on August 9, 2016, designed to supplement and clarify the implementation of the College’s policies regarding its Alcohol and Drug Free Workplace, set forth the requirements of the annual review of LSC’s DAAPP.4

Annual Review Process

LSC is committed to consistently monitoring and assessing the effectiveness of its DAAPP and implementing any necessary changes to improve the effectiveness and consistency of the program. The annual review is the joint responsibility of the Associate Vice Chancellor of Student Success and the Associate Vice Chancellor of Human Resources.

Annual Period Reviewed

For the 2016-17 annual review of LSC’s DAAPP, the timeframe reviewed covers the program’s implementation from September 1, 2016, thru June 30, 2017.


4 http://www.lonestar.edu/departments/genericounsel/Section_IV_D10.02_Alcohol_and_Drug_Free_Workplace_Procedu res.pdf
Review Procedures

The DAAPP Review Committee is charged to annually review the program’s data, evaluate its effectiveness, and make any necessary recommendations for improvement. The Committee will annually prepare a written report, as directed by the co-chairs, and submit the report to the Executive Vice Chancellor, Vice Chancellor over Human Resources and senior college President for review and approval. The final report will be sent to the Chancellor for final review and approval. Timelines and procedures established for the Annual DAAPP Review shall be the same for the year of the Biennial DAAPP Review. The DAAPP Review Committee members for 2016-17 included the following (Appendix A):

a) Associate Vice Chancellor, Student Success (co-chair)  
b) Associate Vice Chancellor, Human Resources (co-chair)  
c) Vice President of Student Success or equivalent (from each college)  
d) Counselor (annual rotation from each college)  
e) Director of Compliance & Training, Human Resources  
f) Executive Director, Student Success  
g) Representative of Student Life (annual rotation from each college)  
h) Senior Human Resources Manager (annual rotation from each college)  
i) Chief Emergency Management Officer  
j) Chief of Police

The Committee convened on May 23, 2017, and June 21, 2017, to engage in the review process. In addition to the two Committee meeting, a DAAPP Review Work Group was formed and assembled on June 13, 2017, per a recommendation made at the May 23 meeting. The DAAPP Review Work Group was composed of the following (Appendix B):

a) The 2016-17 DAAPP Review Committee Members  
b) Campus representatives from each college designated by the Vice President of Student Success from each college  
c) System Office Human Resource representatives designated by the Associate Vice Chancellor of Human Resources  
d) System Director of Student Success Initiatives
The purpose of the DAAPP Review Work Group was to engage colleagues across the institution in assessing the compliance, quality, and effectiveness of LSC’s AY16-17 DAAPP. The DAAPP Review Work Group participated in a one-day guided review process that included: 1) the completion of two compliance audit checklists; and 2) the development of strengths/gaps/recommendations analysis charts. All information obtained at the work group session was provided to the DAAPP Review Committee at the June 21 meeting.

Report Access and Availability

The final report, reviewed and approved by the Chancellor, will be made available prior to December 31, 2017. Students, employees, and the public can access the report online at http://www.lonestar.edu/drug-abuse.htm. Copies can also be obtained by contacting the Associate Vice Chancellor of Human Resources and/or the Associate Vice Chancellor of Student Success at Lone Star College System Office, 5000 Research Forest Drive, The Woodlands, Texas, 77381.

Annual Policy Notification Process

To ensure all members of the LSC community are aware of LSC’s DAAPP, the College has implemented procedures to distribute its DAAPP annually to all students and employees.

Student Method of Distribution

In response to a recommendation made in the 2016 Biennial Review Report, the System Office Department of Student Success-Student Services established methods to track and report on the distribution of the written annual notification to enrolled students. The content of the student annual notification was revised on September 8, 2016, to include all five specified components of information per EDGAR Part 86 Subpart B Section 86.100 (Appendix C).\(^5\) In collaboration with the

\(^5\) [https://ifap.ed.gov/regcomps/attachments/86.pdf](https://ifap.ed.gov/regcomps/attachments/86.pdf)
LSC Office of Technology Services, email distribution procedures were developed and implemented to distribute the annual notification to all enrolled students each academic year. Email dissemination to each student’s My.LoneStar.edu email address begins after the official day of record for each term and continues once a week thereafter to newly enrolled students. Between September and July of the 2016-17 academic year, 99,608 students enrolled in courses received the LSC Annual DAAPP Notification (Appendix D).

Policy Content. All policies contained in the LSCS Policy Manual are effective as of the date enacted by the LSCS Board of Trustees. Policies are binding on all members of the Board of Trustees, officers, employees, students, and visitors to the institution. The online version of the Policy Manual is continuously and expeditiously updated to reflect current policy and serves as the official version of the LSCS Policy Manual.⁶

LSC board policy. LSC’s Board Policies establish and maintain a drug free workplace and learning environment. During the period being reviewed, the current alcohol and other drug (AOD) policies are documented in Section VI.D.13 Student Organizations⁷, Section VI.E – Student Responsibilities: VI.E.1. Non-Academic Student Code of Conduct⁸, and Section VI.G Student Discipline for Non-Academic Misconduct⁹. The Board of Trustees adopted these sections of the LSCS Policy Manual on November 3, 2016, (Student Organizations) and March 3, 2016, (Student Responsibilities and Student Discipline for Non-Academic Misconduct) respectively.

Student discipline procedures for non-academic misconduct. In order to supplement and clarify Section VI.G of the LSCS Policy Manual, new procedures and forms were created to address

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⁶ [http://www.lonestar.edu/policy.htm](http://www.lonestar.edu/policy.htm)
⁷ [http://www.lonestar.edu/student-welfare-rights.htm](http://www.lonestar.edu/student-welfare-rights.htm)
⁸ [http://www.lonestar.edu/student-responsibilities.htm](http://www.lonestar.edu/student-responsibilities.htm)
⁹ [http://www.lonestar.edu/Student-DisciplineNonAcademic-Misconduct.htm](http://www.lonestar.edu/Student-DisciplineNonAcademic-Misconduct.htm)
student discipline for non-academic misconduct effective November 16, 2016. The scope of the procedures consists of the: 1) designation of the campus Chief Conduct Officers and the Discipline Committees; 2) roles and responsibilities of the Chief Conduct Officers and the Discipline Committees; and 3) reporting, investigation, decision-making, and appeal processes.

**Student code of conduct reference manual.** A Code of Conduct Reference Manual (CCRM) dated July 14, 2009, is available to LSCS administrators, faculty, staff, and students as a resource to better understand the types of inappropriate behavior within a learning institution; both within and outside a classroom environment. The CCRM makes available, within a disciplinary matrix, fifty-eight behaviors along with student rights and responsibilities providing guidance to students and employees involved in untoward behavioral situations. Within this matrix, four behaviors associated with alcohol and drug use are noted.

**LSC student handbook.** LSC's Student Handbook is updated each academic year and is designed to provide essential information to students in regards to the College's policies, procedures, and available services. The 2016-17 handbook contains sections on Drug and Alcohol Testing, Health Risks Associated with Alcohol and Drugs, and LSC's Drug and Alcohol Abuse Prevention Program. The handbook is available to students online in a downloadable PDF version. Campuses introduce and reintroduce students to the handbook at a variety of times throughout the student's college experience including but not limited to: New Student Orientation, course syllabi statements, and the First-Year Experience Student Success Course.

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**Drug and alcohol abuse prevention program document.** LSC’s drug and alcohol policies, standards of conduct, and disciplinary sanctions are outlined in the DAAPP document dated March 31, 2014, that is available on the LSC’s website. Appendix A of the DAAPP document provides the federal, state, and local legal sanctions regarding the unlawful use, possession, or distribution of alcoholic beverages and illicit drugs.

**Access and Availability.** Educational literature pertaining to the dangers of alcohol and other drug use, campus support and referral resources, and prevention activities are available at all campuses and open to all students. Materials and events are free to LSC students and promoted thru the website, email distributions, flyers, posters, social media platforms, and course announcements. During the 2016-17 academic year, each campus developed a DAAPP Implementation Plan to improve the intentionality, quality, and effectiveness of AOD interventions and activities. The required annual risk-management training for advisors and registered student organizations per Texas Education Code § 51.936 and LSCS Policy Manual VI.D.1.05 contains a component related to alcohol and drug use. The AOD content of this training varies from campus-to-campus and primarily focuses on policy. In March 2017, information was collected from each campus on its implementation of its annual risk-management training. The collected information was organized into a comparison chart and provided to the campus Vice-Presidents for review.

