




**JOLIET JUNIOR COLLEGE**  
— 1901 —

**Drug-Free Schools and Communities Act (DFSCA)  
and Drug-Free Schools and Campuses Regulations**

**Joliet Junior College  
Biennial Review  
Academic Years  
2014/2015 & 2015/2016  
COMPLETED Spring 2017**

I have read and approved the Biennial Review.

  
Dr. Judy Mitchell, President of Joliet Junior College

***Compiled by:***

Amy Sims, Coordinator of Student Activities and Holistic Wellness  
Jonathan Feit, Coordinator of Student Conduct

***Reviewed by:***

Dr. Yolanda Isaacs, Vice President of Student Development  
Cynthia Vasquez-Barrios, Dean of Students  
Trevell Eddins, Dean of Enrollment Management  
Pam Dilday, Director of Student Activities and Campus Life  
Peter Comanda, Director of Campus Safety & Police Chief

Date of Final Review: 9-1-2017

**Table of Contents**

Introduction	3
Campus Overview	3
Biennial Review Process at Joliet Junior College	3
Annual Policy Notification Process	4
Student Support Services and Substance-Free Options	5
Normative Environment	6
Alcohol Availability	7
Marketing and Promotion	7
Policy, Enforcement, and Compliance	8
Alcohol and Other Drugs Program Goals and Recommendations	11
Conclusion	11
References	13
Joliet Junior College Drug-Free Schools and Campuses Regulations	14

## **Introduction**

The 2016 Joliet Junior College (JJC) Biennial Review qualifies fulfillment of the Drug-Free Schools and Campus Regulations that requires institutions of Higher Education to conduct a biennial review of their Alcohol and Other Drug programs and policies (EDGAR Part 86). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Alcohol and Other Drug (AOD) Abuse Prevention Regulations may cause an institution to forfeit eligibility for federal funding. To comply with this regulation, Institutions of Higher Education such as Joliet Junior College are required to conduct biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and the consistency of enforcement of sanctions, along with the number of alcohol and drug related violations that were reported to campus officials and the types of sanctions issued for said violations. An institution's AOD program must include an annual notification to students, faculty, and staff on the availability of the AOD Policy; the policy must address the standards of conduct, description of sanctions for violating federal, state and local laws or college policy, health risks associated with use and/or abuse, prevention programs offered, as well as information about various treatment options.

## **Campus Overview**

Joliet Junior College, the nation's first public community college, offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education, literacy programs, workforce development services, and student support services. JJC has three campuses and three extension centers to serve residents throughout District 525: Main Campus, City Center Campus, Romeoville Campus, Morris Education Center, Frankfort Education Center, and Weitendorf Education Center. JJC serves more than 35,000 students in credit and noncredit courses. According to JJC Fast Facts, during the 2015-2016 academic year there were 14,944 enrolled in credit courses. Of those students, 5,327 were full-time and 9,617 were part-time.

## **Biennial Review Process at Joliet Junior College**

This Biennial Review report provides information on JJC faculty and staff efforts to provide adequate AOD education, resources, and programs to the JJC community for academic years 2014-2015 and 2015-2016. These efforts are designed to create a safe and healthy learning environment free from alcohol and other drug use/abuse. In addition, working to develop and disseminate information to the campus community about the health risks associated with use and abuse in order to make available intervention strategies/services. During the biennial review process, several departments provided information and supporting documents that allow for a full review of AOD efforts on campus. The information is reviewed and compiled in conjunction with

the Office of Student Rights and Responsibilities (OSRR), Campus Police (JJCPD) and the Office of Student Activities and Office of Holistic Wellness (OSA).

To access any Biennial Review from the past ten years, individuals can request a copy from the Coordinator of Student Activities and Holistic Wellness. Current reports can be found by visiting the Holistic Wellness webpage at <http://www.jjc.edu/holistic-wellness/Pages/biennial-review.aspx>.

