



2009 Annual Security Report


Including 2008 Campus Crime Statistics

**In compliance with the Jeanne Cleary Disclosure of Campus
Security Policy and Campus Crime Statistics Act.**

Issued August 2009

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PREFACE

Inver Hills Community College is committed to the well being of our campus community including students, staff, and guests. The college has taken numerous steps to maintain a safe learning environment for all. The college also encourages students, faculty, staff, and visitors to take appropriate steps to insure their own personal safety. We encourage all to report suspicious individuals, activities, or hazardous conditions immediately.

Questions about campus safety and security or questions about this report should be directed to the Director of Safety and Security, 651.450.8528 or Heritage Hall 103. Further information about general campus safety is available at www.campussafety.org.

INTRODUCTON

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported and disseminated to the campus community and are also submitted to the Department of Education. The goal of the Clery Act is to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

To be in compliance with Clery Act regulations, an institution has several obligations. These fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

CAMPUS SECURITY DEPARTMENT

Inver Hills Community College employs a full-time Director of Safety and Security and well as numerous off-duty police officers to provide security services to the college. The security officers possess full arrest powers as provided by Minnesota Statute and the Minnesota Peace Officers Standards Licensing and Training Board. Non-police security staff has the authority to detain individuals and make citizens' arrests.

Security Department Hours of Operation:

Student session days

Monday-Thursday 10:00 am-10:00 pm

Fridays 8:00 am-4:00 pm (Noon- summer session)

Inver Hills Community College works closely with the Inver Grove Heights Police Department. The Director of Safety and Security is in contact daily with officials from the department and shares information regularly.

Contact Information:

**EMERGENCIES: 9-911 campus phones
911 all others**

IHCC Campus Security

Director of Safety and Security: 651.450.8528

Campus Security: Ext. 711

651-554-3711

Operator: 0 "Zero" from any campus phone or 651.450.8650

Inver Grove Heights Police

Dispatch: 651.322.2323

Administration: 651.450.2500

CAMPUS SECURITY AUTHORITIES

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the declaration of "Campus Security Authorities". Campus Security Authorities are defined as "An official of an institution who has significant responsibility for student and campus activities". Students, faculty, staff and campus visitors should report incidents to a Campus Security Authority. Campus Security Authorities must

report potential criminal activity of which they are aware to the Director of Safety and Security, to ensure that timely warnings are issued and that all incidents are included in the annual statistical disclosure.

Inver Hills Community College has determined that the following positions fit the criteria of Campus Security Authority: The Director of Safety and Security and all department employees, Academic Deans and Directors, Affirmative Action Officer, Vice President and Associate Deans of Students, Director of Academic Technology, Director of Campus Recreation Sports, Director of Enrollment Services, Director of Financial Aid, Director of Marketing/Recruitment, Director of Disabilities Services, Director of Human Resources, Director of Student Life, Nurses, President, and Provost. College Counselors and Nurses must provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

Some campus security authorities are sworn peace officers and possess full arresting powers. Applicable city ordinances, state and federal laws are enforced by the Inver Grove Heights Police Department.

SECURITY AWARENESS AND CRIME PREVENTION

Inver Hills Community College takes a proactive approach to security and crime prevention. The college has undertaken numerous initiatives to eliminate or substantially reduce criminal opportunities, including extensive efforts to encourage students and employees to assume primary responsibility for their own personal safety and security. The following are examples of the college's security and crime prevention efforts:

1. **Escort Service:** Members of the campus community can receive a security escort to their vehicles, Monday through Thursday from 10:00 a.m. to 10:00 p.m., Fridays 8:00 a.m. to 4:00 p.m. through the Assessment/Testing Center, by dialing "0" from any on-campus telephone.
2. **New Student Orientation:** Brochures and other printed materials are distributed to new students. Parking regulations, personal security and crime prevention issues are addressed in all new student orientations.
3. **Campus Safety and Security Committee:** The Campus Safety and Security Committee has college-wide representation and meets quarterly, or as frequently as necessary, to review incident reports and submit recommendations to the college administration on issues of safety and security. The committee also serves as a clearinghouse for policies, procedures and recommendations regarding safety and security.
4. **Printed Crime Prevention Safety Materials:** Brochures, posters and announcements are posted at various locations throughout the campus.
5. **Crime Prevention Publicity:** Crime prevention and security issues are routinely published in the student newspaper, the Student and Staff Bulletins and via email.
6. **Rape Awareness Education and Prevention:** The College Health Service distributes brochures and sponsors presentations to members of the campus

community. In addition, seminars on the subject are offered during Student Success Day each semester.