**Employee Method of Distribution**

Employees can access LSC’s Policies on alcohol and drug use, health risks, disciplinary sanctions, legal sanctions, tips for preventing substance abuse, and warning signs of drug and/or

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15 [http://www.lonestar.edu/student-welfare-rights.htm](http://www.lonestar.edu/student-welfare-rights.htm)
alcohol abuse online at http://www.lonestar.edu/drug-abuse.htm. The Human Resources
Department distributed a written DAAPP annual notification to 8,373 full and part-time employees
via the College’s employee distribution list active directory on April 6, 2017, (Appendix E). The
distribution list utilized for this notification is automatically updated throughout the day to reflect
new hires and separations per an employee’s profile in iStar.

**Policy Content.** All policies contained in the LSCS Policy Manual are effective as of the date
enacted by the LSCS Board of Trustees. Policies are binding on all members of the Board of
Trustees, officers, employees, students, and visitors to the institution. The online version of the
Policy Manual is continuously and expeditiously updated to reflect current policy and serves as the
official version of the LSCS Policy Manual.\(^{16}\)

**LSC board policy.** LSCS Board Policies to establish and maintain a drug free workplace are
documented in Section IV.D.10 Drugs and Alcohol in the Workplace and were adopted by the Board
of Trustees on August 7, 2008. Subsection IV.D.10.08 indicates, “the System shall distribute a
summary of the drug and alcohol policy to employees by posting it in the required reading section
of the on-line policy manual, including the policy for all new employees, and sending it by
electronic mail.”\(^{17}\) The Human Resources Department reported that the portion of the policy that
specifies that a required reading section of the on-line policy manual be provided to employees as
a part of the distribution policy was not implemented during the 2016-2017 academic year. The
disciplinary sanctions for employees are outlined in the following subsections: 1) IV.D.10.04

\(^{16}\) http://www.lonestar.edu/policy.htm

\(^{17}\) http://www.lonestar.edu/employees-resp.htm
Employee Who Appears to be Under the Influence on the Job; 2) IV.D.10.05 Report of Conviction for Drug Related Offense; and 3) IV.D.10.07 Special Provision (police personnel).\textsuperscript{18}

\textit{LSC employee handbook}. An employee handbook was not available to employees during the 2016-17 academic year; however, employee policies and procedures were available and are based on the overarching LSCS Board Policy Manual that is in the process of being revised and updated. Once the review is complete, LSC will determine if there is a need to continue to maintain a separate employee handbook.

\textbf{AOD Policy Enforcement & Compliance}

The chancellor is the Chief Executive Officer of the Lone Star College System and is charged with carrying out the policies and procedures of the Board of Trustees. The Lone Star College System Board of Trustees is responsible for ensuring that the Lone Star College System is an integral part of their communities and serve their ever-changing needs. The Board does not do the work of the System; rather it establishes vision for the work through the policies it sets. Advisory to the Chancellor, a thirteen-member Cabinet provides support and leadership in achieving the College’s strategic goals. The Chancellor’s Cabinet is comprised of the senior administrators from the system and the Presidents from LSC’s six campuses.\textsuperscript{19} At the college level, the president is the chief decision-maker who is responsible for the operational decisions unique and specific to each individual college.

\textbf{Methods of Enforcement}

The Lone Star College System Police Department (LSCPD) protects and serves LSC by providing professional law enforcement services and actively promoting community involvement

\textsuperscript{18} \url{http://www.lonestar.edu/departments/gencounsel/Section_IV_D.10.02_Alcohol_and_Drug_Free_Workplace_Policy.pdf}

\textsuperscript{19} \url{http://www.lonestar.edu/administration-board.htm}
through progressive community policing strategies and a commitment to education. LSCPDP is a State of Texas commissioned police force, meeting the standards set by the Texas Commission of Law Enforcement (TCOLE). Officers are on duty 24 hours a day, seven days a week, and 365 days a year. LSCPDP is responsible for providing police and security services for all LSC owned and managed facilities. LSCPDP police officers have the authority to make arrests. LSCPDP officers, security guards, and parking inspectors cover all campuses by foot, bicycle, and vehicle patrols, as well as by staffing several fixed posts. LSCPDP also operates its own Police Dispatch Center. TCOLE licensed dispatchers answer non-emergency and emergency calls, direct LSCPDP personnel via public safety radios, monitor alarms and closed-circuit television. To contact the LSC Police Dispatch Center call 281-290-5911. The LSC Police Department enforce federal, State of Texas, and local statutes as well as LSC regulations.

LSCPDP maintains a chronological daily record of each crime reported to the police at each location and within its records management system. This daily crime log includes the date and time the crime occurred, general location, and the disposition of the complaint. LSCPDP occasionally works with other law enforcement agencies in the greater Houston area, including the FBI, Department of Homeland Security, Texas Department of Public Safety, Houston Metropolitan Transit Authority (METRO) Police, and area Independent School District Public Safety Offices. The LSCPDP works closely with each campus’ student Chief Conduct Officer. Violations of student code of conduct and law are referred to the respective disciplinary officer for administrative adjudication. Administrative adjudication does not exempt the person from criminal prosecution. Both measures may be taken if an incident is a violation of law.

**Student - Campus Level.** Every LSC College president must designate one of his or her vice-presidents to serve as Chief Conduct Officer for that college and for the centers under that college’s administrative supervision. Each Chief Conduct Officer has primary responsibility for student
discipline for non-academic misconduct occurring on, or having harmful effects on, the premises of the Chief Conduct Officer’s college and LSC centers under that college’s administrative supervision. This includes responsibility for non-academic misconduct by LSC-Online students whose home campus is the Chief Conduct Officer’s college. Deans of Health Occupations Programs are the Chief Conduct Officers for their programs.

Anyone with knowledge of a College student’s non-academic misconduct may report it to the appropriate Chief Conduct Officer. Anyone reporting non-academic misconduct submitted in good faith may not be retaliated against by any member of the College community; however, anyone making frivolous reports of non-academic misconduct will be disciplined.

The Office of the General Counsel will publish and maintain the current list of Chief Conduct Officers at [www.lonestar.edu/ChiefConductOfficers](http://www.lonestar.edu/ChiefConductOfficers).

<table>
<thead>
<tr>
<th>College</th>
<th>Chief Conduct Officer</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>CyFair</td>
<td>Dr. Bennie Lambert</td>
<td>(281) 290-3955</td>
<td><a href="mailto:Bennie.E.Lambert@lonestar.edu">Bennie.E.Lambert@lonestar.edu</a></td>
</tr>
<tr>
<td>Kingwood</td>
<td>Dr. Darrin Rankin</td>
<td>(281) 312-1674</td>
<td><a href="mailto:Darrin.Q.Rankin@lonestar.edu">Darrin.Q.Rankin@lonestar.edu</a></td>
</tr>
<tr>
<td>Montgomery</td>
<td>Dr. Michael Chavez</td>
<td>(936) 271-6181</td>
<td><a href="mailto:Michael.F.Chavez@lonestar.edu">Michael.F.Chavez@lonestar.edu</a></td>
</tr>
<tr>
<td>North Harris</td>
<td>Dr. Derrick Manns</td>
<td>(281) 618-5417</td>
<td><a href="mailto:Derrick.A.Manns@lonestar.edu">Derrick.A.Manns@lonestar.edu</a></td>
</tr>
<tr>
<td>Tomball</td>
<td>Ann Johnson</td>
<td>(281) 351-3313</td>
<td><a href="mailto:Ann.Johnson@lonestar.edu">Ann.Johnson@lonestar.edu</a></td>
</tr>
<tr>
<td>University Park</td>
<td>Dr. Zack Coapland</td>
<td>(281) 290-2717</td>
<td><a href="mailto:Zack.T.Coapland@lonestar.edu">Zack.T.Coapland@lonestar.edu</a></td>
</tr>
</tbody>
</table>

**Employee – Human Resources.** Upon receipt of information indicating an employee committed a possible drug or alcohol infraction, the direct supervisor is responsible for reporting the incident to the Senior Human Resources Manager at each campus/site location. In the event of confirmation of prohibited possession, use, or distribution by an employee, administrative or disciplinary action directed by the System’s Chief Human Resources Officer and the Chancellor may include, but is not limited to, reprimand, suspension, termination of employment, or requiring the
employee to participate in and/or successfully complete an appropriate rehabilitation program
and/or arrest or referral to the appropriate law enforcement agency. Other sanctions may include,
but are not limited to, employee counseling sessions, written reprimands, formal discussions with
supervisors, decision-making leave, and leave without pay.

