



MONTGOMERY COUNTY COMMUNITY COLLEGE
340 DEKALB PIKE
BLUE BELL, PENNSYLVANIA

The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 18, 2017 at 4:00 p.m. at the East House Rotelle Family Board Room, Central Campus.

Board of Trustees

Present: Richard Montalbano, Chairperson; Andy Cantor, Vice Chairperson; Marcel Groen, Treasurer; Sean Kilkenny, Secretary; Margot Clark, Assistant Secretary; Frank Custer, Eleanor Dezzi, Raj Guttha, Anisha Robinson Keeys, Theresa Reilly, Michele Jervis-Schultz and Ellen Toplin

Absent: Lisa Binder, David Kraybill

Also Present:

Dr. Kevin Pollock, President; Marc Davis, Solicitor; Dr. Vicki Bastecki-Perez, Vice President for Academic Affairs and Provost; Philip Needles, Vice President of Student Services; Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer; Dr. David DiMattio, Vice President of Workforce Development and Continuing Education; Charles Somers, Vice President for Finance and Administration; Arline Stephan, Vice President for Institutional Advancement; Diane O'Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity and Diversity Initiatives and Title IX Coordinator; Dr. Harold Halbert, English Associate Professor, Faculty Union Representative; Angela Polec, Executive Director of Marketing and Communications; Diane VanDyke, Interim Temporary Director of Strategic Communications; Keima Sheriff, Gateway to College Grant Project Director; Gaetan Giannini, Dean of Business & Entrepreneurial Initiatives; Lynn Holtzman, Student Accountant Supervisor; Holly Ann Clayton, Director of Enrollment Marketing; Natasha Patterson, Interim Dean of Health Sciences; Jason Van Buren, Director of Facilities and Construction; Nicole Henderson, Dean of Student Affairs; Tiffany Webber, Assistant Director of Recruitment; Dr. Jenna Klaus, Assistant Director of Civic/Community Engagement; Dr. Catherine Parzynski, Assistant Professor of History, Faculty Union Secretary; Mary-Kathleen Najarian, Assistant Director of Instructional Technology; Esau Collins, Gateway to College Grant Resource Specialist; Clarena Wilson, Gateway to College Graduate; Lynn Kush, Executive Assistant to the President; Deborah Rogers, Executive Assistant to the Board of Trustees

Call to Order

Chairperson Montalbano called the meeting to order at 4:00 p.m.

Pledge of Allegiance

Clarena Wilson, a Gateway to College Graduate, led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Dr. Schwartz introduced the following new guests to the Board of Trustees: Jason Van Buren, Director of Facilities and Construction; Holly Ann Clayton, Director of Enrollment Marketing; Lynn Holtzman, Student Accountant Supervisor; Dr. Catherine Parzynski, Assistant Professor of History, Faculty Union Secretary; Keima Sheriff, Gateway to College Grant Project Director; Tiffany Webber, Assistant Director of Recruitment and Esau Collins, Gateway to College Grant Resource Specialist.

Public Testimony

There was no Public Testimony.

Board Resolution

Chairman Montalbano noted that a Board Resolution was prepared for former Trustee Ed. Mullin for his years of service and dedication to the College. Trustee Mullin was not in attendance at the meeting,

Executive Session

The Board went into Executive Session at 4:11 p.m. to discuss personnel issues. No action was taken during this session. The Board of Trustees meeting re-adjourned at 4:23 p.m.

Consent Agenda

Trustee Kilkenny motioned to approve Consent Agenda Action items **A** through **C** as presented. Trustee Clark seconded and the Board unanimously approved Action items **A** through **C**. Information items **E** through **L**, for the month of September were also approved as presented. Trustee Guttha asked that information item **D** be removed from the Consent Agenda and moved to the Finance section for discussion.*

Action Items:

- A. Approval of the June 19, 2017 Minutes
- B. ESCO to Complete Deferred Maintenance Projects
- C. Professional Hires and Separations for July, August and September

Information Items:

- D. Wilmington Trust Performance Update – Was removed for discussion*.
- E. GASB 45 & 75
- F. PDE Capital Funding Requests
- G. Global Academy and Pilot Pricing Model Proposal
- H. Health Sciences Center Update
- I. Sound Recording Studio Project Update
- J. Self-Funded Insurance Plans Overview
- K. 2017-2018 Academic Affairs Goals
- L. Faculty Accomplishments

President's Report

Dr. Pollock provided the Trustees with the following enrollment update:

Fall 2017 Enrollment Summary – As of 9/18/17

As of 9/18/17, Fall 2017 figures are:

- Total Unduplicated Headcount is 4.29% below prior year (10,508 CY vs 10,979 PY).
- Total Credit Hours generated are 6.27% below prior year (89,105 CY vs 95,062 PY).
- New Student Headcount is 3.03% above prior year (3,164 CY vs 3,071 PY).

Summer 2017 Enrollment Summary – Final

Summer 2017 final figures were:

- Total Unduplicated Headcount was 2.31% below prior year (5,756 CY vs 5,892 PY).
- Total Credit Hours generated were 2.39% below prior year (28,385 CY vs 29,080 PY).
- New Student Headcount was 4.89% above prior year (1,651 CY vs 1,574 PY).
- New Student Credit Hours were 3.55% above prior year (7,238 CY vs 6,990 PY).