7. **Drug and Alcohol Education:** Inver Hills sponsors drug/alcohol awareness activities and information is available in the College Health Service. Additional materials may also be obtained from the Counseling Center. (See Inver Hills' Alcohol and Other Drug Abuse Policy and Program for addition information.)
8. **Classroom Presentations and Curricular Offerings:** Instructors are encouraged to address safety and security issues. Self-defense and karate courses are offered to the campus community.
9. **Staff Training:** Building and maintenance personnel receive training in asset protection and safety.

INCIDENT REPORTING POLICY AND PROCEDURES

All students, faculty, staff and campus visitors are strongly encouraged to accurately and promptly report any crime they have knowledge of or witness. Individuals designated as campus security authorities are required to report crimes. Incidents of a threatening or illegal nature should be reported to both the Director of Safety and Security and the Inver Grove Heights Police Department, to facilitate apprehension and recovery efforts. Incident reports may be filed with the Director of Safety and Security, Heritage Hall 103, by calling #528 from any campus phone or 651-450-8528 from an off-campus phone during daytime hours. To report an incident during evening hours, contact the Assessment/Testing Center, located in the Learning Center, second floor of the Library Building, or dial "0" from any campus phone.

To file a report with the Inver Grove Heights Police Department, call 651-322-2323. In emergencies, dial 9-911 from any campus phone.



Emergency Response and Evacuation Procedures

Inver Hills Community College will, without delay, and taking into account the safety of the community, determine the content of an emergency notification and initiate the campus emergency notification system, unless such notification will, in the professional judgment of campus security authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate an emergency.

The college has implemented a comprehensive All Hazards Plan that includes Communication- warnings and notifications. This college warning and notification system incorporates three methods; active, passive, and individual messaging.

Active Messaging: The College maintains a campus wide Public Address system that covers all campus buildings and outdoor gathering places. The system does NOT cover parking lots. In an emergency this system will be activated followed by voice messages giving instruction on what actions to take.

Passive Messaging: In an emergency the college updates its main webpage with information such as campus closures and cancellations. The campus main telephone line also has recorded messages that play. Several information TV's are located throughout campus and have the ability to display messages in an emergency.

Individual Messaging: The College subscribes to an emergency text and e-mail notification system. This system is an option in only system. Students and employees can sign up for the service on the college's website or by contacting the security department.

All emergency notification systems are tested at least once a year.

The following positions can declare an emergency on campus: Local first responders, Campus, President, Vice Presidents, Dean of Students, Director of Safety and Security, Director of Facilities Planning and Management, Administrator on Duty or others the campus President designates.

Information about emergencies on campus is disseminated to the larger community by the campus Public Information Officer using several different media's such as the campus webpage, phone line, and local news.

PROCEDURE FOR REPORTING SEXUAL ASSAULT

Contact the IHCC Health Service (651-450-8524), the Director of Safety and Security (651-450-8528) or the Inver Grove Heights Police Department (651-322-2323, or 911) as soon as possible after the offense. Victims should attempt to note everything about the location and remember that it is extremely important to preserve evidence. Victims should not bathe, douche, use the toilet, or change clothing. Rape victims should seek medical attention immediately, regardless of whether the matter is reported to the police. Inver Hills Community College will assist the student in notifying the proper authorities, if the student requests this assistance.

Victims should obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Victims should also attempt to obtain a description and license number of any vehicle involved, note the direction taken by offenders or vehicles and report this information to campus authorities or the police.

Victims should also take care to preserve the crime scene. It is essential to refrain from touching any items involved in the incident, close off the area of the incident and to prevent people from entering the crime area until law enforcement officers arrive.