The following departments provided support for this review:

- Office of Student Rights and Responsibilities
- Campus Police
- Office of Student Activities and Holistic Wellness
- Counseling
- Athletics
- Culinary Arts
- Enrollment Management (Liaison to Centennial Commons)

The following documents were reviewed as a part of this process:

- Code of Conduct
- Athletic Code of Conduct Contract
- Centennial Commons Student Housing Contract
- Crime Statistics 2010-2016 – Clery Crime Statistics and Policies
- Drug-Free Workplace Policy

### **Annual Policy Notification Process**

As a requirement of these regulations, Joliet Junior College is to disseminate the AOD information below to all students, staff, and faculty on an annual basis. This process is formally conducted by distributing information concerning alcohol and other drug policies on the website of the Office of Student Rights and Responsibilities and in annual notifications as found in the student handbook and e-mailed to the campus community. Questions concerning this policy and/or alcohol and other drug programs, interventions, and policies may be directed to Dr. Yolanda Isaacs, [yisaacs@jjc.edu](mailto:yisaacs@jjc.edu) and 815-280-6690.

### ***Polices - Alcohol, Other Drugs, and Weapons***

As an academic community, Joliet Junior College is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and staff. The College enforces state laws and related College policies, including those prohibiting the following activities on campus:

- Providing alcoholic beverages to individuals under 21, possession, or consumption of alcoholic beverages by individuals under 21.
- Distribution, possession, or use of illegal drugs or controlled substances.
- Possession of firearms or other dangerous weapons.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Student Code of Conduct. The College can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances, state, and federal laws. A separate policy addresses violations by College staff.

The College strongly encourages students and staff members to voluntarily obtain assistance for dependency or abuse problems before such behavior results in an arrest and/or disciplinary referral, which might result in their separation from the institution. The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Code of Conduct or staff expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on campus and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. Joliet Junior College Counseling and Advising (815-280-2673), Joliet Junior College Employee Assistance Program (888-456-1324), and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities. The Office of Student Rights and Responsibilities provides educational and awareness programming, information, and assistance.

### **Student Support Services and Substance-Free Options for Students**

At Joliet Junior College, there are a number of offices that provide students with direct support, counseling, and educational prevention programming around the topic of alcohol and other drugs. These offices include the Office of Student Rights and Responsibilities, Counseling, and the Office of Student Activities and Holistic Wellness. The collaborative efforts allow for multiple points of contact to provide education, resources, and support for students through academics, support services, and campus activities. In addition, there are a number of other offices and student groups on campus that provide a wide variety of other activities free of alcohol and other drugs.

In past years, there has been a number of different programs that have taken place throughout the year to educate our students about the risks of alcohol and other drugs. During the 2013-2014 academic year, we moved away from providing one-time programming efforts and focused on developing programs that meet standards for environmental and individual strategies.

The Office of Student Rights and Responsibilities offers a variety of Life Skills sessions to assist students with issues that have a direct impact on their academic careers. The sessions are conducted by staff from the following departments: Office of Student Rights and Responsibilities, Counseling, Career Services, Campus Police, and Holistic Wellness. Session topics include Alcohol, Marijuana, Addictions, and Stopped by Cops, Anger Management, Ethical Decision Making, Conflict Resolution and others. The Office of Student Rights and Responsibilities also uses 3rd Millennium Classroom,

Alcohol 101 and Marijuana 101, on-line education program as sanctions for code violations.

The Counseling Department is available to assist students that may want to discuss personal issues in a confidential setting. Counselors can address concerns of stress, anxiety, depression, family issues, substance abuse or other personal problems and provide appropriate community referrals and resources. They also provide an online confidential mental health screening and educational programs on a variety of topics. Students experiencing a crisis situation should inform the Counseling staff at the check-in desk and they will be seen immediately by a counselor. Students can also contact Crisis Line of Will County at (815) 722-3344 for 24-hour support.

The Office of Student Activities and Holistic Wellness has worked to further develop its bystander intervention programming efforts. The Bystander Intervention Program, StepUp!, developed at the University of Arizona, was implemented at JJC during the 2013-2014 academic year. The purpose of this program is to teach individuals about the determinants of prosocial behavior and makes them more aware of why they sometimes do not help. As a result, individuals are more likely to help in the future (The University of Arizona C.A.T.S Life Skills Program, 2008). During the 2014-2015 and 2015-2016 academic years, 48 JJC students attended these sessions. At JJC the development of the program was supported by the Office of Holistic Wellness and the Coordinated Community Response Team (CCRT). The CCRT supported the Department of Justice Grants to Reduce Violence on Campus. The Student Activities and Holistic Wellness also provide additional information and resources on alcohol and other drugs on the webpage.