Dr. Jenna Klaus, Assistant Director of Civic/Community Engagement, provided the Board of Trustees with a brief update on the Whitpain Community Festival to be held on September 23, 2017 at Central Campus.

Arline Stephan, Vice President for Institutional Advancement and Gaetan Giannini, Dean of Business and Entrepreneurial Initiatives, provided the Board of Trustees with an overview on the Accelerator Start-Up fund.

Dr. Pollock provided the Board of Trustees with an overview of the presentation he provided to the College Community on Opening Day, August 29, 2017 along with an update on the Strategic Plan.

Also of Note in the President's Report:**Access**

As of June 30th, the final total raised for FY17 was \$1,411,403: \$799,309 for scholarships, \$316,260 for student success programs, \$69,000 for naming opportunities at the Health Science Center, and \$226,834 for other various programs.

As of June 30th, for FY17, 627 students received scholarships totaling \$702,405.

Success

On August 28th, Angela Tate, former KEYS Program student, 2015 Montgomery County Community College graduate and 2017 Temple graduate (Criminal Justice degrees from both schools), has been accepted into Temple's Law School. Angela earned her way onto the Fall 2013 Dean's list, inducted into PTK in Spring 2014, and appointed Secretary of the Student Government Association in Fall 2014. Angela plans to use her education to serve juveniles. As a young mother of four, she found the KEYS Program of Montgomery County Community College instrumental to her success and her participation in student leadership and involvement activities.

On June 22nd, the General Education Diploma (GED) program held a graduation ceremony at West Campus. Sixty-two students earned their credentials in the past fiscal year. Officiants included Dr. David DiMattio and keynote speaker Jim Fox, Executive Director of Workforce Development.

Develop an Engaged Community

On June 13th, Administrator's Day was held in the Health Sciences Center. This all-day event was attended by over 170 attendees. This year's theme centered on health and wellness, and provided an opportunity for employees to get critical preventive health screenings, massages and nutrition consultations. Additionally, attendees were able to attend workshops that addressed physical, mental and emotional health. Some examples of workshops:

- Walking History Tour (esp. informative for our new employees)
- Opioid Crises Awareness
- Tai Chi and Yoga
- Self-Defense
- Maintaining Resiliency during Change
- Smoothie Demo and Tasting

On June 21st, the Medical Assisting Program conducted their annual Medical Assisting Continuing Education Program and Networking event in the new Health Sciences Center. Approximately 70 Medical Assisting and Medical Office Assistant graduates, current students, health care professionals and community health care employers participated in the event. Health care employers from Einstein, Abington Jefferson, PMA Medical Specialists and Community Health and Dental were on hand to meet with and share information about employment opportunities with interested applicants. Master Harry Pfister offered an interactive presentation on “*Tai Chi for Health, Wellness and Stress Relief*”.

Student Support Initiatives

June 4th to June 18th, six students joined Jerry Coleman, Professor of Biology, for a two-week field course: BIO 123: The Biology of West Virginia. This course is offered annually and immerses students in the biology of West Virginia. During the trip, students camp, hike, raft and conduct research as a team in the woods of West Virginia. Guest expert instructors joined the group for parts of the trip to offer a well-rounded and intense exercise in discovery and reflection. The course has successfully aided students in transferring to schools such as Temple, SUNY, Delaware Valley and West Virginia University to complete their bachelor’s degree in biology or environmental science.

As a result of the joint efforts of the Academic and Student Affairs offices, the College recently signed a revised dual admissions and core-to-core agreement with Cheyney University to facilitate transfer of undergraduate programs. The agreement guarantees MCCC graduates in associate degree programs to transfer to Cheyney with junior status as long as they meet Cheyney’s admission requirements.

The College also signed new program-to-program agreements with Temple University to provide seamless transfer for graduates of the Engineering A.S. degree into either the Bachelor of Science in Electrical Engineering or the Bachelor of Science in Electrical Engineering with a concentration in Computer Engineering degrees at Temple.

The College also signed new program-to-program agreements with Bloomsburg University to facilitate the transfer of graduates in the Music A.A. program into a Bachelor of Arts in Music: Audio Video or a Bachelor of Arts in Music: Liberal Studies.

The College also signed a new program-to-program agreement with Penn College of Technology to provide seamless transfer for graduates of the Culinary A.A.S. program into the Bachelor of Science in Culinary Arts and Systems degree at Penn College.

Staff Outreach

On July 3rd and July 4th, Pottstown held a GoFourth! Festival, created by a grassroots group of community

partners committed to reimagining the area's historic Fourth of July festivities. Dr. David DiMattio was part of this inaugural group and served as chair of the food subcommittee.

On July 12th, the Cultural Affairs Department, in collaboration with the ACLAMO's Summer Bridge Program hosted a four week summer fine arts camp. The camp was developed and implemented by Patrick Rodgers, Galleries Director. The children in grades 1 through 3, practiced art concepts and techniques that are also related to math and geometry. The camp made front page news in the Times Herald newspaper on July 20 and was filmed by a Fox 29 news crew on August 2. Fifty children participated.