IHCC administrators and staff will attempt to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media, unless requested by the sexual assault survivor. Names and addresses of survivors are shared with the Inver Grove Heights Police Department or other local police department. Each report of sexual assault will be investigated in order to provide better protection for sexual assault survivors and all members of the campus community. Sexual assault

survivors should be aware of the college's responsibility to release information regarding the fact that an assault occurred for the protection and safety of others.

Counseling and medical services are available both on and off campus. The IHCC Health Service and Counseling Center will provide support and advice for sexual assault survivors. Victims of a sexual assault are encouraged to contact one or more of the resources listed in the previous section.

Sexual assault survivors have the right to make anonymous (third-party) reports to the Director of Safety and Security. However, third party reports may prevent the college and the Inver Grove Heights Police Department from actively investigating the criminal activity.

The Director of Safety and Security maintains official records of reports of sexual assault, as is the case with all reported violations of the law. Students, faculty and staff are encouraged to contact the Director to report any information regarding assaults. Each report will be logged as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts presented.

If the Director of Safety and Security (or designee) determines that a threat continues to exist for the campus community, information about the reported sexual assault will be reported to the campus community, whether reported by a sexual assault survivor or through a third-party report. As much detail as possible will be released, such as location, date, time, and information that might help identify the assailant. The Director will inform the campus community of the reported sexual assault by posting "Security Alerts".

The college will take appropriate action to safeguard the survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the college will attempt to provide, if reasonably available, an alternate or modified class schedule for the survivor.

The college will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines there is a clear danger to the victim or the college community.

CONTACTS FOR VICTIMS OF SEXUAL VIOLENCE

For Threats, Stalking, and Assault Complaints:

Contact the local police at 911

If calling from a campus telephone dial 9-911.

For Support, Assistance, and Referral:

IHCC Counseling Center 651-450-8508

College Center, Upper Level

IHCC Health Service 651-450-8524

College Center, Lower Level

Community Action Council

Sexual Assault Services - Dakota County

24 Hour Crisis Line 651-405-1500

Sexual Offense Services St. Paul

24 Hour Crisis Line 651-298-5898

CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002.

The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. It also requires sex offenders already registered in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Community Notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law.

In compliance with the act Inver Hills Community College provides information on sex offenders as permitted by law. Information about level three offenders is available at the Department of Corrections website:

www.corr.state.mn.us/level3/level3.asp

Information concerning level two sex offenders is available from the Inver Grove Heights Police Department, 651-450-2500 or 651-322-2323.

SEXUAL VIOLENCE POLICY

Acts of sexual violence are criminal behaviors and create a hostile environment contrary to the goals and mission of Inver Hills Community College. Acts of sexual violence include forcible, non-consensual sexual contact such as touching, grabbing, patting, or pinching another person's intimate parts; or threatening to do so; or non-forcible sex acts such as incest or statutory rape.

If a student has a question or report about sexual violence, the student should contact the Associate Dean of Students, upper level of the College Center, or call 651-450-8517. Employees should contact the Director of Human Resources, Liberal Arts Building room 233, or call 651-450-8654.

To prevent sexual assault and harassment, Inver Hills Community College has undertaken educational efforts to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual assault and harassment and what steps can be taken if instances of sexual assault and harassment are experienced.

These efforts include nightly security patrols of the campus, campus escorts, Security Alerts, and ongoing campus inspections designed to identify and correct facility and grounds deficiencies. In addition, the Student Senate and Student Activities Committee, Health Service and the Counseling Center provide educational programs pertaining to sexual assault awareness, including acquaintance rape and other forcible and non-forcible sex offenses.

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several IHCC departments or community services for assistance. Resources listed above in this report provide immediate aid or on-going consultation for survivors of sexual assault.

ACCESS AND SECURITY OF CAMPUS FACILITIES

The use of Inver Hills Community College facilities is intended for students, faculty, staff, and authorized visitors. Most campus facilities are accessible during normal business hours Monday through Friday, and during posted hours on weekends. Normal hours of operation are 8:00 a.m. – 10:00 p.m., Monday through Thursday and 8:00-4:00 on Fridays. Persons not associated with the college may be asked to leave campus and are subject to legal proceedings if non-compliant.