Additionally, there are many other wellness activities that educate students about alcohol and other drugs, directly or indirectly, or teach students about ways to relieve stress. Some of these programs include: stress relief, community service, wellness fair, sexual responsibility, domestic violence, sexual assault, and nutrition.

There are approximately 50 student clubs and organizations at JJC that offer educational programs, social events, community service and travel opportunities. All clubs and organizations on campus are required to host an all campus event, all of which are alcohol and drug free opportunities for students.

### **Normative Environment**

The JJC administration is very supportive of creating an educational and work environment that promotes health and safety for all employees, students, and visiting community members. OSA staff works to promote a positive social norm and pro-health messages in an effort to reduce high-risk behavior, which can affect a student's academic success or affect an employee's work environment.

JJC's Drug-Free Workplace Policy (2.21) was created in 1998, and amended in 2001, to meet the requirements set forth in the Drug-Free Workplace Act of 1988. The full policy can be found at [www.jjc.edu/board-of-trustees/Documents/division-ii/board-policy-2-](http://www.jjc.edu/board-of-trustees/Documents/division-ii/board-policy-2-)

21.pdf#search=drug%20free%20campus%20and%20workplace%20policy. This Policy addresses the standards of conduct expected by all employees, prohibited conduct, notice of conviction, discipline and dismissal, and employee assistance program.

The Office of Student Rights and Responsibilities is responsible for JJC's Student Code of Conduct and the Academic Honor Code. The OSSR staff provides a number of opportunities for faculty, staff, and students to learn about JJC student policies including trainings, classroom presentations, webpages, and written materials. Faculty and staff are encouraged to review all materials on the Office of Student Rights and Responsibilities website.

Students who reside in Centennial Commons must review the Student Code of Conduct, Academic Honor Code, and Resident Contract of Behavioral Expectations. The Office of Student Rights and Responsibilities holds students living in residence life to a high standard. Any student(s) in violation of these agreements, including our alcohol and other drug policies, will experience serious consequences as outlined in the College's Code of Student Conduct Handbook.

Student athletes must sign the Athletic Code of Conduct Contract, provided by the Athletic Department. The purpose of the contract is to set objectives, regulations, policies, and procedures for the Athletic Program. JJC requires all student-athletes to demonstrate good moral conduct and ethical judgment, which reflect favorably upon them, the college, and the JJC community at large. The contract references the JJC Code of Conduct policy on drug and alcohol use. It also outlines alcohol and drug violations for student-athletes.

The college also became a smoke-free campus on July 1, 2015, following the signing of the Illinois Smoke Free Campus Act in 2014. The JJC Board Policy (11.07) was approved by the JJC Board of Trustees. This smoking prohibition includes carrying, smoking, burning, inhaling or exhaling any kind of a lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment. Also prohibited are e-cigarettes or vapor cigarettes. Violations may be enforced by issuance of citations carrying up to a \$250 fine, use of the employee disciplinary process or through the Student Code of Conduct. This includes all six campuses and extension centers. The college also provided resources for assistance to quit smoking for employees and students. More information about the college's efforts on this policy can be found at <http://www.jjc.edu/campus-police/Pages/smoke-free-campus.aspx>.

### **Alcohol Availability**

The use of alcohol on campus is restricted to the Culinary Arts and Hospitality Management programs. Through our Hospitality Arts program, a wine class is offered. All students must show proof of ID and be of legal drinking age. In addition, the instructor does all of the serving. There are also three large community events that are hosted by these departments, and JJC carries a liquor license for these events.

## Marketing and Promotion of Alcohol

There is no alcohol advertising on campus.

## Policy, Enforcement and Compliance

All students at JJC are expected to demonstrate qualities of integrity, fair-mindedness, honesty, civility, tolerance, and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire college community, both in and out of the classroom setting.

Listed below are violations and sanctions recorded by the Office of Student Rights and Responsibilities and crime statistics from the JJC Police Department. All data indicated below is managed by the identified office.

### ***Office of Student Rights and Responsibilities***

The JJC Student Code of Conduct is reviewed annually by the Office of Student Rights and Responsibilities staff. Changes are made based on current student trends, new policies at JJC, and state and federal laws. Both policies and sanctions are identified and explained in the Code of Conduct. This information can be found in the following locations: the JJC Student Handbook, JJC Website, and Office of Student Rights and Responsibilities. In addition, the Office of Student Rights and Responsibilities staff conducts Code of Conduct presentations in many College Study Skills (COUN) courses. The COUN course is designed to provide students with an introduction to community college life and necessary skills needed to achieve their academic goals.