On June 12th, Dr. Michele Cuomo, Dean of Arts and Humanities, was elected as Vice Chairperson of the American Association of University Administrators (AAUA). The AAUA is comprised of over 500 practicing higher education administrators. The AAUA's principal purpose is the development and advancement of superior standards and practices for the profession of higher education administration. Dr. Cuomo also served as a faculty member for the Association of American Colleges and Universities High Impact Practices Institute at Boston University. Dr. Cuomo gave two presentations: *Guided Pathways and Deep Dive into Writing Intensive, Service Learning and First Year Experience*. Additionally, Dr. Cuomo facilitated four campus teams as they created student success strategic plans.

On July 8th – 15th, Linda Roy, Director of Nursing, traveled to Nicaragua with the Health Neighbors International group to help deliver medical care to over 1,100 patients. Healthy Neighbors International is working with nursing students from the University in Matagalpa in Nicaragua to have students assist with follow up and education for the patients they serve when they visit, as this may be the only healthcare they receive all year. In addition, the group is supplying stoves to decrease the indoor air pollution which is the cause of many of their healthcare problems.

President's Outreach

On June 22nd, Dr. Pollock with Dr. DiMattio, toured VideoRay LLC with Founder and CEO Scott Bentley. Located in Pottstown, it is the largest volume producer of Underwater ROV's (Remotely Operated Vehicles) in the world.

On June 29th, Dr. Pollock hosted Dr. Lois Robinson, Director of the Office of Student Services, Montgomery County Intermediate Unit and the Central Campus.

On July 9th – 12th, Dr. Pollock presented the closing plenary "*IT: A Strategic Student Success Partner in Design, Implementation, and Assessment*" at AACRAO Tech & Transfer Conference in New Orleans.

On July 16th, Dr. Pollock presented the morning plenary "*ED*" Talk at ACT Enrollment Planners Conference in Chicago.

On September 18th, Dr. Pollock along with Dr. Celeste Schwartz, attended the Greater Valley Forge Management Association (GVF) Awards Breakfast at the Radisson Valley Forge. The College is this year's recipient of the diamond-level sustainability award which was presented during the organization's annual Sustainability Breakfast. This was the second year GVF designated a diamond-level as its highest award and the second year MCCC earned the award. Previously, the College earned the platinum-level award for six consecutive years.

Legislative Outreach

On August 18th, Dr. Pollock and Dr. DiMattio attended a Legislative Affairs Breakfast with Congressmen Brian Fitzpatrick (8th District), Charlie Dent (15th District) and Ryan Costello (6th District). The event was hosted by the Upper Perkiomen Valley Chamber of Commerce at the Schwenkenfelder Library and Heritage Center.

Adopt an Entrepreneurial Approach

As of August 31st, \$2,078,357 of funding raised since July 1, 2013 to date qualify toward the MCEDC Challenge match. A total of \$2.1 million is due by May 2020.

Create a High Performance Culture

On August 18th, the West Campus Student Success Center completed its reorganization that is now a “One Stop Shop” model. The new structure includes adding Enrollment Services and Financial Aid teams in one area. This new model was initiated by Dr. David DiMattio, with team leaders Amy Auwaerter, Assistant Director of Enrollment Services, and Samuel P. Coleman IV, Interim Administrative Director of Student Affairs, leading the charge of change in creating a positive supportive atmosphere for students. The new design now includes Enrollment Services, Financial Aid, Academic Advising, Admissions, Disability Services, Career Services, Gateway to College, TRiO Upward Bound, KEYS, Minority Student Mentoring Initiative, and ACT 101 in the Student Success Center.

Finance Committee

Trustee Groen presented for the Committee.

Educators Legal Liability Trustee’s & Officers Insurance Coverage

Given the litigious society that we currently live in, the Finance Committee asked the question if our current Educators Legal Liability coverage level should be increased. Our current EP/T&O policy has a shared limit of \$10,000,000. After reviewing benchmark data on similarly sized higher education institutions the Finance Committee reached the conclusion that the College should increase our level of EP/T&O coverage. The option selected was to increase coverage limits to \$20m. The 1st \$10m is our current policy with Hiscox with an associated premium of \$40,997 and the additional coverage of \$10m to be placed with AIG at a premium of \$25,165. Both are A rated companies.

Trustee Groen motioned to recommend that the Board of Trustees authorize increasing the College’s Educators Legal Liability insurance coverage (EP/T&O) to a total limit of \$20m with a total Premium of \$66,162. Trustee Toplin seconded and the Board unanimously approved.

***Wilmington Trust Performance Update:** This was removed from the Consent agenda so it could be further discussed with questions from Trustee Guttha. It was determined to bring any additional questions back to the Finance Committee and that Trustee Guttha could reach out to Wilmington Trust if he had additional questions.

Personnel Committee

Trustee Robinson Keys presented for the Committee

Presidential Evaluation

With a large percentage of new Board members in 2016, it was determined that a full and complete Presidential evaluation could not be fairly provided. It was determined that for this fiscal year 2017-2018, the Board would recommend that President Pollock receive his full bonus as stated in his contract. However, the Board will work with President Pollock in setting goals for the 2017-2018 fiscal year.

Trustee Robinson Keeys made the motion to approve Dr. Pollock's bonus according to his contract. Trustee Cantor seconded and the Board unanimously approved.