Outside doors are locked and secured by college personnel and monitored by electronic surveillance devices during non-business hours. Access to college facilities outside of normal hours of operation must be approved and scheduled by the college administration, Liberal Arts Building. The Director of Safety and Security coordinates campus security procedures and policies, and also chairs the College Safety and Security Committee.

Inver Hills Community College operates an independent security department, and relies on close cooperation with the Inver Grove Heights Police Department. Through the college's close working relationship with the Inver Grove Heights Police Department, law enforcement operations are reviewed frequently and there is a routine exchange of crime related information. Applicable city ordinances, state and federal laws are enforced by the Inver Grove Heights Police Department.

Lighting of campus parking lots has been upgraded and further enhancements are being proposed. Campus parking lots are actively patrolled by the Inver Grove Heights Police. Although the Inver Grove Heights Police Department and the college work closely to provide a safe learning environment on campus, it is impossible to maintain a continuous presence in all facilities at all times. Students, faculty, staff and visitors are urged to take appropriate steps to insure their own personal safety. They are also encouraged to report suspicious individuals and activities or hazardous conditions immediately to the Director of Safety and Security, Heritage Hall 103 or by calling 651-450-8528 or Ext. 711. Students and employees are also encouraged to take advantage of the escort service provided by Campus Security and the Inver Grove Heights Police Department between 10:00 a.m - 10:00 p.m., Monday through Thursday and 7:00 a.m. - 3:00 p.m., Fridays.

Inver Hills Community College does not operate or maintain any student housing or residences.

PREPARATION OF CRIME STATISTICS

It is the policy of Inver Hills Community College that the Director of Safety and Security is recognized as the person responsible for the collection and publication of crime statistics as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics in this report are gathered from the following sources: Security & Safety Incident Reports, Inver Grove Heights and Dakota County Law Enforcement Records, and Vice President of Student Affairs Office.

Statistical information is collected for the following categories: 1) On-campus; 2) Non-campus building or property; and 3) Public property that borders campus. All IHCC recognized organizations that are off-campus will be monitored by local police departments, who will share information with the college. In addition, for each of the categories listed above, separate statistics are included for crimes classified as hate crimes by the Uniform Crime Reporting system. Hate crimes are reportable when it has been determined that the crime was motivated by a victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

The statistical information that is required to be published in this document includes reports of crimes that allegedly occurred on or near campus. The required categories are:

- Homicide:
 - Murder and Non-negligent manslaughter
 - Negligent manslaughter
- Sex Offenses:
 - Forcible
 - Non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

The law further requires that statistical information in this document also include reports of arrests for the following categories of arrests or referrals for campus disciplinary action if an arrest was not made*:

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

*Note: In order to be included as a statistic, a referral for one of the three categories listed above must also constitute a violation of law

ON CAMPUS

Crime Category	2006	2007	2008
A. Reported Crimes			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	1	1
Sex Offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
B. Campus Arrests			
Drug Abuse Violations	0	1	0
Liquor Law Violations	0	0	0
Weapon Possession	0	0	0
C. Hate Crimes by Category of Prejudice			
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Note: This separate disclosure includes all crimes reported in the general disclosures as well as any other crime involving bodily injury and reported to local police or campus administrators.			
D. Disciplinary Actions/Judicial Referrals On Campus	0	0	2

ADJACENT PROPERTY

Crime Category	2006	2007	2008
A. Reported Crimes			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	1	1	0
Sex Offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	2	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
B. Arrests			
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Weapon Possession	0	0	0
C. Hate Crimes by Category of Prejudice			
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Note: This separate disclosure includes all crimes reported in the general disclosures as well as any other crime involving bodily injury and reported to local police or campus administrators.			

DEFINITIONS

Burglary: The unlawful entry of a structure with the intent to commit a felony or theft.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or making the victim fearful.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Aggravated Assault: The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury (broken bones, internal injuries, stitches required).

Non-forcible Sex Offenses: Incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included, Incest and Statutory Rape.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the person's will where the victim is incapable of giving consent. Reported offenses may include: Forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Criminal Homicide-murder and Non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Criminal Homicide manslaughter by negligence: The killing of another person through gross negligence.

Arson: Any willful or malicious burning or attempted to burn, with or without internet to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Weapons law violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacturing, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors, aliens possessing deadly weapons; and attempts to commit any of the aforementioned.