Student Disciplinary Violations and Sanctions

<table>
<thead>
<tr>
<th>Violation</th>
<th>Number of Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving Under the Influence</td>
<td>1</td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>1</td>
</tr>
<tr>
<td>Drug Possession</td>
<td>2</td>
</tr>
<tr>
<td>Public Intoxication</td>
<td>2</td>
</tr>
</tbody>
</table>

Data obtained from Lone Star College System Police Department

AOD Use Data Collection

During the 2016-17 academic year, DAAPP data entry and reporting procedures were
implemented. The Vice-President of Student Success at each campus and the Associate Vice
Chancellor of Human Resources designated data entry and reporting designees for the 2016-17
academic year (Appendix F). A DAAPP SharePoint site was developed on the LSC Employee Intranet
to support data entry designees and other key DAAPP stakeholders in the implementation and
documentation of LSC’s DAAPP (Appendix G). The site includes document libraries of relevant
DAAPP policies, procedures, reports, current literature, and resources along with a database for
inputting AOD event, activity, and intervention data. All designees participated in a professional
development session during September on the data entry and reporting procedures and timelines
( Appendix H). The diagram below represents the DAAPP Annual Assessment Cycle and Processes
developed during the 2016-17 academic year:
Drug and Alcohol Use Survey Results

In order to better understand the drinking and drug norms that affect the academic success and retention of LSC students, the Core Institute Alcohol and Drug Survey – Community College Long Form was administered to students. The Core Alcohol and Drug Survey, funded by the U.S. Department of Education, was developed to measure alcohol and other drug usage, attitudes, and perceptions among college students at two and four-year institutions. The survey includes several types of items about drugs and alcohol. One type deals with the students' attitudes, perceptions, and opinions about alcohol and other drugs, and the other deals with the students' own use and consequences of use. There are also several items on students' demographic and background characteristics as well as perception of campus climate issues and policy.20 The survey was disseminated to 66,858 enrolled students via their My.LoneStar.edu email accounts in April 2017.

20 http://core.siu.edu/
One goal of conducting the survey was to resolve a gap that existed in the data collection and assessment methods of LSC’s DAAPP as revealed by the 2016 DAAPP Biennial Review Report. Survey results will begin to document trend data that can be utilized by LSC stakeholders to improve the quality of student-centered support services and the DAAPP. The number of surveys completed by students between April 3, 2017, and April 28, 2017, totaled 564. The following are some of the key AOD findings revealed by the survey:

- **On the use of alcohol** -
  - 67.9% of the students consumed alcohol in the past year ("annual prevalence").
  - 45.0% of the students consumed alcohol in the past 30 days ("30-day prevalence").
  - 29.1% of underage students (younger than 21) consumed alcohol in the previous 30 days.
  - 21.5% of students reported binge drinking in the previous two weeks. A binge is defined as consuming five or more drinks in one sitting.

- **On the use of illegal drugs** –
  - 22.7% of the students have used marijuana in the past year ("annual prevalence").
  - 12.8% of the students are current marijuana users ("30-day prevalence").
  - 10.2% of the students have used an illegal drug other than marijuana in the past year ("annual prevalence").
  - 5.4% of the students are current users of illegal drugs other than marijuana ("30-day prevalence").

- **Most frequently reported illegal drugs used in the past 30 days were** –
  - 12.8% Marijuana (pot, hash, hash oil)
  - 2.9% Amphetamines (diet pills, speed)
  - 1.8% Sedatives (downers, ludes)

- **On opinions about the campus environment** –
  - 68.9% of students said the campus has alcohol and drug policies;
  - 30.2% said they "don't know"; and
  - 0.9% said there was not a policy.

  - 26.6% of students said the campus has an alcohol and drug prevention program;
  - 72.5% said they "don't know"; and
  - 0.9 % said there was not a program.

  - 58.8% of students said the campus is concerned about the prevention of drug and alcohol use;
  - 33.5% said they "don't know"; and
  - 7.7% said the campus is not concerned.
• **With regard to students' perceptions of other students' use** –
  - 79.4% of students believe the average student on campus uses alcohol once a week or more.
  - 62.6% of students believe the average student on this campus uses some form of illegal drug at least once a week.

• **Compared to other campuses** –
  - 1.6% feel that alcohol use is greater
  - 52.2% feel that alcohol use is less
  - 46.2% feel alcohol use is about the same

Of the students who responded to the survey, the results revealed that the average number of drinks consumed per week at this institution is 1.4 drinks. The national average is 3.0 drinks (based on a sample of 8148). The percentage of students who report having binged in the last two weeks at this institution is 21.5% compared to the national average of 32.0%.

### AOD Comprehensive Program & Intervention Inventory and Outcomes

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Description</th>
<th>Number of Participants</th>
<th>Outcome Data</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT Health Employee Assistance Program (UTEAP)</td>
<td>• Confidential counseling and information service for full-time employees and family members</td>
<td>Not Available</td>
<td>Not Available</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>• Offers short-term assistance (up to five visits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pamphlets available in Senior Human Resource Managers offices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Information available on HR Employee Intranet site [<a href="https://intranet.lonestar.edu/hr/Benefits/Pages/LS">https://intranet.lonestar.edu/hr/Benefits/Pages/LS</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CSBenefits.aspx#eap</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultation with Senior Human Resources Managers</td>
<td>• Pamphlets available for referral of a variety of support services</td>
<td>Not Available</td>
<td>Not Available</td>
<td>Ongoing</td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>• DAAPP notification provided</td>
<td>83</td>
<td>Not Available</td>
<td>11/16/2016 thru 06/17/2017</td>
</tr>
<tr>
<td></td>
<td>• System Office – The Woodlands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>• DAAPP notification provided</td>
<td>61</td>
<td>Not Available</td>
<td>11/16/2016 thru 06/17/2017</td>
</tr>
<tr>
<td></td>
<td>• System Office – University Park</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data obtained from LSC-System Office 16-17 Human Resources Data Entry & Reporting Designees

