



# Waukesha County Technical College

## ALCOHOL & DRUG PREVENTION & EDUCATION PROGRAM

### 2024 Biennial Review

Posted in compliance with Part 86, the Drug and Alcohol Abuse Prevention Regulations, Education Department General Administrative Regulations (EDGAR).



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

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# I. WCTC Horizon & AIMS for the Modern College

**Horizon:** To be the modern comprehensive regional college that ignites people to thrive in a changing world.

## **AIMS for the Modern College**

- Shape the Future of Higher Education: *Transform WCTC to meet the needs of the 21<sup>st</sup> century.*
- Thriving Academic Mission: *Deliver an unparalleled education in a rapidly changing world.*
- Cultivate Inclusive Experiences: *Foster an environment where people reach their full potential.*
- Vital Collaborative Alliances: *Ensure successful partnerships and community prosperity*
- Premier Regional Hub: *Evolve into a vibrant, multifaceted heart of the community.*
- Sleek, Simple, Intuitive: *Streamline all college functions.*

## II. Introduction

The Drug Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations (Edgar Part 86) requires institutions of higher education to adopt and implement drug and alcohol abuse prevention programs (DAAPP) for students and employees. Waukesha County Technical College (WCTC) has developed and implemented drug and alcohol abuse education and prevention programming designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at campus events. WCTC is required to distribute written information about its DAAPP, as well as conduct a biennial review to measure its effectiveness and ensure a consistent enforcement of its disciplinary sanctions.

As a part of its activities, WCTC distributes and has available written materials that include the following:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students;
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law;
- Have information on education and prevention programs;
- Include a clear statement that the school will annually distribute its DAAPP to all students and employees and a description of the methods or processes utilized to disseminate the DAAPP;
- Include a statement that the school will conduct a biennial review of its DAAPP to determine its effectiveness and implement changes to the program if they are needed, and to make sure any disciplinary sanctions are consistently enforced. In addition, the biennial review must also include a determination as to the number of drug and alcohol related violations and fatalities occurring on the campus or as a part of their activities that are reported to campus officials, and the number and types of

sanctions imposed on students or employees as a result of such violations or fatalities.

- A statement that a student or employee who violates the DAAPP is subject both to the institution's sanctions and to criminal sanctions provided by federal, state, and local law.

The process of conducting a biennial review provides WCTC with an opportunity to examine the reach and impact of our alcohol and drug prevention efforts. Through this review, we will acknowledge our achievements and most importantly, we will identify areas that need improvement. The spirit of improvement is our primary goal, as we are aware of the serious negative impacts alcohol and other drug abuse has on our campus community.

Specifically, WCTC undertakes a biennial review to internally evaluate its alcohol and drug abuse prevention programming in the following areas:

- Inventory of WCTC's DAAPP components using D. Stafford & Associates DAAPP Checklist.
  - Identify where each component has been addressed in the DAAPP.
  - Identify where each component begins and ends in the DAAPP.
  - On the DAAPP checklist, record the page number in the DAAPP where the component can be found or write missing.
- Discuss which component(s) of the DAAPP, if any, were missing.
  - With which individual(s) or office(s) will the review team engage to remedy any deficiencies.
  - What are the next steps?
  - Statement of ALCOHOL AND OTHER DRUGS (Alcohol and other Drugs) program goals and goal achievement.
- Summary of WCTC's DAAPP strengths and weaknesses.
- Procedures for distribution of annual notification of WCTC's DAAPP to students and employees.
- Recommendations for revising WCTC's DAAPP.
  - List and description of education and prevention programs.
  - Student Life Office ALCOHOL AND OTHER DRUGS disciplinary data.

### **III. Distribution and Notification**

WCTC's Biennial Review is distributed to all employees and enrolled students annually through a variety of distribution methods, including: 1) to employees at initial hire; 2) to all employees via college email and 3) to currently enrolled students annually via official student e-mail notification. Care is taken in the distribution to ensure that access to this information is afforded to all employees and staff. The Biennial Review is also available for review online at WCTC's website. Hard copies of the Biennial Review may be obtained at the Student Life Office in room C121 or by calling 262.691.5302. For employees a copy of the Biennial Review will be located on the portal. A hard copy can be obtained by calling the Office of Belonging, Access & Cultural Engagement at 262-695-3481.

### **IV. Data and Trends**

WCTC is a drug and alcohol-free campus. The College seeks to abide by all drug and alcohol related policies, regulations and laws, and to impose consistent disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with local, State or Federal law. In reviewing each

offense listed below, there were no irregularities or inconsistencies found in the disciplinary action taken. WCTC will continue to strive for each individual offense to be handled fairly, consistently and in accordance with policies and regulations. Should a student feel that disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, they should contact the Student Life Office. Should an employee feel that disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, they should contact the Human Resources Office. All such concerns will be taken seriously.

### Students

The data below represents the number of drug and/or alcohol offenses committed by students in the previous two academic years.