Drug Abuse Violation: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violation: The violation of laws or ordinances prohibiting the manufacturing, sale, transporting, furnishing, possessing, of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a public conveyance, and all attempts to commit any of the aforementioned.

Hate Crimes: Any of the above crimes, which manifest evidence or prejudice based on race religion, sexual orientation, ethnicity, disability and gender.

MONITORING & RECORDING ACTIVITY OFF CAMPUS

All Inver Hills Community College organizations that are off campus are monitored by the Inver Grove Heights Police Department, or other local police department, who share information with the Director of Safety and Security. The Director includes the off campus student organizations' crime statistics in the annual report under the classification of "Non-campus building or property". Currently there are no off campus student organizations recognized by the College.

TIMELY WARNINGS

Whenever the Director of Safety and Security receives information that a crime has been committed that may pose a continuing threat to the safety of any campus member, the Director will issue a timely warning. In such cases, warnings will be posted on campus bulletin boards and communicated via email under the heading "Security Alert".

Security Alerts are distributed for the purpose of informing the campus community of a potentially dangerous condition that may affect their personal safety. The alert contains information regarding an incident that will allow campus community members to take proper measures to insure their individual safety. The alert may also contain a request for information regarding an incident. Security Alerts will remain posted as long as it is determined that a threat exists, or will be removed after thirty days if no similar incidents occur.

The Director of Safety and Security will issue Security Alerts to the campus community in cases of reported homicide (murder and non-negligent manslaughter and negligent manslaughter), sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson and any hate crime (manifesting evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity) of murder, forcible rape or aggravated assault, and in other cases where the Director determines there is a threat to the college community.

DRUG & ALCOHOL FREE CAMPUS POLICY

The possession, use, and sale of alcoholic beverages or illegal drugs are prohibited on the college campus or during any college sponsored activity, either on or off-campus for students, college employees and campus visitors. The only exception is the authorized use of alcoholic beverages for specified off-campus college functions. Only the President may authorize such exceptions.

Violations, including "underage" drinking, are of serious concern and are aggressively addressed through the College's Code of Conduct for Student Behavior, applicable employee bargaining unit agreements and state statutes and federal laws.

Education programs in the areas of alcohol and drug abuse are available on campus. Referrals to counseling and health agencies will be made for individuals needing rehabilitation or treatment. Measures of rehabilitation may be required for continued association with the college. The college's Drug and Alcohol-Free Campus Policy brochure outlines compliance measures, and is available in the college Health Service, the Dean of Students Office and on the college website. Complete copies of the policy and the college's Drug and Alcohol-Free Campus Act Biennial Review are available in the Dean of Students Office.

DRUG AND ALCOHOL-FREE CAMPUSES ACT

Biennial Review
Inver Hills Community College
2008-2009

Introduction and Description of Alcohol and Other Drug Program at Inver Hills Community College

Inver Hills Community College is a member of the Minnesota Colleges and Universities (MnSCU) system, located in suburban St. Paul. The college serves over 7000 students annually in a non-residential setting. The majority of IHCC students attends on a part-time basis, and pursues liberal arts courses leading to the Minnesota Transfer Curriculum or two-year associate degrees in specific career areas.

Inver Hills Community College (IHCC) is a commuter institution that does not offer residential housing or intercollegiate athletics. Perhaps due to these characteristics, the college experiences very few problems related to illicit drug or alcohol use on campus. Still, in a study conducted in 2008 by the University of Minnesota on health and health related-behaviors on area campuses, including Inver Hills, 63 percent of IHCC students report alcohol use in the last month and 11.9 percent reported current marijuana use. Three out of four of students, ages 25-27 years drank within thirty days of the study. Of students, ages 18 through 20 years, 46.4 percent reported current alcohol use within the last month. Of those that reported alcohol use, 51.3 percent reported having a negative effect from this behavior. One fifth of students reported performing poorly on a test or project due to an incident with alcohol. It is clear from this study that despite the virtually non-existent alcohol and drug problem on the IHCC campus, off-campus behaviors are impacting students in negative ways. To promote responsible behavior both on and off campus, the college does offer educational programs and services concerning alcohol and drug abuse for both students and employees. They are described in this report.