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21 Limitation due to sampling size obtained
<table>
<thead>
<tr>
<th>Intervention</th>
<th>Description</th>
<th>Number of Participants</th>
<th>Outcome Data</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016 Counseling Services</td>
<td>• Counselors discussed substance abuse and referred to community resources.</td>
<td>15</td>
<td>Not Available</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>• Service-Alcohol and Substance Abuse Pamphlets.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Hire Orientation</td>
<td>• Employees were given a handout on LSC Policy and a presentation on LSC DAAPP.</td>
<td>185</td>
<td>Signed documentation of receipt of information</td>
<td>11/01/2016 Thru 03/07/2017</td>
</tr>
<tr>
<td>Wellness Program</td>
<td>• Employees were given information pamphlet from CDC on alcohol abuse and a copy of annual Drug and Alcohol Compliance Notification Letter.</td>
<td>16</td>
<td>Not Available</td>
<td>11/02/2016</td>
</tr>
<tr>
<td>Substance Abuse Awareness Day</td>
<td>• Bruce Nixon, PDAP (Palmer Drug and Alcohol Program) presentation.</td>
<td>60</td>
<td>Not Available</td>
<td>03/29/2017</td>
</tr>
<tr>
<td></td>
<td>• Crystal Collier Ph.D., LPC-S, The Council on Alcohol and Drugs Houston presentation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shattered Dreams</td>
<td>• Krysta's Karing Angels provided DWI crash car and shared stories of effects of drinking and driving.</td>
<td>125</td>
<td>Student Survey</td>
<td>03/01/2017</td>
</tr>
<tr>
<td></td>
<td>• Pamphlets were handed out regarding the awareness and effects of drinking and driving.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug &amp; Alcohol Symposium</td>
<td>• Students participated in drunk driving simulator and tough challenge of walk the line.</td>
<td>230</td>
<td>Not Available</td>
<td>03/07/2017</td>
</tr>
<tr>
<td></td>
<td>• Students received handouts related to effective enforcement and prevention strategies along with consequences about drinking and driving.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roc the Mic Lecture Series</td>
<td>• Guest speaker Sean Carter focused message on Drug and Alcohol Awareness. He tells a story about riding in a car with a friend who was drinking and driving and how it changed his life.</td>
<td>85</td>
<td>Students tested on their knowledge about drugs and alcohol via survey. (survey data not provided)</td>
<td>03/08/2017</td>
</tr>
<tr>
<td></td>
<td>• Student Life passed out brochures and flyers related to Drug and Alcohol Awareness.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data obtained from LSC-CyFair 16-17 Campus Data Entry & Reporting Designees
<table>
<thead>
<tr>
<th>Intervention</th>
<th>Description</th>
<th>Number of Participants</th>
<th>Outcome Data</th>
<th>Date</th>
</tr>
</thead>
</table>
| Drug and Alcohol Intervention Speaker            | • Guest speaker, Syreeta Scudder, Behavioral Therapist and Executive Director of Momentum Behavioral Health Concepts.  
• Resources provided.                                                                                                                                  | 9                      | Not Available                                     | 10/25/2016 |
| #SafeBreak Marketing Campaign                    | • Posters displayed on campus “SafeBreak 2017.”  
• Spring Break facts promoting drug, alcohol, and safety awareness.                                                                                     | Not Available          | Not available                                     | Began 03/06/2017 |
| #SafeBreak Driving Unsafety Course               | • Event allowed students to participate in a driving course on campus while wearing goggles that inhibit vision and balance similar to the effect of intoxication. The students were "pulled over" and given a field sobriety test by campus police. | 100                    | All students failed the sobriety test.             | 03/07/2017 |
| #SafeBreak Letters to the Great Unknown          | • Balloon release event. Student speakers read letters they wrote to victims of spring break tragedies pledging to be responsible over spring break.                                                        | 30                     | Not Available                                     | 03/08/2017 |
| #SafeBreak Patio Party                           | • Outdoor event allowing students to sign a pledge to make safe choices during spring break. If students posted on Instagram or Facebook with “#SafeBreak,” they were entered into a contest to win a prize basket. | 85                     | Student Survey on Drinking and Driving Behaviors 25 respondents | 03/09/2017 |
| Safe Week Patio Party                            | • Hosted an awareness table at the event. Provided materials including LSC DAAPP policy and LSC Pens.  
• Spoke to employees regarding LSCs policy.                                                                                                             | 27                     | Not Available                                     | 03/09/2017 |
| New Hire Orientation                             | • New employees informed of LSC policy regarding DAAPP. Form and power point slide added to new employee orientation.                                                                                     | 14                     | Signed documentation of receipt of information    | 11/01/2016 thru 04/03/2017 |

Data obtained from LSC-Kingwood 16-17 Campus Data Entry & Reporting Designees
# LSC-Montgomery

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Description</th>
<th>Number of Participants</th>
<th>Outcome Data</th>
<th>Date</th>
</tr>
</thead>
</table>
| February PSSA Meeting        | • Presentation highlighting and promoting awareness of the DAAPP program at Lone Star College for employees.  
                                • Participants were given a copy of the DAAPP Employee notice and given an opportunity to review and ask questions after the presentation. | 30                      | Not Available  | 02/16/2017      |
| Part-time Employee Resource Fair | • Human Resources Team participated in a resource fair and provided handouts, resources and information to part-time employees regarding including the DAAPP Employee Notice. | 100                     | Not Available  | 03/23/2017      |
| New Employee Notification    | • Informing new employees of Drug and Alcohol Abuse Prevention Program and available data and resources. | 18 FT, 38 adjunct, 57 PT | Not Available  | 11/01/2016 thru 04/30/2017 |
| Counseling Services          | • Counseling and referral services provided as needed to students who present drug/alcohol related concerns.  
                                • Awareness and resource materials are located outside counseling offices in a way that encourages anyone passing by to stop, browse and take materials. Materials include warning signs of abuse and community treatment resources. | 24                      | Not Available  | Ongoing         |
| Maverick Spring Break Event  | • Provided materials and resources on awareness of drug/alcohol use/abuse; tips to stay sober and safe; safe ride apps; community resources; healthy relationships; and alternative spring break plans that do not include drugs and alcohol. | 154                     | Not Available  | 03/01/2017      |
| New Student Orientation Sessions | • Three - NSO PowerPoint slides address LSC’s DAAPP information. | 1,148 42 sessions       | Not Available  | 09/01/2016 thru 04/27/2017 |

Data obtained from LSC-Montgomery 16-17 Campus Data Entry & Reporting Designees
<table>
<thead>
<tr>
<th>Intervention</th>
<th>Description</th>
<th>Number of Participants</th>
<th>Outcome Data</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Patio Party Yo!&quot;</td>
<td>• Activity to increase awareness of alcohol resources on campus by providing opportunity to engage in the community assessment of knowledge of alcohol related issues.</td>
<td>81</td>
<td>Harris County Taskforce Alcohol Quiz 44 quizzes completed Average # of Correct answers out of 5 questions = 2.341</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Guest Speaker</td>
<td>• Sexologist, Dr. Justine Shuey presents how using alcohol and/or other drugs can affect sex, consent, and/or relationships.</td>
<td>35</td>
<td>Evaluation Form 13 respondents “As a result of attending this session, I learned something new about how using alcohol and/or other drugs can impact sex, consent, and/or relationships” 4.62 out of 5 = Agree</td>
<td>03/06/2017</td>
</tr>
<tr>
<td>Pre-Spring Break Dance Party</td>
<td>• Provided safe/fun substance-free dance party, role modeling positive sober behavior.</td>
<td>66</td>
<td>Not Available</td>
<td>03/09/2017</td>
</tr>
<tr>
<td>Post Secret - AOD Edition</td>
<td>• Student Life posted a banner on the window outside the cafeteria and attached window markers for students to leave their comments. The purpose was to share the many ways which alcohol impacts students' lives. • Students were allowed to comment on March 8 &amp; 9, 2017.</td>
<td>270</td>
<td>Qualitative Data Analysis of Comments – Chart Summary by 19 Categories There were 270 comments in total, but only 159 of them were useful for analysis (others were either illegible or unrelated to the topic).</td>
<td>03/08/2017</td>
</tr>
<tr>
<td>Full Time Employee Benefits Orientation</td>
<td>• Provided DAAPP Information and employees signed the acknowledgement form</td>
<td>14</td>
<td>Signed documentation of receipt of information</td>
<td>01/05/2017 Thru 03/20/2017</td>
</tr>
<tr>
<td>RSO Advisor Training</td>
<td>• Risk-Management Training required by the State of Texas and LSC Policy. A portion of the training pertains to alcohol and other drugs.</td>
<td>40</td>
<td>Not Available</td>
<td>08/24/2016 08/25/2016</td>
</tr>
<tr>
<td>RSO Risk Management Training</td>
<td>• Student leaders of registered student organizations required Risk-Management Training required by the State of Texas and LSC policy. • A portion of the training pertains to alcohol and other drugs.</td>
<td>141</td>
<td>Not Available</td>
<td>09/29/2016 10/17/2017 10/18/2017 11/16/2017 11/17/2017</td>
</tr>
<tr>
<td>RSO Risk Management - Member Briefing</td>
<td>• RSO members were provided an overview of the Risk-Management Training and where to find the resources/ProwESSess. • A portion of the training pertains to alcohol and other drugs.</td>
<td>458 from 39 RSOs</td>
<td>Not Available</td>
<td>10/31/2016</td>
</tr>
</tbody>
</table>