Emeritus Status

Each year the College recommends granting Emeritus status to eligible faculty and professional/administrative staff in accordance with the Board Policy. The granting of Emeritus Status provides the following privileges:

- The opportunity to participate in major College events and College-wide ceremonies,
- the opportunity to receive a tuition waiver for College credit courses,
- the opportunity to participate in the annual academic procession at Commencement,
- the same privileges as staff relating to the use of the physical education building, cultural events and parking and,
- the right to be listed on a College plaque.

The following were granted Emeritus status:

- Ruth Benfield, Professor – Nursing 1975 - 2016
- Thomas Kolsky, Professor – History 1971 - 2015
- Rhoda McFadden, Professor – History 1973 - 2015
- Joyce Galloway, Administrative Assistant 1989 - 2017

Trustee Robinson Keeys made the motion to grant Emeritus Status to the above-four employees as recommended and in accordance with Board Policy. Trustee Groen seconded and the Board unanimously approved.

Drug and Alcohol Abuse Prevention Policy Revision

The Drug and Alcohol Abuse Prevention Policy explains the method of annual distribution to all students and employees as well as a written description of the legal sanctions imposed under the State or Federal law for the unlawful possession or distribution of illegal drugs and alcohol and the health risks associated with the use of illicit drugs and the abuse of alcohol. Included in this policy and available to our students and employees is a written description of drug and alcohol counseling, treatment, rehabilitation or re-entry programs. The most recent revisions to the Drug and Alcohol Abuse Prevention Policy are:

- Provide additional language to include a policy exception to purchase alcohol required in an experiment for instructional use in the Biology, Biotechnology, Chemistry and Microbiology labs.
- Use of alcohol in the labs is limited to experiments and will be dictated by a specific lesson plan and monitored by the instructor.
- Consumption of alcohol in the labs is strictly prohibited.
- Purchase of alcohol will be in the smallest volume as needed for experiments.
- Storage will be according to industry accepted safety standards.

Trustee Robinson Keys made to motion to recommend that the Board of Trustees approve the proposed changes to the Drug and Alcohol Abuse Prevention Policy. Trustee Clark seconded and the Board unanimously approved (Attachment A).

Chair's Report

Sheriff's Golf Outing: Trustee Kilkenny reported on the first Annual Sheriff's Golf Outing and thanked the members of the College's Foundation for assisting his staff and for helping to set up an endowed scholarship. After processing all the expenses, approximately \$18,000 was raised toward the Sheriff's Office Scholarship Fund, current employees, previous employees with over 10 years of service and immediate family members of the Sheriff's Office are eligible to apply for the scholarships.

Board of Trustees Retreat: Chairman Montalbano reminded everyone that the Board Retreat will be on October 3 from 3:00 to 7:00 p.m. in College Hall Room 144. He also thanked everyone for participating in the summer interviews with ACCT to help guide the agenda items for the retreat.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 5:21 p.m.

Sean Kilkenny
Secretary



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Purpose

Montgomery County Community College is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property and/or use of its services. Recognizing that alcohol and drug abuse pose a direct threat to this commitment, the College is committed to assuring a drug and alcohol free environment for all of its employees and students.

Policy

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in the workplace, as defined in the Drug-Free Workplace Act of 1988.

Alcoholic beverages shall not be bought, consumed, or sold at the College except as authorized by the President of the College. The President will provide an update to the Physical Plant Committee at their monthly meetings on all alcohol requests.

Policy Exception

An exception to this policy will apply to the purchase of alcohol required in a recipe ingredient for instructional use in the Culinary Arts program or the Hotel & Restaurant Management program.

Acceptable use of alcohol in the College's Culinary Arts and Hotel & Restaurant Management classes is specifically limited to the cooking process. Use of alcohol as a recipe ingredient will be dictated by a specific lesson plan and monitored by the chef/instructor. Consumption of alcohol within the class or on Campus is strictly prohibited.

Alcohol will be purchased only as needed for particular recipes and will not be stocked or held as inventory.

Employee Obligations



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Additionally, the College respects the privacy of its employees, and it also recognizes that it has an obligation to maintain a drug and alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. Employees are expected to report for work physically and mentally able to safely and effectively perform their essential functions. Compliance with this requirement is considered to be an essential job qualification for all faculty and staff. Violation of this policy may result in disciplinary action up to and including termination.

Biennial Review

The College will review this policy on a biennial basis. A biennial review shall be conducted: (1) to determine the effectiveness of the policy and (2) to ensure that the policy has been implemented consistently. Should the College Administration deem it necessary to review or revise the policy at that time or any time prior to a scheduled biennial review, the Administration shall prepare revisions consistent with College policy development practices. All biennial review documents shall remain on file for compliance purposes.

Annual Distribution for College Employees and Students

A. Distribution to Employees

Employees will be informed about the College's Drug and Alcohol Abuse Prevention Policy at New Employee Orientation sessions, as well as through communications sent to all new employees to the College. Employees are also informed about the College's Drug and Alcohol Abuse Prevention Policy through annual communications. The Drug and Alcohol Abuse Prevention Policy is provided in paper format to all new employees to the College at the New Employee Orientation which occur monthly for all new hires. Every January, all employees of the College electronically receive the Drug and Alcohol Abuse Prevention Policy via our email system. Within these communications, it shall be communicated to the employees of the College standards of conduct expected of employees, a description of sanctions for violation of state, federal, local and campus laws relating to the use, sale, possession, and distribution of drugs and alcohol, and additional information about health risks associated with drug and alcohol use.



