



Biennial Review

October 2023

Introduction:

The Drug-Free Schools and Communities Act of 1989 Amendments required institutions of higher education to design and implement alcohol and illicit drug programs on their campuses. As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education has to 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" on campus property or as part of any campus activity.

This legislation directed Colleges to:

1. To develop a written policy on alcohol and other drugs.
2. To develop a process that ensures policy distribution to all students, staff, and faculty.
3. To enumerate federal, state, or local sanctions for unlawful possession or distribution of illicit drugs and alcohol.
4. To describe health risks associated with alcohol abuse or illicit drug use.
5. To describe College drug and alcohol programs available for students and employees.
6. To specify disciplinary sanctions imposed on students and employees for policy violations.
7. To conduct biennial reviews to assess the effectiveness of its alcohol and drug programs.

The law further requires an institution of higher education to review its program to:

1. To determine its effectiveness and implement changes if they are needed, and
2. To ensure that the sanctions developed are consistently enforced.

Century College is a two-year community and technical college that is a member of the Minnesota State Colleges and Universities comprising 7 universities and 24 two-year institutions across the state. Century College is a comprehensive two-year public institution which offers career technical education (CTE) programs leading to certificates, diplomas, Associate of Applied Science (AAS) degrees, Associate of Science (AS) degrees and Associate of Arts (AA) degree, focusing on liberal arts courses which transfer to four-year institutions. The College serves over 9000 students with a full-time equivalent enrollment of 5740 students. The average age of our students is 26 years-old with 40% students of color. Century College is a commuter institution and does not offer residential housing.

In compliance with federal legislation, the Drug Free Campus Task Force of Century College has prepared this biennial review.

Drug and Alcohol Policies & Information:

[Minnesota State Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus](#)

Century College adheres to the federal Drug-Free Schools and Campuses Act and Minnesota State Colleges and Universities Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the College premises, or in conjunction with any college-sponsored activity or event, whether on- or off- campus.

The College will take steps to educate its community regarding the health risks associated with alcohol and drug abuse. Appropriate referrals to counseling and health agencies will be made to individuals as needed.

Drug and Alcohol-Free Campus:

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) as well as Minnesota Statutes 152 Drugs; Controlled Substances, and 340A Liquor, Century College has implemented a program to prevent the use of alcohol and unlawful use of controlled substances on campus or at college-related activities by students and employees.

Students or employees shall not use, manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange or distribute a scheduled controlled substance or drug paraphernalia as defined in Title 21 Code of Federal Regulations (21 CFR §1308) or Minnesota Statutes, Chapter 152, while on campus or while involved in a college activity, service, project, program or work situation.

Cannabis (Marijuana):

Although the State of Minnesota has legalized the personal use, manufacture, and possession of Cannabis and Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession, use, and manufacture of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Minnesota State Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student or employee is on college owned or controlled property or any function authorized or controlled by the college.

Alcohol:

Except as allowed by Minnesota Statute 624.71, or by Minnesota State Board Policy 5.18, students or employees shall not introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any alcoholic beverage as defined in Minnesota Statute 340A.

Employees and students shall not operate, use or drive any equipment, machinery, or vehicle of the College while under the influence of alcohol or controlled substances. Such an employee is under the affirmative duty to immediately notify their supervisor that they are not in appropriate mental or physical condition to operate, use or drive college equipment.

Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the College. Any employee whose condition or behavior adversely affects their work performance shall be subject to possible discipline, up to and including discharge.

When an employee is taking medically authorized drugs or other substances which may alter job performance, the employee is under an affirmative duty to notify the appropriate supervisor of their temporary inability to perform the job duties of their position. Supervisors shall notify the Human Resources Department before notifying appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession at work or on college premises. When appropriate, the College shall also notify licensing boards.

Applicable Policies & Reference:

[Minnesota State Colleges and Universities Board Policy 5.18](#)

[State of Minnesota HR/LR Policy and Procedure #1418 Policy on Alcohol and Other Drug Use by State Employees.](#)

[Code of Federal Regulations Schedules of Controlled Substances 21 CFR §1308](#)

[MN Statute 152 Drugs: Controlled Substance](#)

[MN Statute 340a Liquor](#)

Campus Sanctions:

The College will impose sanctions on students and employees who violate this policy. Disciplinary action may include, but is not limited to, the following:

- completion of a substance abuse education program
- completion of community service hours
- referral to the Advising, Counseling, & Career Center or other appropriate department
- suspension, expulsion or separation from the College
- referral to law enforcement agencies for prosecution of felony, gross misdemeanor or misdemeanor charges

Legal Sanctions:

Where appropriate, drug and alcohol violations are referred to law enforcement officials for prosecution.

Local laws:

The City of White Bear Lake prohibits the sale & consumption of alcohol beverages to persons under the age of 21 (§1002.140). The City of Mahtomedi prohibits the sale and consumption of or possession of open alcoholic beverages in any public place or vehicle (§8.02)

State Laws:

The State of Minnesota prohibits the possession and distribution of controlled substances. State sanctions for illegal possession and/or distribution of controlled substances can have a maximum penalty of up to 40 years in prison and/or a \$1,000,000 fine. For specific sentencing guidelines and definitions of controlled substances refer to MN State Statute 152 Drugs; Controlled Substances.

