

**DRUG FREE SCHOOLS AND COMMUNITY ACT**  
**12/19/19**

- I. Roll Call
- II. Old Business
  - Review of Minutes
- III. New Business
  - Yearly notification to students & employees
  - New Goals/Strategies
  - Evaluation
  - Surveys
- IV. Adjourn

# Drug & Alcohol Abuse Prevention Committee Minutes

<b>MEETING DATE:</b>	<b>MEETING TIME:</b>	<b>MEETING LOCATION:</b>
December 19 <sup>th</sup> , 2019	10:00am	BAC 153
<b>MEETING CALLED BY:</b>	Sarah Patterson, Dean of Students	
<b>RECORDER:</b>	Maria R. Juarez	
<b>ATTENDEES:</b>	Scotty Holloman, Dennis Kelley, Marisol Arenivas, Danielle Chavarria, Susan Fine, Candice Garcia, and Kelly Rueda.	
<b>ABSENT ATTENDEES:</b>	Deron Clark and Misty Stine	

<b>AGENDA TOPIC:</b>	<b>PRESENTED BY:</b>
Old Business	Sarah Patterson
<b>DISCUSSION</b>	Sarah Patterson will need all activities, minutes, and any incidents related to the Drug and Alcohol Committee for the years 2016-2018. She will be writing up the report that is due October 1, 2020.
<b>CONCLUSION</b>	<ul style="list-style-type: none"> <li>Dennis Kelley will gather Maxient incidents.</li> <li>Marisol Arenivas will gather any events and activities.</li> <li>Marisol Arenivas will look into posters, pictures, and events sign-in sheets.</li> <li>Maria Juarez will set up a shared folder in Perceptor with access privileges for the committee.</li> </ul>
<b>DISCUSSION</b>	Sarah read the minutes. Minutes were approved by Scotty Holloman, seconded by Dennis Kelley. Ideas were discussed from the previous minutes and handbook.
<b>CONCLUSION</b>	<ul style="list-style-type: none"> <li>Kelly will check the library the listed sources contained in the Handbook and make sure they are still available and current.</li> <li>Everyone unanimously accepted posters instead of a "Moving Display." Susan Fine will have Brian Davis design the posters.</li> <li>Sarah and Susan will build a website under the Resources and Services menu, which will include resources for the student and the employee. The Drug and Alcohol pamphlet will be added to this site. All new Employees sign a Drug and Alcohol Workplace agreement and also when renewing contracts every year. Scotty Holloman will check on the Portal to see if notices can include the health risks, consequences and send it to all employees in October. On the student side, notifications will be sent out in October and January as well.</li> <li>Kelly Rueda will create a Drug and Alcohol awareness bulletin in October.</li> <li>A contract has been signed with Safe Colleges for Alcohol and Drugs with a sanctioning part as well. All new students will take the Alcohol and Sexual Assault Awareness training in January 2020.</li> </ul>

<b>AGENDA TOPIC:</b>	<b>PRESENTED BY:</b>
<b>New Business</b>	<b>Sarah Patterson</b>
<b>DISCUSSION</b>	New Goals and Strategies
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• Notifications were sent out to the students in October 2019. We did the acknowledgments but still need to work on the website links.</li> <li>• Sarah suggested sending the notifications to the employees and adding a link to acknowledge receiving the information too. Everyone agreed.</li> <li>• International students had more Alcohol incidents than any other student. The Safe College contract includes a free section for international students; we can program to the students. Danielle Chavarria can also speak during the housing and athletic orientations on matters that can affect their Visa and SEVIS. All international students, Coaches, and Deron Clark will be given the information and updated every semester at check-ins. Spanish translations will be provided if needed.</li> <li>• Sarah asked for new ideas for new goals or strategies besides the posters, website, educating international students, bulletins, and events. Sarah shared other campuses using survey monkey and targeting students in October or November after doing some awareness. Other colleges have mocktails with pamphlets of the effects of one, two, or three drinks. Public safety can have a field test using goggles. Kelly mentioned bringing a speaker, "Ask an Addict or Recover Addict," at the mocktail party. We need to ask Deron for the best times to have a mandatory awareness for students. Some suggested during the County Education In-Service on the 1<sup>st</sup> Thursday of November when no classes are in session.</li> <li>• Review: <ol style="list-style-type: none"> <li>1) Everyone submits all information to Sarah to enter in the report.</li> <li>2) Sarah will come up with survey questions.</li> <li>3) Susan Fine and Kelly Rueda will take care of the posters.</li> <li>4) Danielle Chavarria will have more awareness of international students.</li> <li>5) Kelly and Sarah will work on having an event/speaker on In-Service day.</li> <li>6) Scotty Holloman will look into emailing the website and acknowledgment to everyone.</li> <li>7) Maria Juarez and Sarah will work on the website. The website will include policy statements, alcohol and drug abuse information, consequences, support services, counseling, code of conduct, resources from the handbook, state-wide procedures and policies, the State of New Mexico and Federal Laws, and a copy of the biennial report.</li> </ol> </li> </ul> <p>Meeting adjourned at 10:47 am</p>