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Any changes to the policy that would occur before the annual notification to the employees, the College shall send out an email notification regarding any and all modifications to the policy along with a link to the changed/updated policy.

B. Distribution to Students

Students will be informed about the Drug and Alcohol Abuse Prevention Policy at the New Student Orientation sessions, as well as through communications by email from Enrollment Services to enrolled credit students each semester and portal announcement. This will include information about health risks associated with drug and alcohol use, standards of conduct expected of students, a description of sanctions for violation of state, federal, local laws relating to the use, possession, sale or distribution of drugs and alcohol, the College's Student Support and Referral Team, and community resources available to assist students dealing with issues related to drug and alcohol use and/or abuse.

In subsequent years during a student's enrollment in the school they will be reminded of the policy by email and on the College Portal. To the extent there are changes to the policy at any time, students will be sent a notification via email of any changes made to the policy.

Drug and Alcohol counseling and supports available to employees and students

A. Programs and Support for Employees

An Employee Assistance Program (EAP) has been established to provide professional counseling and rehabilitation programs for employees in need of these services due to drug and/or alcohol abuse. Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel actions which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

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Carebridge EAP is a worksite-focused program designed to assist in the identification and resolution of productivity problems associated with personal problems, such as alcohol and/or drug abuse.

Assistance is based on these important drug free workplace ideas:

- Employees are a vital part of business and valuable members of the team.
- It is better to offer assistance to employees than to fire them.
- Recovering employees can, once again, become productive and effective members of the workforce

Assistance provided directly to individual employees includes:

- General information and referral resources
- Crisis intervention
- Easy access to help
- Timely problem identification
- Short-term problem resolution
- Substance abuse assessments
- Referral for diagnosis and treatment or other kinds of help
- Follow-up contacts or sessions to provide support

Carebridge EAP systematically and effectively approaches workplace and personal problems. The employee assistance professional communicates privately with the employee, discusses the issues with the employee and helps identify the problem. The EAP then explores available options and refers the employee to appropriate resources that may be available in the community or professional services covered under the employee benefit plan. In situations involving substance abuse or alcohol related concerns, Carebridge provides case coordination including referral for assessment, referral for recommended assistance, compliance monitoring through primary treatment and status reports to designated company contact. Carebridge accepts drug test positive referrals and provides case management of 1 year or longer if indicated. Treatment referrals include treatment centers, individual counseling, self-help groups and community resources. Carebridge provides consultation on return-to-work matters. Carebridge EAP will provide management with resources to facilitate

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psychological fitness for duty referrals and evaluations. Assessments must be conducted by an evaluator that is not associated with EAP Services.

Carebridge EAP offer services not only to employees but also to their dependent family members. This proves to be a wise investment because the work performance of an employee can be affected when a parent, spouse or child is abusing alcohol and other drugs.

On-staff substance abuse specialists and network providers are credentialed as licensed masters' clinicians or doctorate level psychologists with specialized training and credentialing in the field of substance abuse and employee assistance.

As a condition of employment, all employees must abide by the Drug and Alcohol Abuse Prevention Policy. Any employee who is convicted of any drug violation must inform the College within five (5) days of the conviction. The College is required to notify the proper federal agency of this conviction within ten (10) days of receiving a notice of conviction from the employee.

Within thirty (30) days of receiving notification of an employee's drug statute conviction, the College will initiate appropriate personnel action which may include imposing a sanction or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program through the EAP or another approved agency.

B. Program and Support for Students

Counselors in the Student Success Center and members of the Student Support and Referral Team (SSRT) are available, on a **confidential** basis, to respond to students with issues related to drug and alcohol use. The Student Support and Referral Team (SSRT) is aware that students face many challenges in and out of the classroom. SSRT is a free, confidential referral service available to all students. It involves a support team of counselors, faculty and staff who assist students dealing with issues such as emotional distress, stress, anxiety, eating disorders, abuse, depression, grief, potential violence and substance abuse. SSRT works to connect students with College and community resources and caring professionals. If students recognize they have concerns, they may contact SSRT directly for assistance, either by sending an email to a secure, confidential address, StudentReferral@mc3.edu, or by visiting



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the Student Success Center located in College Hall at the Blue Bell Campus or South Hall at the Pottstown Campus.

Below is a list of Community Resources available to our students:

Pottstown Area & Vicinity

■ **Creative Health Drug and Alcohol Services**

website: www.creativehs.org

11 Robinson Street, Pottstown, PA 19464
Phone: 610-326-8712
Outpatient drug and alcohol treatment

■ **Chester Counseling Center**

Website: www.chestercounselingcenter.org

701 South Main Street
Phoenixville, PA 19460
610-933-8880

Provides services including: screening, assessment & intervention; substance abuse treatment; individual, group & family counseling; **DUI assessments, treatment, group**; specialized services for Spanish speaking only persons; dual disorders groups. Outpatient & Intensive Outpatient Services available.

Blue Bell Area & Vicinity

■ **Horsham Clinic**

Website: www.horshamclinic.com

722 East Butler Pike, Ambler, PA 19002
Phone: 1-800-237-4447

Twenty-four hour psychiatric evaluation, consultation and referral
Inpatient and outpatient therapy



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Fees: Covered by most insurance and Medical Assistance

■ **Valley Forge Medical Center**

Website: www.vfmc.net

1033 W. Germantown Pike, Norristown, PA 19403

Phone: 610-539-8500

An acute and sub-acute care institution dedicated to the treatment of alcoholism, drug addiction and associated physical and emotional disorders.