Minnesota State Statute 152.092 declares It is unlawful for any person to knowingly or intentionally to use or possess drug paraphernalia. A violation of this statute is a petty misdemeanor. A second violation of this statute is a misdemeanor.

The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .08 or more for individuals that are 21 years or older) may result in a maximum penalty of 7 years in prison and/or fine not more than \$14,000. Persons under the age of 21 who operate a motor vehicle after consuming any amount of alcohol may result in a maximum penalty of 90 days in jail and/or a fine not to exceed \$1,000. For specific sentencing guidelines refer to MN State Statute 169A; Driving While Impaired. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine.

Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment. For specific sentencing guidelines refer to MN Statute 340A; Liquor.

Federal Drug Laws:

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

- A) **Denial of Federal Benefits 21 U.S.C. 862 A** federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug

trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

- B) **Forfeiture of Personal Property and Real Estate 21 U.S.C. 853** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued, and property is seized at the time an individual is arrested on charges that may result in forfeiture.
- C) **Federal Drug Trafficking Penalties 21 U.S.C. 841** Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$75 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

- D) **Federal Drug Possession Penalties 21 U.S.C 844** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For specific Federal sentencing guidelines and definitions of controlled substances refer to 21 U.S.C. Chapter 13 Drug Abuse and Prevention and Control.

Financial Aid Suspension:

A student convicted of violating any federal or state law for the possession or sale of drugs is ineligible for financial aid. For drug possession, the ineligibility period is one year for the first offense, two years for the second offense, and indefinitely for the third offense. For drug sale, the ineligibility period is two years for the first offense and indefinitely for the second offense. Eligibility may be restored if, during the ineligible period, the student satisfactorily completes a drug rehabilitation program that meets criteria determined by the Federal Government and includes two unannounced drug tests.

Disclosure of Offenses:

Institutions of higher education are permitted to disclose to parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law, and institutional disciplinary rule or policies related to the use or possession of alcohol or a controlled substance.

Health Risks Associated with the Abuse of Alcohol and Illicit Drugs include:

- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers become an alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, cancer to the mouth, stomach and esophagus, heart disease, liver damage, ulcers and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is the use of natural or synthetic chemical substances for non-medical reasons to affect the body, mind and behavior.
- Abusing drugs can be dangerous especially when they are taken for a long time, in the wrong combinations or in excess.
- If you take drugs, you risk overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition and organ damage.
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
- When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others.
- Abusing drugs can also cause legal, economic and personal problems.
- Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

Alcohol and Drug Resources:

Campus Resources:

Substance awareness programs and services are offered through various agencies. If you need assistance with a drug or alcohol problem, the following services are confidential and available to Century students:

- Student Health Clinic: (651) 779-3954
- Century Counselors/Advisors: (651) 779-3285

College employees should contact:

- State Employee Assistance Program: (651) 259-3841

- The Employee Assistance [Program](#) provides a professional assessment of possible alcohol or drug problems and can be reached at 651-259-3841.

The Century College Web Site provides access to various resources through both the Counseling and Advising Website <https://www.century.edu/support-services/advising-counseling>) and through [the LearntoLive](#) substance abuse modules (code=Century).

Cessation Programs - Century College will provide information to cessation programs to assist students and employees who presently use tobacco products. Information is available through the Student Health Clinic (E2232).

Community Resources:

The following counseling, treatment and rehabilitation services and programs may be called for help:

- Ramsey County Chemical Health: (651) 266-4008
- Ramsey County Detoxification Center: (651) 266-4009
- Ramsey County Community Human Services Department: (651) 266-4444
- Washington County Community Services: (651) 430-6455
- Dakota County Receiving Center: (651) 437-4209
- Poison Control: 1-800-222-1222
- Crisis Connection: (612) 379-6363
- Alcoholics Anonymous: (952) 922-0880
- Al-Anon: (651) 771-2208
- Cocaine Anonymous: 1-800-925-6159
- Cocaine Helpline: 1-800-453-2124
- Narcotics Anonymous: (952) 939-3939

Distribution of Written Policies:

Policies are distributed to students in the following ways:

1. Shared at new student orientation.
2. Emailed to all students registered at the beginning of each semester.
3. Available on the Century College website <https://www.century.edu/support-services/studentconduct-behavior>.
4. A printed format of the policy is available by request in the Dean of Student's Office, W1480.