The Office of Student Rights and Responsibilities staff is responsible for maintaining case management and the Behavioral Intervention Team (BIT). The Office of Student Rights and Responsibilities referees, manages students' cases, provides outside agency referrals to supportive services, and tracks student progress. Office of Student Rights and Responsibilities staff, in conjunction with the Dean of Students, is responsible for following-up on the best course of action for student success. This may include educational programs for alcohol and drug abuse/addiction services. When needed BIT will review cases for students needing special assistance with personal concerns, mental health, educational challenges, or social challenges that may affect student success. More information about the Dean of Students Office (Office of Student Rights and Responsibilities) can be found at <http://www.jjc.edu/academic-behavior-standards/Pages/dean-students.aspx>.

#### ***JJC Dean of Students Office (Office of Student Rights and Responsibilities) (Recorded by Academic Year)***

<b>All Campuses, Education Center and Centennial Commons</b>	<b>2014-2015</b>	<b>2015-2016</b>
Drug Abuse Violations	16	23
Alcohol Violations	6	6

#### ***JJC Dean of Students Office (Office of Student Rights and Responsibilities) Sanctions (Recorded by Academic Year)***

<b>All Campuses, Education Center and Centennial Commons</b>	<b>2014-2015</b>	<b>2015-2016</b>
Sanctions for Addictions Life Skills Classes	0	0
Sanctions for 3 <sup>rd</sup> Millennium Classroom Marijuana 101 (online program)	13	12
Sanctions for 3 <sup>rd</sup> Millennium Classroom Alcohol 101 (online program)	2	1
Completed Sanctions for 3 <sup>rd</sup> Millennium Classroom Marijuana 101 (online program)	9	6



Completed Sanctions for 3rd Millennium Classroom Alcohol 101 (online program)	2	0
---	---	---

**JJC Dean of Students Office (Office of Student Rights and Responsibilities) Case Load (Recorded by Academic Year)**

All Campus, Education Center and Centennial Campuses	2014-2015	2015-2016
Number of cases supported by the Dean of Students Office (Office of Student Rights and Responsibilities) Staff	231	189

**Joliet Junior College Police Department**

The JJC Police Department works to maintain the safety and security of all faculty, staff, and students on campus. This includes enforcing all federal and state laws and the JJC Code of Conduct. More information about JJC Police Department, reported data, legal ramifications, and substance abuse education services can be found at <http://www.jjc.edu/campus-police/Pages/default.aspx>.

**JJC Campus Police Crime Statistics (Recorded Annually)**

2014	Main Campus	City Center	Romeoville	Morris	Wellerdorf	Frankfort	Centennial
Liquor Law Violations	1	0	0	0	0	0	-
Drug Abuse Violations	2	1	0	0	0	0	-
Weapons Violations	1	0	0	0	0	0	-
Forcible Sex Offences	0	0	0	0	0	0	-
Non-Forcible Sex Offences	1	0	0	0	0	0	-
Domestic/Dating Violence	0	0	1	0	0	0	-
<b>Arrests</b>							
Liquor Law Violations	0	0	0	0	0	0	-
Drug Abuse Violations	2	0	0	0	0	0	-
Weapons Violations	0	0	0	0	0	0	-

**JJC Campus Police Crime Statistics (Recorded Annually)**

2015	Main Campus	City Center	Romeoville	Morris	Wellerdorf	Frankfort	Centennial
Liquor Law Violations	0	0	0	0	0	0	1
Drug Law Violations	0	2	0	0	0	0	6
Weapons Violations	1	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0
Non-Forcible Sex Offences	-	-	-	-	-	-	-
Domestic/Dating Violence	0	0	0	0	0	0	0
<b>Arrests</b>							
Liquor Law Violations	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	1
Weapons Violations	0	0	0	0	0	0	0