Data obtained from LSC-North Harris 16-17 Campus Data Entry & Reporting Designees
<table>
<thead>
<tr>
<th>Intervention</th>
<th>Description</th>
<th>Number of Participants</th>
<th>Outcome Data</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOLF Talk Seminar - Don't Let Addiction Get Its Fangs In You!</td>
<td>• Presentation by Stephen Haberman</td>
<td>4</td>
<td>Not Available</td>
<td>10/15/2016</td>
</tr>
<tr>
<td>Driver's Safety Awareness Display</td>
<td>• Located at Southwest Entrance</td>
<td></td>
<td>Not Available</td>
<td>09/12/2016</td>
</tr>
<tr>
<td></td>
<td>• Resource materials were made available for students to pick up as they passed the display.</td>
<td></td>
<td></td>
<td>09/16/2016</td>
</tr>
<tr>
<td>Alcohol Awareness Handout during Spring Fling</td>
<td>• Information sheet provided to students during Spring Fling Event about the dangers of alcohol and drug use.</td>
<td>60</td>
<td>Not Available</td>
<td>03/07/2017</td>
</tr>
<tr>
<td>Alcohol and Safety Awareness Week</td>
<td>• Drunk Goggle Demonstration</td>
<td>Handed out 600 items</td>
<td>Not Available</td>
<td>03/06/2017 thru 03/08/2017</td>
</tr>
<tr>
<td>New Employee Benefits Orientation (Full Time)</td>
<td>• DAAPP information provided.</td>
<td>10</td>
<td>Not Available</td>
<td>11/01/2016 thru 04/01/2017</td>
</tr>
<tr>
<td>Safety Week</td>
<td>• Provided information on substance abuse indicators and resources available.</td>
<td>200</td>
<td>Not Available</td>
<td>09/01/2016</td>
</tr>
<tr>
<td>Drunk Driving Goggles with Tomball Police Department</td>
<td>• Students wore the goggles and were put through a DUI test.</td>
<td>125</td>
<td>Not Available</td>
<td>03/06/2017</td>
</tr>
<tr>
<td>Risk Management Training for Student Organization Officers and Advisors</td>
<td>• Required Risk-Management Training includes drug and alcohol awareness information</td>
<td>100</td>
<td>Not Available</td>
<td>10/01/2016</td>
</tr>
<tr>
<td>Healthy U Fair</td>
<td>• Included information on the negative impact of alcohol and drug abuse and available community resources.</td>
<td>200</td>
<td>65 Evaluation Forms completed</td>
<td>04/04/2017</td>
</tr>
<tr>
<td>PSSA Meeting with Human Resources</td>
<td>• Provided DAAPP handouts and information on EAP resources available related to drug and alcohol abuse recovery.</td>
<td>17</td>
<td>Not Available</td>
<td>02/16/2017</td>
</tr>
<tr>
<td>Part Time Employee Orientation</td>
<td>• DAAPP information provided.</td>
<td>Not Available</td>
<td>Not Available</td>
<td>11/01/2016 thru 04/24/2017</td>
</tr>
</tbody>
</table>

Data obtained from LSC-Tomball 16-17 Campus Data Entry & Reporting Designees
### LSC-University Park

<table>
<thead>
<tr>
<th>Intervention</th>
<th>Description</th>
<th>Number of Participants</th>
<th>Outcome Data</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Wellness Week</td>
<td>• Information provided on the topics of drug and alcohol awareness.</td>
<td>200</td>
<td>Summary Report and Surveys</td>
<td>03/06/2017 thru 03/09/2017</td>
</tr>
<tr>
<td>Winter Break Resource Table</td>
<td>• Students and employees were able to receive handouts on resources related to drug and alcohol awareness.</td>
<td>100+</td>
<td>Not Available</td>
<td>12/15/2016</td>
</tr>
<tr>
<td>Impaired Driving Goggles</td>
<td>• Activity to experience the impact of driving impaired.</td>
<td>30</td>
<td>Not Available</td>
<td>03/06/2017</td>
</tr>
<tr>
<td>Positive Efforts Workshop</td>
<td>• Substance abuse prevention workshop.</td>
<td>7</td>
<td>Student Feedback</td>
<td>03/07/2017</td>
</tr>
<tr>
<td>Justine Shuey</td>
<td>• Presentation on alcohol abuse and its impact on relationships.</td>
<td>13</td>
<td>Evaluation Form</td>
<td>03/08/2017</td>
</tr>
<tr>
<td>Alive! Mental Health Fair</td>
<td>• Interactive stations on mental health that included alcohol and drug related topics.</td>
<td>86</td>
<td>Survey</td>
<td>03/09/2017</td>
</tr>
<tr>
<td>Ambassadors Alcohol Awareness Table</td>
<td>• Participants received pamphlets on drug and alcohol topics.</td>
<td>30</td>
<td>Not Available</td>
<td>04/11/2017</td>
</tr>
</tbody>
</table>

Data obtained from LSC-University Park 16-17 Campus Data Entry & Reporting Designees

### AOD Goal and Objective Achievement for Period Reviewed

Goals and objectives for LSC’s AY16-17 DAAPP were not developed.

### AOD Strength and Gap Analysis

As a part of the review process, the DAAPP Review Work Group examined the implementation of the AY16-17 DAAPP and provided the following strengths and gaps analysis:

**Strengths:**
- Collaboration amongst departments within a campus location
- Centralized repository of information
- Commitment for improvement
- System Office compliance support
- Campus spring break programs
- Community partnerships and resources

**Gaps:**
- Faculty and staff awareness of the employee and student DAAPP
- DAAPP goals and objectives
- Assessing impact and effectiveness of events and interventions
- Employee annual notification process
- Program assessment
- Use of social media and institutional marketing/awareness campaign

### Status of 2016 Biennial Review Report Recommendations for the Next Biennium

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Status Details</th>
<th>Complete</th>
<th>Carried Forward</th>
<th>Revised AY17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Increase external partnerships system-wide with organizations and agencies that specialize in drug and alcohol abuse awareness interventions and programming.</td>
<td>Individual campus partnerships developed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Develop a systematic procedure, tools, and repository for tracking and reporting AOD events, interventions, and activities at designated times throughout an academic year.</td>
<td>Repository, database, and resources in DAAPP SharePoint site. Campus staff trained on procedures.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Administer an AOD Survey to students and employees on annual basis to obtain trend data for DAAPP enhancement.</td>
<td>Student survey administered</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>4. Develop goals and objectives for LSC's DAAPP annually to improve effectiveness.</td>
<td>In progress with DAAPP Review Committee</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>5. Establish outcomes and assessment methods for AOD events, activities, and interventions to improve effectiveness.</td>
<td>Some campuses developed assessment tools for some interventions.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>6. Establish methods to track and report on the distribution of the annual notifications to students and employees.</td>
<td>Student process developed and implemented thru iStar. Employee process implemented thru new employee orientation and employee email directory.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>7. Develop a branded marketing campaign for students and employees in order to increase the awareness of LSC's DAAPP.</td>
<td>In progress with newly hired Multimedia Services Manager in Student Success.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>8. Create internal partnerships and mechanism to collaborate, exchange ideas, and promote innovation to increase engagement.</td>
<td>HR and Student Success, Campus Data Entry Designees, and DAAPP SharePoint site. In progress creation of email alerts and calendar to exchange campus information.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>9. Regularly display and update student and employee collateral materials, publications, webpages, social media platforms, etc. with DAAPP information.</td>
<td>Included in Student Handbook and LSC Catalog. Webpages need updated. Comprehensive expansion needs to occur.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>10. Ensure the appropriate DAAPP information is in the Employee and Student Handbook.</td>
<td>Included in 16-17 student handbook. Employee under review.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Provide professional development and training programs to all employees concerning the adverse effects of alcohol and drug abuse, the identification of behaviors and conduct that may be associated with alcohol and drug abuse and of the treatment options available locally.</td>
<td>Some sessions made available thru Organizational Development. Needs to be strategically coordinated and communicated in conjunction with DAAPP.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>12. Expand and sustain institutional support for the implementation of LSC's DAAPP.</td>
<td>DAAPP Review Work Group engaged in review process.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>13. Ensure all DAAPP documents and webpages are current.</td>
<td>In progress</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Recommendations for the Upcoming Academic Year 17-18

As a result of the annual review process conducted on LSC's DAAPP, the DAAPP Review Committee in collaboration with College stakeholders recommend the following actions in order to improve the effectiveness of LSC's DAAPP for students and employees:

1. Increase external partnerships system-wide with organizations and agencies that specialize in drug and alcohol abuse awareness interventions and programming.
2. Administer an AOD Survey to employees on annual basis to obtain trend data for DAAPP enhancement.
3. Develop goals and objectives for LSC's DAAPP annually to improve effectiveness.
4. Establish outcomes and assessment methods for AOD events, activities, and interventions to improve effectiveness.
5. Develop a branded marketing campaign for students and employees in order to increase the awareness of LSC's DAAPP.
6. Regularly display and update student and employee collateral materials, publications, webpages, social media platforms, infographics, etc. with DAAPP information.
7. Ensure the appropriate DAAPP information is in the Employee Handbook and/or other identified employee resource.
8. Provide professional development and training programs to all employees concerning the adverse effects of alcohol and drug abuse, the identification of behaviors and conduct that may be associated with alcohol and drug abuse and of the treatment options available locally.
9. Expand and sustain institutional support for the implementation of LSC's DAAPP (i.e. Faculty Senate, Strategic Planning & Assessment, Organizational Development, etc.).
10. Ensure all DAAPP documents and webpages are current.