Student violation of the Drug and Alcohol Abuse Prevention Policy could result in disciplinary probation, suspension or dismissal from Montgomery County Community College. The Student Code of Conduct is available at <http://www.mc3.edu/aboutus/policies/sa-4/conduct.aspx>

Students will be informed about the Drug and Alcohol Abuse Prevention Policy at the New Student Orientation sessions, as well as through communications by email from Enrollment Services to enrolled credit students each semester and portal announcement. This will include information about health risks associated with drug and alcohol use, standards of conduct expected of students, a description of sanctions for violation of state, federal, local laws relating to the use, possession, sale or distribution of drugs and alcohol, the College's Student Support and Referral Team, and community resources available to assist students dealing with issues related to drug and alcohol use and/or abuse.

Health Risks Associated with Drug and Alcohol Use and Abuse

Source: NIDA Website <http://www.drugabuse.gov/drugs-abuse/alcohol>

Alcohol: Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches. It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream. A standard drink equals 0.6 ounces of pure ethanol, or 12 ounces of beer; 8 ounces of malt liquor; 5 ounces of wine; or 1.5 ounces (a "shot") of 80-proof distilled spirits or liquor (e.g., gin, rum, vodka, or whiskey). NIDA does not conduct research on alcohol; for



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more information, please visit the National Institute on Alcohol Abuse and Alcoholism (NIAAA) and the Centers for Disease Control (CDC).

- **Effects:** Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

Bath Salts: The term “bath salts” refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant. Bath salts typically take the form of a white or brown crystalline powder and are sold in small plastic or foil packages labeled “not for human consumption.” Sometimes also marketed as “plant food” or, more recently, as “jewelry cleaner” or “phone screen cleaner”. Bath salts are typically taken orally, inhaled, or injected, with the worst outcomes being associated with snorting or needle injection.

- **Other Names:** sold online and in drug paraphernalia stores under a variety of brand names, such as “Ivory Wave,” “Bloom,” “Cloud Nine,” “Lunar Wave,” “Vanilla Sky,” “White Lightning,” and “Scarface.”
- **Effects:** Reports of severe intoxication and dangerous health effects associated with use of bath salts have made these drugs a serious and growing public health and safety issue. The synthetic cathinones in bath salts can produce euphoria and increased sociability and sex drive, but some users experience paranoia, agitation, and hallucinatory delirium; some even display psychotic and violent behavior, and deaths have been reported in several instances. The hallucinatory effects often reported in users of bath salts are consistent with other drugs such as MDMA or LSD.

Club Drugs: tend to be used by teenagers and young adults at bars, nightclubs, concerts, and parties. Club drugs include GHB, Rohypnol®, ketamine, and others. MDMA (Ecstasy), Methamphetamine, and LSD (Acid), are considered club drugs and are covered in their individual drug summaries.



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- **Street Names:** Special K, vitamin K, jet (ketamine); G, liquid ecstasy, soap (GHB); roofies (Rohypnol®).
- **Effects:** Club drugs have varying effects. Ketamine distorts perception and produces feelings of detachment from the environment and self, while GHB and rohypnol are sedating. GHB abuse can cause coma and seizures. High doses of ketamine can cause delirium and amnesia. Rohypnol® can incapacitate users and cause amnesia, and especially when mixed with alcohol, can be lethal.

Cocaine: a powerfully addictive central nervous system stimulant that is snorted, injected, or smoked. Crack is cocaine hydrochloride powder that has been processed to form a rock crystal that is then usually smoked.

- **Street Names:** Coke, snow, flake, blow
- **Effects:** Cocaine usually makes the user feel euphoric and energetic, but also increases body temperature, blood pressure, and heart rate. Users risk heart attacks, respiratory failure, strokes, seizures, abdominal pain, and nausea. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly afterwards.

Fentanyl: is a powerful synthetic opiate analgesic similar to but more potent than morphine. It is typically used to treat patients with severe pain, or to manage pain after surgery. It is also sometimes used to treat people with chronic pain who are physically tolerant to opiates. It is a schedule II prescription drug.

- **Other Names:** In its prescription form, fentanyl is known as Actiq, Duragesic, and Sublimaze. **Street names:** include Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, as well as Tango and Cash.
- **Effects:** Like heroin, morphine, and other opioid drugs, fentanyl works by binding to the body's opiate receptors, highly concentrated in areas of the brain that control pain and emotions. When opiate drugs bind to these receptors, they can drive up dopamine levels in the brain's reward areas, producing a state of euphoria and relaxation. Medications called opiate receptor antagonists act by blocking the effects of opiate drugs. Naloxone is one such antagonist. Overdoses of fentanyl should be treated immediately with an opiate antagonist. When prescribed by a physician, fentanyl is often administered via injection, transdermal patch, or in lozenge form. However, the type of fentanyl associated with recent overdoses was produced in clandestine laboratories and mixed with (or substituted

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for) heroin in a powder form. Mixing fentanyl with street-sold heroin or cocaine markedly amplifies their potency and potential dangers. Effects include: euphoria, drowsiness/respiratory depression and arrest, nausea, confusion, constipation, sedation, unconsciousness, coma, tolerance, and addiction.