Goals of Alcohol and Other Drug Program

The Alcohol and Other Drug (AOD) program at IHCC strives to eliminate the illegal or abusive use of alcohol and other drugs by students and employees, and to minimize to the greatest extent possible the harmful effects of alcohol and other drugs on users as well as those impacted by the user's actions. The goal is to heighten student awareness of the problems created by both legal and illegal alcohol and substance abuse. This is accomplished through ongoing education efforts utilizing multiple didactic strategies and modes of communication. Emphasis is placed on students and employees assuming responsibility for their own actions.

In addition to the educational goals, the college's AOD program also incorporates a proactive referral system. Students and employees are referred for appropriate diagnosis treatment and follow-up in a timely and confidential manner. Doing so promotes the

concept that education and health care intervention are crucial in the fight against alcohol and drug abuse.

Another goal of the program is comprehensive communication and uniform enforcement of policies. Students or employees who violate college policies, state or federal laws are subject to well-defined college procedures which are implemented consistently and fairly.

AOD Program Elements

Distribution of Policy and Related Printed Materials

- The AOD policy is discussed during the required new student orientation. The policy is also included in the College Policies section of the college catalog, which new students receive. The policy is also posted on the IHCC website at <http://www.inverhills.edu/Enrollment/CollegePolicies/index.aspx>
- The IHCC policy is communicated annually by the President to all employees through an “Official” email communication. Human Resources staff provide a brochure on the policy to employees at new employee orientation.
- In addition to the specific Drug and Alcohol-Free Campus policy, the presence of alcohol and drugs on campus is also prohibited by the IHCC Student Code of Conduct. Violation of the following would constitute grounds for disciplinary action: “The use, sale, possession or presence on campus of alcoholic beverages or controlled substances or the state of being under the influence of alcohol or a controlled substance on college-controlled property or at college-sponsored functions where the use of such substances would be illegal”. The Code of Conduct is disseminated to all entering students at new student orientation and is also posted on the IHCC website <http://www.inverhills.edu/Enrollment/CollegePolicies/CodeConduct.aspx>

Referral Resources

- IHCC is one of only a handful of MNSCU institutions that operates a Health Service staffed by a nurse with prior certification as a chemical dependency counselor. The Health Service also contracts with a physician who has extensive experience in substance abuse issues and who can provide timely assessment and referral if indicated. Referrals of students and employees to appropriate community agencies for AOD issues are handled in a confidential manner by Health Service staff. The IHCC physician is certified to provide court ordered drug and alcohol dependency evaluations. The IHCC Nurse provides follow up services as needed. Students and employees can access local alcohol and drug addiction resources from a link on the Health Service website <http://www.inverhills.edu/StudentResources/HealthService/index.aspx>
- Students and employees are encouraged to refer themselves and others to AOD resources in the community. Numerous brochures and pamphlets are

- continuously displayed near the Health Service, so that individuals may pick them up anonymously. Other materials are housed within the Health Service, and a bulletin board display is devoted to AOD education on an annual basis.
- Instructors routinely refer students to the IHCC Counseling Center, which has seven master-degreed counselors who are also trained in AOD issues. Counselors provide referral services to community agencies when indicated.
 - Human Resources and supervisors refer employees who have or about whom there is a drug or alcohol use concern, to the Employee Assistance Program (EAP), and the employee's own health plan if they are insurance-eligible. Drug/alcohol treatment qualifies for Family Medical Leave use.