11. Include a Marketing and Communication Department representative to the DAAPP Review Committee.

12. Develop faculty and staff training for identifying students under the influence.


14. Partner with Campus Student Life Departments to improve number of completed respondents to annual AOD Student Survey.

15. Conduct student focus groups as a data collection method for the annual review.

16. Vice-Presidents of Student Success engage in a review of the Code of Conduct Reference Manual (CCRM) and provide recommendations for content and future use.

Conclusion

Lone Star College is committed to providing its students and employees a drug and alcohol free workplace and learning environment and complying with the Drug-Free Schools and Campuses Regulations [Edgar Part 86] of the Drug-Free Schools and Communities Act (DFSCA). LSC recognizes the importance of an annual cycle of assessment in order to achieve continual improvement and advance the effectiveness of its programs. As a result of the 2016-17 DAAPP Annual Review Process, LSC will develop and implement an action plan to address the identified gaps in its current processes including incorporating the recommendations for improvement during the next academic year.
## Appendix A

### 2016-2017 DAAPP Review Committee Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Chantell Hines</td>
<td>AVC, Student Success</td>
<td>LSC-SO The Woodlands</td>
</tr>
<tr>
<td>Mark Yuran</td>
<td>AVC, Human Resources</td>
<td>LSC-SO The Woodlands</td>
</tr>
<tr>
<td>Dr. Derrick Manns</td>
<td>VP Student Development</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td>Dr. Darrin Rankin</td>
<td>VP of Student Success</td>
<td>LSC-Kingwood</td>
</tr>
<tr>
<td>Dr. Michael Chavez</td>
<td>VP of Student Success</td>
<td>LSC-Montgomery</td>
</tr>
<tr>
<td>Ann Johnson</td>
<td>VP of Student Success</td>
<td>LSC-Tomball</td>
</tr>
<tr>
<td>Dr. Bennie Lambert</td>
<td>VP of Student Success</td>
<td>LSC-CyFair</td>
</tr>
<tr>
<td>Dr. Zack Coaplnd</td>
<td>VP of Student Success</td>
<td>LSC-University Park</td>
</tr>
<tr>
<td>Sandra Gregerson</td>
<td>Executive Director of Student Success</td>
<td>LSC-SO University Park</td>
</tr>
<tr>
<td>Roger Mayes</td>
<td>Director Employee Relations &amp; Training – Human Resources</td>
<td>LSC-SO The Woodlands</td>
</tr>
<tr>
<td>Dr. Denise Walker</td>
<td>Chief Emergency Management Officer</td>
<td>LSC-SO University Park</td>
</tr>
<tr>
<td>Dan Mitsven</td>
<td>Campus Student Life Representative (rotation)</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td>Melissa Rosson</td>
<td>Campus Counseling Representative (rotation)</td>
<td>LSC-CyFair*</td>
</tr>
<tr>
<td>Ruth Hutyra</td>
<td>Senior Human Resource Manager (rotation)</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td>Chief Paul Willingham</td>
<td>Chief of Police</td>
<td>LSC-SO University Park</td>
</tr>
</tbody>
</table>

*LSC-University Park requested their rotation for the 2016-2017 Campus Counseling Representative be deferred to LSC-CyFair.
Appendix B

2016-17 DAAPP Review Work Group

Recommended Participants in Addition to DAAPP Review Committee Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Recommended By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracie Kamenoff</td>
<td>Director, Student Services</td>
<td>LSC-Kingwood</td>
<td>Dr. Rankin</td>
</tr>
<tr>
<td>Kristen Johnson</td>
<td>Director, Student Services &amp; Equity</td>
<td>LSC-Kingwood</td>
<td>Dr. Rankin</td>
</tr>
<tr>
<td>Lisa Hill</td>
<td>Coordinator, Student Life</td>
<td>LSC-Kingwood</td>
<td>Dr. Rankin</td>
</tr>
<tr>
<td>Al Dorsey</td>
<td>Program Director, Men’s Center</td>
<td>LSC-Kingwood</td>
<td>Dr. Rankin</td>
</tr>
<tr>
<td>Angelica Sutton</td>
<td>Counselor &amp; Professor</td>
<td>LSC-CyFair</td>
<td>Dr. Lambert</td>
</tr>
<tr>
<td>Jarrick Brown</td>
<td>Program Manager, Student Activities</td>
<td>LSC-CyFair</td>
<td>Dr. Lambert</td>
</tr>
<tr>
<td>Linda Leon</td>
<td>Student Services</td>
<td>LSC-North Harris</td>
<td>Dr. Manns</td>
</tr>
<tr>
<td>Jack Hernandez</td>
<td>Counselor &amp; Professor</td>
<td>LSC-North Harris</td>
<td>Dr. Manns</td>
</tr>
<tr>
<td>Karen Jones</td>
<td>Program Manager, Student Life</td>
<td>LSC-Montgomery</td>
<td>Dr. Chavez</td>
</tr>
<tr>
<td>Becky Landry</td>
<td>Sr. HR Manager</td>
<td>LSC-Kingwood</td>
<td>Mark Yuran</td>
</tr>
<tr>
<td>Lisandra Fieramusca</td>
<td>Sr. HR Manager</td>
<td>LSC-CyFair</td>
<td>Mark Yuran</td>
</tr>
<tr>
<td>Alvin Williams</td>
<td>Coordinator Compliance</td>
<td>SO-The Woodlands</td>
<td>Mark Yuran</td>
</tr>
<tr>
<td>Shannon Marino</td>
<td>Program Manager, Student Activities</td>
<td>LSC-Tomball</td>
<td>Ann Johnson</td>
</tr>
<tr>
<td>Lisa Davis</td>
<td>Counselor &amp; Professor</td>
<td>LSC-Tomball</td>
<td>Ann Johnson</td>
</tr>
<tr>
<td>Amy Griffin</td>
<td>Director Advising &amp; Counseling</td>
<td>LSC-Tomball</td>
<td>Ann Johnson</td>
</tr>
<tr>
<td>Henri Dally</td>
<td>Dean Student Success</td>
<td>LSC-Tomball</td>
<td>Ann Johnson</td>
</tr>
<tr>
<td>Sarah Ray</td>
<td>Program Manager, Student Activities</td>
<td>LSC-University Park</td>
<td>Dr. Coapland</td>
</tr>
<tr>
<td>Fonda Johnson-Gaddie</td>
<td>Counselor &amp; Professor</td>
<td>LSC-University Park</td>
<td>Dr. Coapland</td>
</tr>
<tr>
<td>Karen Miner</td>
<td>Director of Student Success Initiatives</td>
<td>SO-University Park</td>
<td>Dr. Hines</td>
</tr>
</tbody>
</table>
Federal Drug Free Schools and Communities Amendment Act
As a requirement of the Federal Drug Free Schools and Communities Amendment Act of 1989, Lone Star College is responsible for providing an annual notification to all students the policies, sanctions, risks, and available resources associated with the use of alcohol and other drugs (AOD).

• **Lone Star College Policy:**
  As part of the commitment to the provision of high quality and effective service to our students, employees, and the public we serve, LCSC strives to provide an alcohol and drug free workplace and learning environment. Toward that end, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or unauthorized drug, or the unauthorized possession and use of alcohol are prohibited in and on property owned and controlled by the System. (LSCS Policy Manual Section IV.D.10.G.2 adopted by the Board of Trustees on August 7, 2008)

A comprehensive list of all of Lone Star College’s alcohol and drug related policies and procedures are available for review at [http://www.lonestar.edu/policy.htm](http://www.lonestar.edu/policy.htm).

• **Standards of Conduct and Disciplinary Sanctions:**
  The College provides a safe and responsive learning environment for all students. The College achieves that environment by enforcing the Lone Star College System Non-Academic Student Code of Conduct. The Non-Academic Student Code of Conduct applies to all students enrolled in a credit or non-credit course at the College. It also applies to all online-only and hybrid students. Non-academic misconduct includes unlawfully possessing, using, selling, administering, or distributing alcoholic beverages, illegal or controlled substances, designer drugs, or drug paraphernalia. (LSCS Policy Manual Section VI adopted by the Board of Trustees on March 3, 2016)

Student code of conduct discipline and penalties are available for review in the LSC Student Handbook at [http://www.lonestar.edu/departments/advising/lsc_student_handbook_web.pdf](http://www.lonestar.edu/departments/advising/lsc_student_handbook_web.pdf) and at [http://www.lonestar.edu/conduct.htm](http://www.lonestar.edu/conduct.htm).