	AY 2022-2023	AY 2023-2024
1. On-campus alcohol-related incidents reported to the Student Life Office	0	1
2. On-campus drug-related incidents reported to the Student Life Office	0	0
3. Alcohol-related student conduct violations managed by Student Life Office	0	1
4. Drug-related student conduct violations managed by the Student Life Office	0	0

1. On-campus alcohol related reports
  - Case was adjudicated
  - Student was alleged of violating a code-level alcohol violation
  - Incident occurred on campus
2. On-campus drug related reports
  - There were no drug related violations reported
3. Alcohol-related student conduct violations
  - Case was adjudicated
  - Student was found responsible for a code-level alcohol violation and given College Warning
4. Drug-related student conduct violations
  - There were no drug related violations reported

### Employees

The data below represents the number of drug and/or alcohol offenses committed by employees in the previous two academic years.

	AY 2022-2023	AY 2023-2024
1. On-campus alcohol-related incidents reported to the Human Resources Office	0	0

2. On-campus drug-related incidents reported to the Human Resources Office	0	0
3. Alcohol-related employee conduct violations managed by the Human Resources Office	0	0
4. Drug-related employee conduct violations managed by the Human Resources Office	0	0

1. On-campus alcohol related reports
  - There were no alcohol related violations reported
2. On-campus drug related reports
  - There were no drug related violations reported
3. Alcohol-related employee conduct violations
  - There were no alcohol related violations reported
4. Drug-related employee conduct violations
  - There were no drug related violations reported

## V. College Policy

Students and employees are responsible for modeling behavior that represents the core values of WCTC and are expected to conduct themselves as responsible members of the WCTC community. (See the College’s student code of conduct and the “Prohibited Conduct” policy 6.04 in the employee handbook.) Any student or student organization found to have committed or have attempted to commit any of the following misconduct is subject to the student conduct process. As found in the WCTC student [Code of Conduct](#), under section 4, Rules and Regulations-Responsibility.

- **Alcohol:** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the WCTC’s Drug/Alcohol Policy;
- **Drugs:** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the WCTC’s Drug/Alcohol Policy;
- **Violations of Law:** Any conduct or action that violates any local, state or federal laws, when substantiated through Waukesha County Technical College’s conduct investigative process.

Local, state, and federal law enforcement has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws. The following remedies and sanctions may be imposed where students have been found responsible for violation of the Drug and Alcohol-Free Campus and Workplace Policy and the Waukesha County Technical College Student Code of Conduct.

- **Warning:** An official written notice that the student has violated WCTC policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at WCTC.
- **Disciplinary Probation:** The student is not in good standing for a designated period of time and is sent a letter of warning that further acts of misconduct will be subject to further conduct action and may result in suspension or expulsion from WCTC particularly if the incident occurs during the probationary period.

- **Loss of Privileges:** The student will be denied specified privileges for a designated period of time. This may include facility suspension. The student no longer has the privilege of entering and/or residing in a particular facility or building for a specified period of time or until a specific condition is met.
- **WCTC Suspension:** WCTC Suspension: Separation from WCTC for a specified minimum period, after which the student is eligible for possible re-enrollment. Eligibility to return may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from WCTC property, functions, events, and activities without prior written approval from the Dean of Students or Director of Student Success and Engagement. This sanction may be enforced with a trespass action, as necessary. A student returning from a disciplinary suspension will be placed on disciplinary probation for one (1) year.
- **WCTC Expulsion:** Permanent separation from WCTC. The student is banned from WCTC property, and the student’s presence at any WCTC-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
  - a. If a student is suspended, expelled, or removed as a part of a withdrawal agreement, they will be subject to the same refund policy as if they had voluntarily withdrawn from the College. For more information and the current refund timeline, please contact the Registration Department.

Wisconsin State Statutes recognizes that drug and alcohol abuse can be serious criminal offenses. It is important for all members of the college to understand how these offenses are defined in law, and to be aware of the penalties. Listed below are two relevant Wisconsin Statutes governing drug and alcohol use. Detailed information may be located on the Wisconsin State Legislature home web page at <http://legis.wisconsin.gov/>.

- Chapter 961 – regulates illegal drug use and controlled substances and outlines specific penalties for violating the statute.
- Chapter 125 – regulates illegal use of alcohol beverages and outlines specific penalties for violating the statute.

## VI. Programs & Interventions

The following includes programming and interventions to support alcohol and drug prevention for students on campus.

- Students seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as seeking the assistance from WCTC’s Mental Health Counseling services or referral to an appropriate rehabilitation program where possible.
- WCTC provides students with substance-free social events and education opportunities throughout the year. These activities are supported by Student Government Association, the Student Life Office and the Office of Mental Health Counseling Services, The Student Accessibility Office, as well as additional Student Services Departments. Below are a few examples of events that were hosted for all students, free of charge.
  - Campus-wide student events: Welcome Week, Taste of WCTC, Bingo, Spa Day, Movie Nights, “Donut” Stress, Thanksgiving and Spring Luncheons, WCTC Health Fairs, Therapy dogs, Let’s Talk About Cars, Energy Hour, Esports Grand Opening, PJ’s & Popcorn Movie Day, Diversity Beauty Showcase Leadership, Evening Grab & Go, Craft Day, Education and Development (LEAD) Series, Halloween costume contests, and Finals Survival Kits.
- Uber gift cards continue to be available and distributed to encourage students to not drink and drive.