Educational Programming

- In fall and spring of 2008-2009 IHCC offered a one credit Alcohol and College Life course. IHCC was chosen in 2006 as the two year pilot institution within the MNSCU system to implement the online course adapted from the University of Minnesota. This course offers a practical guide for how to succeed socially and academically in a society that accepts alcohol use as a normal social behavior.
- In spring 2008, 390 IHCC students participated in a survey conducted through the Student Life department in conjunction with University of Minnesota Boynton Health Service regarding use of alcohol, drugs and tobacco. Sections of an online course (Alcohol and College Life) were given the College Student Health Survey. Results for IHCC students have been provided to college personnel, who will use the data to assess and plan appropriate AOD programs.
- IHCC offers a three credit course, Health 1130, *Drug Use/Abuse*, every Fall and Spring Semester. The course focuses on ways that all types of drugs affect the human body, especially the nervous system. Various treatment therapies and strategies to prevent drug/alcohol abuse are discussed.
- IHCC has a comprehensive Student Life program, including an active Student Senate and over two dozen clubs and organizations. During the 2008-2009 academic year, Phi Theta Kappa (2 year honor society), offered Alcohol Awareness activities. The activities were offered during a college sponsored success program (Student Success Day) in both the fall and spring. PTK brought in speakers, survivors and a crash car as part of their programming. [These seminars have been highly rated by students for their effective communication about the consequences of irresponsible alcohol and drug use.](#)
- The college nurse is frequently invited by faculty teaching specific courses (Health, Human Services, College Success Strategies) to give classroom presentations on healthy lifestyles, including alcohol and drug abuse topics. The college health service also sponsored an alcohol education table in the cafeteria in spring 2008 where students could view videos, try "drunk goggles" and pick up materials about blood alcohol contents and how alcohol impacts driving safety.
- While not an illicit drug, tobacco use among IHCC students is an ongoing concern. The Health Service annually promotes the Great American Smoke Out and provides written literature on the health risks of smoking. In the past, IHCC

received a grant to purchase a carbon monoxide Smokerlyzer system and other educational materials to augment its formal smoking cessation program. Skills acquired in managing tobacco abuse are related to other types of substance abuse that students and employees may be encountering. In addition, the college's Safety Committee discusses the use of tobacco on campus. The Committee regularly reviews IHCC's smoking policy including the location of designated smoking areas.

Procedures for Policy Violations

Students

Individuals with specific information about a student violation of the policy are encouraged to report the information to a Student Services administrator. Students who violate the drug and alcohol-free campus policy are also in violation of the IHCC Student Code of Conduct. If an instructor or other college employee believes a student has violated these policies, the student is immediately referred to the Vice President of Student Affairs. The VP of Student Affairs provides the student with hard copies of the IHCC Code of Conduct, formal disciplinary process, and a listing of Minnesota and federal penalties and sanctions for the violation of alcohol and drug laws.

After meeting with the student, the VP of Student Affairs determines whether to (1) initiate a formal investigation of the charge by the institution; (2) refer the matter to local law enforcement authorities; and/or (3) issue a sanction in accordance with the violation. Sanctions include, but are not limited to, warning, restitution, probation, suspension, mandated course withdrawal, expulsion, counseling or referral.

If necessary, the VP of Student Affairs initiates the college's formal judicial process, in which the case is heard by a committee of students and faculty. The college judicial process also includes a provision for Summary Suspension, if a student's actions indicate that their continued presence on campus poses a danger to persons or property.

During the past six years, 2003-09, there have been no incidents which required convening of the college judicial board. As of March 2009, the college has not had any on campus arrest for drugs or alcohol during the current academic school year.

Employees

Individuals with specific information about an employee violation of the policy are encouraged to report the information to an Inver Hills supervisor or the Human Resources Director. Supervisors who suspect drug and alcohol issues with staff should discuss the situation with Director of Human Resources. Employees are required to notify their supervisor when taking medications which may result in an inability to perform job duties. Employees who are found to be in violation of the policies are subject to the appropriate disciplinary action under the applicable bargaining unit agreement.

External Sanctions

Students and employees are formally notified that sanctions imposed under college policies do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students and employees are reminded that many alcohol and other drug-related violations may also violate various state and federal laws.

Strengths and Weaknesses of AOD Program

Strengths

Instances of alcohol or drug use on the IHCC campus are extremely rare. When instructors or other employees suspect that a student may be abusing alcohol or drugs off-campus, they are comfortable referring the student to the college nurse or a college counselor. The college nurse, physician and counselors are long-time employees who are well known and respected by the campus community, so referrals are made with a high level of trust that the student will receive compassionate, confidential services by a trained professional.

The Code of Conduct is enforced consistently and fairly by the VP of Student Affairs when students are referred for infractions, including AOD issues. Similarly, employees who: 1) seek help for alcohol or drug concerns, or 2) are suspected of alcohol or drug misuse—are referred to resources for assistance and are treated fairly and consistently in accordance with their collective bargaining agreement.