• **Federal, State, and Local Legal Sanctions:**
  A listing of specific federal, state and local legal sanctions for alcohol and drug-related offenses are available at [http://www.lonestar.edu/31136.htm](http://www.lonestar.edu/31136.htm).

• **Health Risks:**

• **Lone Star College Drug and Alcohol Abuse Prevention Program and Resources:**
  A drug-free and alcohol abuse awareness and prevention program has been developed by the College to inform its faculty, staff, and students about the dangers of drug and alcohol abuse. The Drug and Alcohol Abuse Prevention Program (DAAPP) is available to all faculty, staff, and students at Lone Star College. A number of events are held annually at each campus discussing the dangers and impact of drug and alcohol abuse. In addition to these events, counselors are available on campus to provide students with a variety of community resources and supports. Additional information on the Program and wellness resources are available at [http://www.lonestar.edu/drug-abuse.htm](http://www.lonestar.edu/drug-abuse.htm) and [http://www.lonestar.edu/mental-health.html](http://www.lonestar.edu/mental-health.html).

If you have questions, please contact Student Services on any LSC campus.

Thanks,

LSCS Student Success: Student Services

2016-17 Annual DAAPP Notification to Students
## Appendix D

### Annual DAAPP Notification to Students 2016-2017 Data

#### Fall 2016

Date Range: 09/22/2016 thru 12/19/2016

<table>
<thead>
<tr>
<th>Date</th>
<th># of Student Emails Sent</th>
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<tbody>
<tr>
<td>9/22/2016</td>
<td>4386</td>
</tr>
<tr>
<td>9/23/2016</td>
<td>4068</td>
</tr>
<tr>
<td>9/26/2016</td>
<td>22111</td>
</tr>
<tr>
<td>9/27/2016</td>
<td>28678</td>
</tr>
<tr>
<td>9/28/2016</td>
<td>13881</td>
</tr>
<tr>
<td>10/14/2016</td>
<td>413</td>
</tr>
<tr>
<td>10/21/2016</td>
<td>197</td>
</tr>
<tr>
<td>10/28/2016</td>
<td>156</td>
</tr>
<tr>
<td>10/31/2016</td>
<td>3</td>
</tr>
<tr>
<td>11/4/2016</td>
<td>5</td>
</tr>
<tr>
<td>11/18/2016</td>
<td>2</td>
</tr>
<tr>
<td>12/2/2016</td>
<td>1</td>
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<td>12/9/2016</td>
<td>3</td>
</tr>
<tr>
<td>12/19/2016</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL SENT</td>
<td>73,907</td>
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</table>

#### Spring 2017

Date Range: 01/06/2017 thru 05/12/2017

<table>
<thead>
<tr>
<th>Date</th>
<th># of Student Emails Sent</th>
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<tbody>
<tr>
<td>01/06/2017</td>
<td>12,221</td>
</tr>
<tr>
<td>01/27/2017</td>
<td>5,107</td>
</tr>
<tr>
<td>02/03/2017</td>
<td>329</td>
</tr>
<tr>
<td>02/10/2017</td>
<td>167</td>
</tr>
<tr>
<td>02/20/2017</td>
<td>143</td>
</tr>
<tr>
<td>02/24/2017</td>
<td>88</td>
</tr>
<tr>
<td>03/24/2017</td>
<td>329</td>
</tr>
<tr>
<td>03/31/2017</td>
<td>2</td>
</tr>
<tr>
<td>04/20/2017</td>
<td>73</td>
</tr>
<tr>
<td>05/01/2017</td>
<td>3</td>
</tr>
<tr>
<td>05/12/2017</td>
<td>19</td>
</tr>
<tr>
<td>TOTAL SENT</td>
<td>18,481</td>
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#### Summer 2017

Date Range: 06/22/2017 thru 07/20/2017

<table>
<thead>
<tr>
<th>Date</th>
<th># of Student Emails Sent</th>
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<tbody>
<tr>
<td>06/22/2017</td>
<td>7,210</td>
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<tr>
<td>06/29/2017</td>
<td>9</td>
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<tr>
<td>07/20/2017</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL SENT</td>
<td>7,220</td>
</tr>
</tbody>
</table>
As a requirement of the Federal Drug Free Schools and Communities Amendment Act of 1989, Lone Star College is responsible for providing an annual notification to all employees of the sanctions, risks, and available resources regarding the use of alcohol and other drugs (AOD).

Please read the attached document to learn more about the following:

- Lone Star College Policy
- Standards of Conduct and Disciplinary Sanctions
- Federal, State, and Local Legal Sanctions
- Health Risks
- Lone Star College Drug and Alcohol Abuse Prevention Program and Resources

Need HR assistance? We’re here for you.
Go to LSC Service Center or call the HR Service Hotline at 832.813.6767.
Appendix E
2016-17 Annual DAAPP Notification to Employees

Federal Drug Free Schools and Communities Amendment Act
As a requirement of the Federal Drug Free Schools and Communities Amendment Act of 1989, Lone Star College is responsible for providing an annual notification to all employees the policies, sanctions, risks, and available resources associated with the use of alcohol and other drugs (AOD).

- **Lone Star College Policy:**
  As part of the commitment to the provision of high quality and effective service to our students, employees, and the public we serve, LSC strives to provide an alcohol and drug free workplace and learning environment. Toward that end, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or unauthorized drug, or the unauthorized possession and use of alcohol are prohibited in and on property owned and controlled by the System. (LSC Policy Manual Section IV.D.10.02 adopted by the Board of Trustees on August 7, 2008).

  A comprehensive list of all Lone Star College’s alcohol and drug related policies and procedures are available for review at [http://www.lonestar.edu/policy.htm](http://www.lonestar.edu/policy.htm).

- **Standards of Conduct and Disciplinary Sanctions:**
  While at work, each LSC employee has a responsibility to deliver service in a safe, efficient, and conscientious manner. Therefore, the use, sale, distribution, possession of alcohol, or any drug, including prescription medication, used in an unauthorized manner is strictly prohibited and may result in disciplinary action up to, and including, termination.

  An employee who is believed to be under the influence of alcohol or drugs while at work may be required to report immediately to a clinician to be tested to determine if he or she is under the influence of alcohol or drugs.

  As a condition of employment, an employee shall notify his or her supervisor of any conviction for an alcohol or drug related offense no later than five (5) days after such arrest/conviction. Failure to give this notification may result in disciplinary action, up to and including termination.

  Each employee has access to LSC employee rules and regulations governing employee conduct in the LSC Policy Manual. These rules and regulations are in effect when on campus in any capacity and participating in any LSC (or College) sponsored activity, either on campus or at an off-campus location.

  For further guidance, employees are instructed to see the LSC Policy Manual. Employee code of conduct discipline and penalties are available for review at [http://www.lonestar.edu/departments/generalcounsel/policy_manualWeb_Copyright_2016-06-04.pdf](http://www.lonestar.edu/departments/generalcounsel/policy_manualWeb_Copyright_2016-06-04.pdf).

  Federal, State, and Local Legal Sanctions:
  A listing of specific federal, state and local legal sanctions for alcohol and drug-related offenses are available at [http://www.lonestar.edu/21250.htm](http://www.lonestar.edu/21250.htm).

- **Health Risks:**
  A summary of a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website is available on the College’s Drug and Alcohol Abuse Prevention Program website at [http://www.lonestar.edu/21254.htm](http://www.lonestar.edu/21254.htm).

  More comprehensive list and detailed accounting may be found at [https://www.doe.gov/druginfo/letustrends.html](https://www.doe.gov/druginfo/letustrends.html).