Heroin: an addictive drug that is processed from morphine and usually appears as a white or brown powder or as a black, sticky substance. It is injected, snorted, or smoked.

- **Street Names:** Smack, H, ska, junk
- **Effects:** Short-term effects of heroin include a surge of euphoria and clouded thinking followed by alternately wakeful and drowsy states. Heroin depresses breathing, thus, overdose can be fatal. Users who inject the drug risk infectious diseases such as HIV/AIDS and hepatitis.

Inhalants: breathable chemical vapors that users intentionally inhale because of the chemicals' mind-altering effects. The substances inhaled are often common household products that contain volatile solvents, aerosols, or gases.

- **Street Names:** Whippets, poppers, snappers
- **Effects:** Most inhalants produce a rapid high that resembles alcohol intoxication. If sufficient amounts are inhaled, nearly all solvents and gases produce a loss of sensation, and even unconsciousness. Irreversible effects can be hearing loss, limb spasms, central nervous system or brain damage, or bone marrow damage. Sniffing high concentrations of inhalants may result in death from heart failure or suffocation (inhalants displace oxygen in the lungs).

LSD (Acid): distorts perceptions of reality and produce hallucinations; the effects can be frightening and cause panic. It is sold as tablets, capsules, liquid, or on absorbent paper.

- **Street Names:** Acid, blotter, dots
- **Effects:** LSD produces unpredictable psychological effects, with "trips" lasting about 12 hours. With large enough doses, users experience delusions and hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

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Marijuana: the most commonly used illegal drug in the U.S. It is made up of dried parts of the Cannabis sativa hemp plant.

- **Street Names:** Pot, ganga, weed, grass, 420
- **Effects:** Short-term effects of marijuana use include euphoria, distorted perceptions, memory impairment, and difficulty thinking and solving problems.

MDMA(Ecstasy): a synthetic drug that has stimulant and psychoactive properties. It is taken orally as a capsule or tablet.

- **Street Names:** XTC, X, Adam, hug, beans, love drug
- **Effects:** Short-term effects include feelings of mental stimulation, emotional warmth, enhanced sensory perception, and increased physical energy. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision. MDMA can interfere with the body's ability to regulate temperature; on rare occasions, this can be lethal.

Methamphetamine: a very addictive stimulant that is closely related to amphetamine. It is long lasting and toxic to dopamine nerve terminals in the central nervous system. It is a white, odorless, bitter-tasting powder taken orally or by snorting or injecting, or a rock "crystal" that is heated and smoked.

- **Street Names:** Speed, meth, chalk, ice, crystal, glass
- **Effects:** Methamphetamine increases wakefulness and physical activity, produces rapid heart rate, irregular heartbeat, and increased blood pressure and body temperature. Long-term use can lead to mood disturbances, violent behavior, anxiety, confusion, insomnia, and severe dental problems. All users, but particularly those who inject the drug, risk infectious diseases such as HIV/AIDS and hepatitis.

PCP (Phencyclidine): a synthetic drug sold as tablets, capsules, or white or colored powder. It can be snorted, smoked, or eaten. Developed in the 1950s as an IV anesthetic, PCP was never approved for human use because of problems during clinical studies, including intensely negative psychological effects.

- **Street Names:** Angel dust, ozone, wack, rocket fuel



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- **Effects:** PCP is a "dissociative" drug, distorting perceptions of sight and sound and producing feelings of detachment. Users can experience several unpleasant psychological effects, with symptoms mimicking schizophrenia (delusions, hallucinations, disordered thinking, extreme anxiety).

Prescription Drugs: abuse of these drugs means taking a prescription drug that is not prescribed for you, or taking it for reasons or in dosages other than as prescribed. Abuse of prescription drugs can produce serious health effects, including addiction.

- **Prescription Drugs Commonly:** Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy).

- **Opioids** include:

- Hydrocodone (Vicodin®)
- Oxycodone (OxyContin®)
- Oxymorphone (Opana®)
- Propoxyphene (Darvon®)
- Hydromorphone (Dilaudid®)
- Meperidine (Demerol®)
- Diphenoxylate (Lomotil®)

- **Central nervous system depressants** include:

- Pentobarbital sodium (Nembutal®)
- Diazepam (Valium®)
- Alprazolam (Xanax®)

- **Stimulants** include:

- Dextroamphetamine (Dexedrine®)
- Methylphenidate (Ritalin® and Concerta®)
- Amphetamines (Adderall®)

- **Street Names:** oxy, cotton, blue, 40, 80 (OxyContin®)

- **Effects:** Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Opioids can produce drowsiness, constipation and, depending on amount taken, can depress breathing. Central nervous system depressants slow down brain function; if combined with other medications that cause drowsiness or



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with alcohol, heart rate and respiration can slow down dangerously. Taken repeatedly or in high doses, stimulants can cause anxiety, paranoia, dangerously high body temperatures, irregular heartbeat, or seizures.