**JJC Campus Police Crime Statistics (Recorded Annually)**

2016	Main Campus	City Center	Romeoville	Morris	Wentendorf	Frankfort	Centennial
Liquor Law Violations	3	0	0	0	0	0	2
Drug Abuse Violations	8	1	0	0	0	0	26
Weapons Violations	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0
Domestic/Dating Violence	10	0	0	0	0	0	6
<b>Arrests</b>							
Liquor Law Violations	0	0	0	0	0	0	2
Drug Abuse Violations	2	1	0	0	0	0	21
Weapons Violations	0	0	0	0	0	0	1

**Centennial Commons**

Centennial Commons, the apartment complex adjacent to the JJC campus, also provides a zero tolerance policy in its living community. In order to reside at Centennial Commons, students must pass a criminal background check, have at least a 2.0 G.P.A. (4.0 scale) from a previous academic institution, and maintain a minimum semester G.P.A. of 1.75. The following items were obtained from the Centennial Commons Community Policies:

**PREAMBLE TO THE COMMUNITY POLICIES-** The philosophy and management of Centennial Commons incorporates an educationally developmental approach to the enforcement of this Lease and these Community Policies. You agree to act in good faith in the interest of citizenship and civility as collective members of the Centennial Commons Community.

In the event that an individual's, or his or her guest's, behavior constitutes a violation of any part of the Lease, Lease Addendum or Community Policies, we reserve the right to impose Educational Sanctions as an alternative remedy in an effort to avoid legal action. These sanctions might include, but are not limited to, such things as *community service*, required *program attendance*, and/or *restitution* through other forms of work or service. However, our choice to impose alternative sanctions does not waive our right to pursue other legal remedies at any time as allowed by the lease.

**ALCOHOL-** Consumption of Alcohol is not allowed in accordance with State Law. Individuals under the age of 21 are not permitted to possess or consume alcohol. Alcohol is not permitted in apartments, public areas (e.g., lobbies, lounges, study areas, great room, pool area, billiard room, fitness room, etc.) at any time. Devices designed for rapid consumption of alcohol (e.g., beer bong or funnels) are prohibited and subject to confiscation. Kegs and other common source containers are prohibited. All provisions of State Law regarding the use and consumption of alcohol are in effect at all times.

**DRUGS AND ILLEGAL CONTROLLED SUBSTANCES-** State Law prohibits involvement in the use, possession, distribution, or sale of illegal drugs and/or drug paraphernalia. Judicial and/or criminal action will result from non-compliance with this law and will affect your status as both a resident and a resident of Centennial Commons. Centennial Commons has a zero tolerance policy for illegal drugs and it will result in immediate eviction.

## **Alcohol and Other Drugs Program Goals and Recommendations**

The Student Development Division will continue to provide services and programs which support the academic mission of the institution and student success. Collectively, our goal is to provide students with the education and resources needed to make healthy and informed decisions regarding a one's own personal health and wellness.

In the fall of 2016 a WELL Student Design Team was developed. This team is responsible for assessing and implementing health and wellness initiatives which support student success and completion. The goal of the WELL Student Task Force is to seek evidence-based practices to enhance wellness education, improving supportive policies, health-promoting marketing efforts, and shared support systems for our students, in an effort to enhance our environmental approach for all wellness related efforts.

### **Conclusion**

During the biennial review process several departments provided information and supporting documents that allow for a full review of AOD efforts on campus. The information is reviewed and compiled in conjunction with the Office of Student Rights and Responsibilities (OSRR), Campus Police (JJCPD) and the Office of Student Activities and Office of Holistic Wellness (OSA). The review focused on alcohol and drug policy, related programs, services and enforcement practices for academic years 2014-2015 and 2015-2016. All components work together to ensure that Joliet Junior College students and employees are provided information and resources that promote a safe and healthy environment that attempts to mitigate risk as it pertains to alcohol and other drug use.

### References

The University of Arizona C.A.T.S Life Skills Program (2008). *StepUp! Facilitator Guide*. Created by B. Bell. Retrieved from <http://stepupprogram.org/facilitators/facilitator-guides/>

**Joliet Junior College**  
**Drug-Free Schools and Campuses Regulations [EDGAR Part 86]**  
**Alcohol and Other Drug Prevention Certification**

Joliet Junior College adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes a Drug-Free Work Place Policy, Code of Conduct, campus and community resources, and prevention programs.

**1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:**

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

**2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:**

- Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

  
\_\_\_\_\_  
Dr. Judy Mitchell, President