Another strength of the IHCC program is its adaptability. Because IHCC is a relatively small, tightly-knit campus, there are few impediments to modifying and improving programs and services. For instance, in the recent past the advisors appointed to work with the Student Senate examined the guidelines for student behavior while representing the college at conferences, meetings and other events. In working with the VP of Student Affairs, they developed more comprehensive guidelines and added a required form for students representing the college. These changes reinforce the prohibition of alcohol consumption while representing the college at off-campus activities, and specifically address concerns about underage drinking. There have been no reported infractions of the revised Student Life guidelines.

Since the hiring of the Director of Safety and Security a few years ago, the campus has been able to reinvigorate its safety and security committee as well as provide more support and focus to safety initiatives on campus. The safety and security committee also reviews the Jeanne Clery Disclosure and the reviews campus security policies and the Campus Crime Statistics Act report. No crimes involving alcohol and drugs have been reported in the most recent edition of the campus Clery Act report.

The college works hard to prohibit on campus alcohol advertising such as happy hour specials by nightclubs, bars, and restaurants. Historically this type of advertising was in the form of “flyer-ing” vehicles in our expansive parking facilities. Since the hiring of a Director of Safety and Security, a process has been designed to eliminate this type of advertising on campus. As a result, Inver Hills has even recovered monetary compensation from clubs that violated the new process and has noticed a dramatic decline in this practice, particularly in those clubs who paid fines. Additionally, the display of other types of alcohol and tobacco advertising is prohibited on campus. As advertising has proven very effective to sell tobacco and alcohol of all types, limiting exposure to this material can positively impact health behaviors in the student population.

As new programs and services are introduced to the college, AOD concerns are addressed. For the last several years the college has offer a travel-study experience to New Orleans. As expectations for student behavior were developed, prohibitions of alcohol and drug abuse were expressly written into the behavioral contract, to be signed by the student and parents. The college’s legal counsel reviewed the documents for clarity and comprehensiveness. This year IHCC expects it will be sending students back to New Orleans as well as other locations throughout the country for travel-study experiences that will utilize the language written into the behavioral contracts regarding alcohol usage.

Weaknesses

As a commuter college, Inver Hills Community College sometimes isn’t able to see the environmental factors that are sometimes easier to see on a residential college/university campus. Therefore, it is difficult to determine the number of students who may be dealing with alcohol or drug abuse while off-campus. Participation in the College Student Health Survey has given IHCC an estimate of what these numbers might be and it appears that like most campuses, significant percentages of IHCC students use alcohol in some way. Over 50% of these students also admitted that the use of alcohol has had a negative impact on some aspect of their lives, including their academic performance. Highest use rates were among students, ages 25-27 with 76.9 percent admitting current alcohol use and of these, 46.2 percent indicated episodes of high-risk drinking. The ongoing challenge for IHCC as a non-residential college is to find educational modalities that can influence the slightly older, non-traditional student to make responsible choices regarding alcohol use.

Recommendations

As a result of the 2007 biennial review, the following actions have been taken during 2008-09.

IHCC has continued to offer a 1 credit Alcohol and College Life course both fall and spring semesters of the 08-09 academic year.

The college's Drug and Alcohol Brochure was updated and is now disseminated to all employees through an "Official" email communication from the college President.

The campus Drug and Alcohol brochure was revised to include recent changes in procedures for handling violations of policy for students and employees.

Recommendations from 08-09 Review:

- Continue to offer the 1 credit Alcohol and College Life course during the fall and spring semesters at IHCC and encourage all students to take advantage of this course.
- Administer the CORE survey or the College Student Health Survey annually to develop trend data concerning student use of alcohol and other drugs.
- Work with other colleges within the state to identify IHCC students using drugs or alcohol, who are identified at other campuses or arrested in areas surrounding the college. Refer drug users or underage drinkers that are identified to our Health Services for confidential evaluation.

Biennial Review Process

The following persons participated in submitting and reviewing the information contained in this report: College Nurse/Health Service Director, Director of Safety and Security, Director of Human Resources, Director of Student Life, Student Senate Advisor, College Counselor, Vice President of Student Affairs, Vice President/Provost, and President.

Dr. Cheryl Frank, President

Date