Salvia (Salvia divinorum): an herb common to southern Mexico and Central and South America. The main active ingredient in Salvia, salvinorin A, is a potent activator of kappa opioid receptors in the brain. These receptors differ from those activated by the more commonly known opioids, such as heroin and morphine. Traditionally, *S. divinorum* has been ingested by chewing fresh leaves or by drinking their extracted juices. The dried leaves of *S. divinorum* can also be smoked as a joint, consumed in water pipes, or vaporized and inhaled. Although Salvia currently is not a drug regulated by the Controlled Substances Act, several States and countries have passed legislation to regulate its use.³ The Drug Enforcement Agency has listed Salvia as a drug of concern and is considering classifying it as a Schedule I drug, like LSD or marijuana.

- **Effects:** People who abuse salvia generally experience hallucinations or “psychotomimetic” episodes (a transient experience that mimics a psychosis). Subjective effects have been described as intense but short-lived, appearing in less than 1 minute and lasting less than 30 minutes. They include psychedelic-like changes in visual perception, mood and body sensations, emotional swings, feelings of detachment, and importantly, a highly modified perception of external reality and the self, leading to a decreased ability to interact with one's surroundings. This last effect has prompted concern about the dangers of driving under the influence of salvinorin. The long-term effects of Salvia abuse have not been investigated systematically. Recent experiments in rodents demonstrated deleterious effects of salvinorin A on learning and memory.

Spice (Synthetic Marijuana): “Spice” refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as “safe,” legal alternatives to that drug.

- **Names:** Sold under many names, including K2, fake weed, Yucatan Fire, Skunk, Moon Rocks, and others — and labeled “not for human consumption” — these products contain dried, shredded plant material and chemical additives that are responsible for their psychoactive (mind-altering) effects.
- **Effects:** Spice users report experiences similar to those produced by marijuana—elevated mood, relaxation, and altered perception—and in some cases the effects are even stronger



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than those of marijuana. Some users report psychotic effects like extreme anxiety, paranoia, and hallucinations.

Steroids (Anabolic): Most anabolic steroids are synthetic substances similar to the male sex hormone testosterone. They are taken orally or are injected. Some people, especially athletes, abuse anabolic steroids to build muscle and enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible.

- **Street Names:** Juice, gym candy, pumpers, stackers
- **Effects:** Major effects of steroid abuse can include liver damage; jaundice; fluid retention; high blood pressure; increases in "bad" cholesterol. Also, males risk shrinking of the testicles, baldness, breast development, and infertility. Females risk growth of facial hair, menstrual changes, male-pattern baldness, and deepened voice. Teens risk permanently stunted height, accelerated puberty changes, and severe acne. All users, but particularly those who inject the drug, risk infectious diseases such as HIV/AIDS and hepatitis.

Tobacco: Through the use of tobacco, nicotine is one of the most heavily used addictive drugs and the leading preventable cause of disease, disability, and death in the U.S. Cigarette smoking accounts for 90% of lung cancer cases in the U.S., and about 38,000 deaths per year can be attributed to secondhand smoke. Cigarettes and chew tobacco are illegal substances in most U.S. states for those under 18; a handful of states have raised the age to 19.

- **Effects:** Nicotine is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Pregnant smokers have a higher risk of miscarriage or low birthweight babies. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

Preventing Drug Abuse and Excessive Alcohol Use

Preventing drug abuse and excessive alcohol use increases people's chances of living long, healthy, and productive lives. Excessive alcohol use includes binge drinking (i.e., five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the



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counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior. Preventing drug abuse and excessive alcohol use improves quality of life, academic performance, workplace productivity, and military preparedness; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions.

To review complete report and recommended strategies, click on:

<http://www.surgeongeneral.gov/initiatives/prevention/strategy/preventing-drug-abuse-excessive-alcohol-use.html>

Legal Sanctions for Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs

College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession manufacture, distribution or sale of illicit drugs or alcohol and will advise employees and students that convictions or violations of these laws can lead to fines and/or imprisonment.

The possession, use or sale of illegal drugs is prohibited. Any member of the College community consuming, possessing, or using illegal drugs may be turned over to the local authorities for prosecution and students will be referred to the Dean of Student Affairs at Central Campus and the Associate Vice President of Student Affairs at West Campus for disciplinary action. Illegal or unauthorized manufacture, sale, possession, or use of alcoholic beverages or controlled substances is prohibited. Alcoholic beverages shall not be bought, consumed, or sold at the College except as authorized by the Board of Trustees.

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

A. Drugs

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired.



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- Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a college is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
 3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
 4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum



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penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender

B. Alcohol

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:
2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.



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4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.
11. No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

Parental Notification in the event of alcohol or drug use



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The Dean of Student Affairs at Central Campus and the Associate Vice President of Student Affairs at West Campus will notify parents/guardians of students under the age of 21 regarding alcohol/drug violations involving the student.

For additional information regarding state and federal penalties for drug and alcohol offenses, refer to:

www.lcb.state.pa.us/portal/server.pt/community/alcohol_the_law/17511

<http://ecapps.health.state.pa.us/pdf/ddc/ddcAct2.pdf>

<http://www.justice.gov/dea/agency/penalties.htm>.

To view the College's Annual Safety Report, refer to:

<http://www.mc3.edu/Media/Website%20Resources/pdf/safety/annual.pdf>

To view the Student Code of Conduct, refer to:

<http://www.mc3.edu/aboutus/policies/sa-4/conduct.aspx>