- **Lone Star College Drug and Alcohol Abuse Prevention Program and Resources:**
  A drug-free and alcohol abuse awareness and prevention program has been developed by the College to inform its faculty, staff, and students about the dangers of drug and alcohol abuse. The Drug and Alcohol Abuse Prevention Program (DAAPP) is available to all faculty, staff, and students at Lone Star College. A number of events are held annually at each campus discussing the dangers and impact of drug and alcohol abuse. In addition to these events, counselors are available on campus to provide students with a variety of community resources and supports. Additional information on the Program and wellness resources are available at [http://www.lonestar.edu/drug-abuse.htm](http://www.lonestar.edu/drug-abuse.htm) and [http://www.lonestar.edu/mental-health.html#chemical](http://www.lonestar.edu/mental-health.html#chemical).

If you have questions, please contact Human Resources on any LSC campus.
Appendix F

2016-2017 Data Entry & Reporting Designees

Campus Designee for Data Entry and Reporting

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Mitsven</td>
<td>Program Manager, Student Activities</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td>Jack Hernandez</td>
<td>Counselor</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td>Tracie Kamenoff</td>
<td>Program Manager, Student Activities</td>
<td>LSC-Kingwood</td>
</tr>
<tr>
<td>Judith Watson</td>
<td>Counselor</td>
<td>LSC-Kingwood</td>
</tr>
<tr>
<td>Shannon Marino</td>
<td>Program Manager, Student Life</td>
<td>LSC-Tomball</td>
</tr>
<tr>
<td>Barbara Lujan</td>
<td>Counselor</td>
<td>LSC-Tomball</td>
</tr>
<tr>
<td>Karen Jones</td>
<td>Program Manager, Student Activities</td>
<td>LSC-Montgomery</td>
</tr>
<tr>
<td>Rachel Trackey</td>
<td>Counselor</td>
<td>LSC-Montgomery</td>
</tr>
<tr>
<td>Tashemia Jones</td>
<td>Program Manager, Student Activities</td>
<td>LSC-CyFair</td>
</tr>
<tr>
<td>Melissa Rosson</td>
<td>Director, Counseling &amp; Advising</td>
<td>LSC-CyFair</td>
</tr>
<tr>
<td>Sarah Ray</td>
<td>Program Manager, Student Activities</td>
<td>LSC-University Park</td>
</tr>
<tr>
<td>Fonda Johnson-Gaddie</td>
<td>Counselor</td>
<td>LSC-University Park</td>
</tr>
</tbody>
</table>

Campus and System Human Resources Designees for Data Entry and Reporting

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth Hutyra</td>
<td>Senior Manager, Human Resources</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td>Becky Landry</td>
<td>Senior Manager, Human Resources</td>
<td>LSC-Kingwood</td>
</tr>
<tr>
<td>Kristi Bonnin</td>
<td>Senior Manager, Human Resources</td>
<td>LSC-Tomball</td>
</tr>
<tr>
<td>Jan Thornton</td>
<td>Senior Manager, Human Resources</td>
<td>LSC-Montgomery</td>
</tr>
<tr>
<td>Dawn Villarreal</td>
<td>Interim Senior Manager, Human Resources</td>
<td>LSC-CyFair</td>
</tr>
<tr>
<td>Noreen Shorter</td>
<td>Senior Manager, Human Resources</td>
<td>LSC-University Park</td>
</tr>
<tr>
<td>Tiffany Cauley</td>
<td>Senior Manager, Human Resources</td>
<td>LSC-System Office</td>
</tr>
</tbody>
</table>
Appendix G

DAAPP SharePoint Site & Data Entry Database Form

- Special Permissions Access
  - https://intranet.ionestar.edu/asa/daapp/SitePages/Home.aspx
  - DAAPP Review Committee Members
  - DAAPP Data Entry & Reporting Designees

Drug and Alcohol Abuse Prevention Program (DAAPP)

The Drug Free Schools and Communities Act (DFFCA) and its 1998 amendments as authorized in the Education Department General Administrators’ Regulation (EDGAR) Part 8, the Drug Free Schools and Communities Regulations, require that as a condition of receiving funds or any other form of financial assistance under any federal program, no institution of higher education (IIHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Drug and Alcohol Abuse Prevention Program (DAAPP) must include the following:

- Employees and students standards of conduct that prohibit unlawful possession, use, or distribution.
- A list and description of the sanctions and penalties for violating federal, state, and local law and college policy.
- A description of the health risks associated with alcohol and drug use.
- A list of resources that provide support and treatment options for employees and students.
- Annual benefits to each employee and student in writing of all components of the DAAPP.
- A review process including data collection and assessment methods.

Announcements

- Title: DAAPP Forum - Committee Meeting
  - Date and Time: 6/21/2017 1:20 PM

Links

- Title: Code of Federal Regulations Part 8 text
- Title: Complying With the Drug Free Schools and Communities Regulations (EDGAR Part 8)
- Title: Guidelines for University and College Administration
- Title: TASC Publications Resources
- Title: Campus and Community: Changing the Culture
- Title: National Institute on Alcohol Abuse and Alcoholism

Drug and Alcohol Abuse Prevention Program Data Entry Form

- Location
- Recipient
- Event, Service or Intervention
- Event Date

Target Audience - Check all that apply:

- Employees
- Community

- Number of Participants
- Assessment Method
- Assessment Data

Outcomes

Attachments (limit 10 files) - No Attachments

Submit Entry

--

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## 2016-2017 DAAPP Data Entry and Reporting Procedures Timeline

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus uploads DAAPP Implementation Plan to DAAPP Implementation Plan Folder on the DAAPP SharePoint site. <a href="https://intranet.lonestar.edu/asa/daapp/DAAPP%20Implementation%20Plan/Forms/AllItems.aspx">https://intranet.lonestar.edu/asa/daapp/DAAPP%20Implementation%20Plan/Forms/AllItems.aspx</a></td>
<td>October 31st</td>
<td>N/A</td>
</tr>
<tr>
<td>Enter scheduled events to the DAAPP Calendar on the DAAPP SharePoint Site OR provide event information to S. Gregerson to add to calendar. This is to alert all campuses of upcoming events related to DAAPP for IDEA sharing.</td>
<td>Ongoing</td>
<td>October 2016 – August 15, 2017</td>
</tr>
<tr>
<td>Complete a data entry form on each campus event and/or intervention. The data entry form is a fillable form on the DAAPP SharePoint site. <a href="https://intranet.lonestar.edu/asa/daapp/SitePages/Program%20Intervention%20Entry%20Form.aspx">https://intranet.lonestar.edu/asa/daapp/SitePages/Program%20Intervention%20Entry%20Form.aspx</a></td>
<td>Ongoing</td>
<td>October 2016 – May 1, 2017</td>
</tr>
<tr>
<td>Upload Campus Annual DAAPP Summary Report to the Campus Annual Report folder on the DAAPP SharePoint site. <a href="https://intranet.lonestar.edu/asa/daapp/Reports/Forms/AllItems.aspx">https://intranet.lonestar.edu/asa/daapp/Reports/Forms/AllItems.aspx</a></td>
<td>June 1, 2017</td>
<td>N/A</td>
</tr>
<tr>
<td>Campus stakeholders meet to discuss DAAPP Review Committee Report and begin development of AY17-18 DAAPP Implementation Plan.</td>
<td>Determined by Campus</td>
<td>August 2017</td>
</tr>
<tr>
<td>Request a campus summary report of events and data entered into the DAAPP Data Entry System from <a href="mailto:Sandra.G.Gregerson@lonestar.edu">Sandra.G.Gregerson@lonestar.edu</a></td>
<td>Ongoing</td>
<td>December 2016 – May 2017</td>
</tr>
<tr>
<td>Upload DAAPP resources and assessments to the Resources Folders on the DAAPP SharePoint site OR provide to S. Gregerson to upload documents to share ideas and leverage resources. <a href="https://intranet.lonestar.edu/asa/daapp/Assessment%20Tools/Forms/AllItems.aspx">https://intranet.lonestar.edu/asa/daapp/Assessment%20Tools/Forms/AllItems.aspx</a> - (Assessment Tools) <a href="https://intranet.lonestar.edu/asa/daapp/Resources/Form%20AllItems.aspx">https://intranet.lonestar.edu/asa/daapp/Resources/Form%20AllItems.aspx</a> - (Data Collection &amp; Assessment Resources) <a href="https://intranet.lonestar.edu/asa/daapp/Additional%20Resources/Forms/AllItems.aspx">https://intranet.lonestar.edu/asa/daapp/Additional%20Resources/Forms/AllItems.aspx</a> - (Additional Resources)</td>
<td>Ongoing</td>
<td>October 2016 – August 15, 2017</td>
</tr>
</tbody>
</table>