Policies are distributed to employees in the following ways:

1. New Employee Orientation provided within 90 days of hire includes narrative information regarding the state policy as well as resources for employee such as Employee Assistant Program



2. The Employee Handbook also provides State and Minnesota State policy and resource information on both alcohol and tobacco use and abuse by employees. The Handbook is shared at orientation and posted to the Human Resources employee portal page (link is not accessible outside college security network). Excerpt as follows:

Tobacco, Alcohol or Other Controlled Substances (College Policy 6.24.0.1, Minnesota State employee Code of Conduct 1C.01 and State Policy 1481) (p. 13)

- Century College recognizes that alcoholism and other drug dependencies are a significant social problem with a potential for causing severe effects to the state's workforce and that it has a responsibility to maintain a drug-free workplace. The college also recognizes that drug dependency may be an illness. Consistent with this understanding, however, the state has an obligation to ensure that its employees perform their jobs efficiently, safely and in a professional business-like manner.
 - Century College prohibits smoking, tobacco use, electronic cigarettes, and tobacco sales (including the use or sale of smokeless tobacco products) are prohibited on college owned, operated, or leased property including in college vehicles.
 - Employees who violate these policies are subject to disciplinary action, up to and including suspension or termination of employment. Employees with alcohol or substance abuse problems may be referred to the Employee Assistance Program or elsewhere for assessment and/or counseling.
3. Semi-Annual Notice: The College provides a semi-biannual notice (via email) including the drug and alcohol, tobacco policies along with other safety related and legally required notices. The Semi-Annual Notice is available on the Human Resources SharePoint site in myCentury.

4. Policies are available in the About section of the Century website.

Educational Programming:

Century College has a variety of recognized resources on campus and offered virtually that will support students as well as connect them to community resources including: Counselors, Student Health Clinic, Resource and Support Center, Advisors, Public Safety, Disability Services, Multicultural Center, Veterans Center, LGBTQ Center, and the Learn To Live mental health site inclusive of substance use modules.

The College recognizes the reality of chemical dependency and is aware of its occasional presence in the college community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the Century community including a sample of the activities below.

- Fall and spring 2022 - Virtual webinar and tabling on substance abuse from Learn to Live in conjunction with promotion of the 'substance use' module.
- Pre-finals week each term, Century hosted Stress-Free Days which included alternatives to alcohol and drug abuse to cope with stress.
- Information as part of new student orientation.
- Information as part of ongoing required employee orientations.

Incidents are dealt with in accordance with the alcohol and drug policy, employee discipline processes and the Student Code of Conduct policy. The Code of Conduct is enforced consistently and fairly by the Dean of Students or designee. The Director of Human Resources treats all faculty and staff consistently and fairly in following up with drug and alcohol concerns or incidents.

Drug and Alcohol Related Courses or Programs:

- Century has an Addiction Counseling academic program that includes courses including Introduction to Drugs and Alcohol, Pharmacology of Chemical Dependency, Substance Abuse Prevention, Chemical Dependency Assessments.
- Under Century's Health program the College has courses that include alcohol and drug awareness including Personal and Community Health and Drug Education

Evaluation:

Century College recognizes the importance of a drug and alcohol abuse prevention program and the need to develop effective programs and policies to mitigate this issue. While drug and alcohol programming does exist, we recognize the need to better collaborate across departments to ensure that students and employees are provided regular programming and resources that promote a safe and healthy environment that attempts to mitigate risk as it pertains to alcohol and other drug use.

Another area of known growth for the College is around program assessment and evaluation. Because Century College is a commuter institution, it is a challenge to determine how much drug and alcohol abuse affects our students. However, over the next two years, the College will evaluate ways to effectively track how many campus community members are reached regarding drug and alcohol abuse programming and whether the information that is being provided is helpful to our members and influencing behavior. The opportunity remains to develop better assessment and evaluation tools to effectively determine how impactful the programming is and to identify areas for additional review and improvement.

Recommendations:

As a result of the 2023 biennial review the following actions are recommended for the next biennium:

- Create a cross-departmental team dedicated to developing both sustainable and new opportunities/activities for regular on campus and virtual drug and alcohol programming.
- Create and implement an evaluation and assessment plan for drug and alcohol programming to track effectiveness.
- Increase opportunity for student input into educational programming.
- Increase opportunity for employee educational programming.
- Continue email notifications and ensure awareness by students at orientation.
- Continue to bring in a diversity of community partners through the Resource and Support Center.
- Strengthen referrals to counseling and programs in the community.
- Promote Learn to Live’s access and the module “Substance Use” to students and review data provided by vendor.

Biennial Review Process:

The following people have participated in task force meetings and in the review of the information contained in this report: Katie Svoboda, Dean of Students; Jason Philipp, Director of Public Safety; Nate Mens, Lead Campus Security Officer and Clery Compliance; Tana Hostetter, Assistant Director of Human Resources; Mitch Mosi, Human Resources Business Partner, Pam Engebretson, Director of Financial Aid; Michele Jersak, Counselor, Carm Seifert, Student Health Clinic, Christine Morrison, Student Affairs Dean’s Assistant.

Drug and Alcohol Related Violations:

2022 Drug & Alcohol Related Violations

	Violations	Fatalities	Sanctions	Type
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Drug Use/ Possession	2	0	1	Probation
Drug Paraphernalia	1	0	1	Probation
Alcohol Related	0	0	0	