- Drunk driving simulator hosted for student including alcohol education and the dangers of drinking and driving.
- Campus-wide displays promoting the dangers of alcohol and drugs, as well as healthy alternatives.
- Annual Health Fair is coordinated to provide students with the opportunity to learn more about on-campus and community resources to support their overall wellbeing. Topics shared during the event include healthy eating, exercise, chronic conditions, mindfulness, and mental health.
- Students are required to attend a mandatory New Student Orientation before starting classes at WCTC. The Student Life Office offers general overview of alcohol, drugs and their consequences.
- Students are invited to attend Jump Start the week prior to classes starting. The Student Life Office offers general overview of alcohol, drugs and their consequences.

The following includes programming and interventions to support alcohol and drug prevention for employees on campus.

- WCTC has contracted with Empathia, Inc. to provide an Employee Assistance and Work/Life Program called LifeMatters®. This free, confidential service is available to employees and employee's immediate family members. For access, employees may use the following link: [www.mylifematters.com](http://www.mylifematters.com).
- Employee immediate family members may also call 1.800.634.6433, 24 hours a day, every day of the year to receive LifeMatters services. Professional counselors are available at all times to provide assistance to employees and their eligible dependents for a wide range of issues, including family concerns, emotional or stress issues, legal and financial questions, alcohol or drug abuse questions or problems, family and dependent care needs, or other personal problems.
- Online communication from the WCTC Wellness Committee promoting health challenges, stress relieving strategies and resources.
- Annual Health Assessment is coordinated to provide employees with the opportunity to learn more about on-campus and community resources to support their overall wellbeing. Topics shared during the event include healthy eating, exercise, chronic conditions, mindfulness, and mental health.
- Employees seeking assistance in dealing with alcohol or other substance use/abuse are encouraged to use resources available to them, such as seeking assistance from the Employee Assistance program, or referral to an appropriate rehabilitation program where possible.

## VII. Strengths and Weaknesses

### Strengths:

- Students and employees are offered numerous opportunities to participate and get involved in substance free events, health challenges and educational workshops throughout the year.
- Annual notifications provided to students and staff at WCTC.
- WCTC is an alcohol and smoke free campus.
- The College has continued to see very few incidents reported of alcohol or drug use on campus.
- WCTC uses software (Maxient) to track, and report conduct reports, including drug and alcohol reports.
- WCTC has begun to collect data from students and employees on their ALCOHOL AND OTHER DRUGS usage.
- New programming opportunities that came about from the pandemic including flexible (stop and drop) events throughout campus have continued as have discovered these events better serve our non-traditional students.



- Student Support Coordinator hired to assist and educate students with concerns related to Alcohol and Drug Awareness.

**Weaknesses:**

- WCTC will continue to evaluate the program and to implement necessary changes as the College identifies additional weaknesses over time.
- WCTC does not have residence halls or athletics and it is considered a commuter college; it could be possible for the College to assume there is not a drug or alcohol problem with students and employees.
- The College will continue to monitor its prevention program to evaluate its effectiveness, by conducting surveys and promoting specifically designed ALCOHOL AND OTHER DRUGS education.
- Alcohol and drug use are exceedingly under-reported.
- There is limited long term data of faculty/staff alcohol and drugs use and prevention needs.
- COVID and the pandemic resulted in a pause in on campus programming related to drug and alcohol education.

## **VIII. Goals and Recommendations for the Next Biennium**

- Continue to develop interactive student and employee programming specifically involving drug and alcohol themes to build awareness. Awareness includes promoting healthy choices and understanding the difference between high-risk drinking and responsible use of alcohol.
- Include education specifically for high school students as the College continues to see an increase in high school students and students under the age of 18.
- Increase education for the College's Waukesha campus, as new programs will be added and there will be an increase in student traffic.
- Modify and enhance drug and alcohol information on the WCTC website and internal portal, so students and employees will know on-or-off campus resources for dealing with alcohol or drug issues. Update information from the internal portal to the public website.
- Work with the Compliance & Safety Work Group to launch a comprehensive Alcohol and Other Drugs campus-wide marketing campaign.

## **IX. Conclusion**

As with all higher educational institutions, the Covid pandemic created obstacles related to how WCTC connected and communicated with students. However, these sudden changes allowed the College to pivot and in the long term, improve how we serve our students with more flexible, adaptable and creative programming. WCTC is committed to the process of continuous improvement. We look forward to the opportunity to focus on our goals and recommendations for the next biennium. These goals will form the basis for continued campus efforts and additional strategic planning.