

# Bloomfield College of Montclair State University Biennial Review

## Introduction

The Drug-Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education (IHE), such as Bloomfield College of Montclair State University, to adopt, implement, and evaluate programs that prevent the misuse or abuse of alcohol and the use or distribution of illicit drugs by students and employees both on its premises and as part of any institutional activities. In compliance with these regulations, each institution must annually distribute the following information in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs available to students and employees.
- A clear statement that the institution will impose sanctions on students and employees for violations of the standards of conduct, which may include expulsion or termination of employment and referral for prosecution.

**In addition to annual distribution, the DFSCA mandates that institutions conduct a biennial review of their program with two primary objectives:**

1. Determining the effectiveness of the policy and implementing necessary changes to the Alcohol and Other Drug (AOD) program.
2. Ensuring that sanctions for violations are enforced consistently.

The biennial review must also address:

1. The number of drug- and alcohol-related violations and fatalities occurring on campus or as part of campus activities that are reported to campus officials.
2. The number and types of sanctions imposed on students or employees as a result of these violations or fatalities.

Bloomfield College of Montclair State University acknowledges its legal obligation to conduct this biennial review to ensure compliance with the DFSCA. This document is intended to meet these legal requirements and to discuss prevention and education-related programs, initiatives, and activities related to Bloomfield College's Alcohol and Other Drug Prevention Project during the 2022-2023 (July 1, 2022 – June 30, 2023) and 2023-2024 (July 1, 2023 – June 30, 2024) academic years.

**The Members of the Review Committee Include:**

- Charlene Berry, ADAPT, Prevention Specialist, Family Connections
- , Ed.D. MCHES, Health Promotion Assistant Director, Montclair Campus
- Chinasa Eke-McClean, Ed.D Assistant Dean of Student Affairs Bloomfield Campus
- LeTishia Little, LPC NCC Associate Director, CAPS Bloomfield Campus

**The following campus departments and offices provided information for this report:**

- The Division of Student Development and Campus Life
  - Athletics
  - Counseling and Psychological Services
  - Office of Dean of Students
  - Office of Health Promotion
  - Office of Security
  - Residence Life
- Human Resources

# Bloomfield College of Montclair State University Biennial Review Policies and Procedures

**Policy:** The Drug-Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require that each participating institution of higher learning (IHE) certify that it has developed and implemented a drug and alcohol abuse education and prevention program. The program must be designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus at recognized events and activities.

**Procedure:** The Alcohol and Other Drug Prevention Program at Bloomfield College of Montclair State University is managed collaboratively by Counseling and Psychological Services (CAPS), the Office of the Dean of Students, and Residence Life. Following the merger, the Office of Health Promotion on the Montclair campus has recently begun offering additional support. These areas work closely with campus departments and offices to ensure compliance with the Drug-Free Schools and Campus Regulations (34 CFR Part 86) under the Drug-Free Schools and Communities Act (DFSCA). Collaborating offices include, but are not limited to, the Center for Student Leadership and Engagement, Athletics, Security, and the Student Wellness Center.

**Policy:** On an annual basis, the IHE must distribute written information about its drug and alcohol abuse prevention program (DAAPP) to all students, faculty, and staff. The distribution plan must make provisions for providing the material to students who enroll at a date after the initial distribution, and for employees who are hired at different times throughout the year. The information must include:

1. A written statement about its standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
2. A written description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and,
5. A statement that the IHE will impose sanctions on students for violations of the institution's codes of conduct and a description of such sanctions.

**Procedure:** The responsible areas will work together, along with Student Communications, on a regular basis to ensure that the policies, legal and conduct sanctions, health risks, counseling, rehabilitation and treatment options are up to date and available on the University website. Student Communications will distribute frequent notifications to all students, faculty and staff. This information will be disseminated at the start of each new term in order to capture any newly enrolled students and employees. This includes the start of the winter session and at the start of each summer session.

**Policy:** Determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed. Recommended evaluation methods include a) the number of students attending self-help or counseling groups that address alcohol or other drug use; b) students' attitudes and perceptions about the alcohol or other drug problems on campus; and c) levels of use of alcohol and other drugs by students.

**Procedure:** The Office of Health Promotion conducts the American College Health Association's National College Health Assessment (NCHA-ACHA III) every two years. This survey collects valuable data on students' attitudes and perceptions regarding alcohol and other drug problems on campus, as well as their use of these substances. Data has not previously been collected at Bloomfield College, but with the recent merger, there is now an opportunity to include Bloomfield College in this important assessment through the Office of Health Promotion. Starting in spring 2025, we look forward to incorporating data from Bloomfield College of Montclair State University, which will enhance our understanding of student needs and allow us to tailor our programs accordingly.

**Policy:** Ensure that the sanctions developed are enforced consistently.

**Procedure:** Students who are held accountable for policy violations under the University Code of Conduct receive sanctions and educational stipulations that correspond to specific violations. Each University administrator who serves the University in a disciplinary role uses a Sanctioning Outcome Guide to guide the sanction(s) and stipulation(s) portion for each violation (see appendix for Sanctioning Outcome Guide). The guide was created by representatives from the Office of the Dean of Students, Student Conduct, and CAPS who determined what outcomes and stipulations would be appropriate for the given situation. In addition, regularly scheduled training is conducted with any member of staff who serves as a hearing officer for violations, including those in the Office of Dean of Students, Student Conduct and Residence Life.

**Policy:** Ensure that biennial reviews are conducted in a timely manner and fully documented.

**Procedure:** Bloomfield College of Montclair State University will conduct a thorough review of the University's alcohol and other drug program every two years on even numbered years. A team will be identified each biennial review year to assist with the process. The biennial review will be completed and filed by December 31 of the biennial review year.

### **Compliance with Drug-Free Schools and Communities Act**

Bloomfield College of Montclair State University is committed to fulfilling all requirements of the Drug-Free Schools and Communities Act (DFSCA) and maintaining full compliance. Due to turnover in staff and the absence of records from previous Biennial Reviews, it is unclear if Bloomfield College met all compliance standards in the past. However, the recent merger with Montclair State University presents a valuable opportunity to ensure full compliance moving forward. We are working diligently to implement effective prevention programs, enforce policies, and provide the necessary resources to maintain a drug-free environment for all students, faculty, and staff.

### **Notifications**

Beginning in the 2024-2026 Biennial Review period, Bloomfield College of Montclair State University will begin distributing information about its drug prevention programs and policies to all students, faculty, and staff at the beginning of each new academic term, including the winter session and the start of each summer session, as part of our merger initiatives. By regularly communicating this information, we hope to foster awareness and promote a culture of safety and support within our campus.

## **Methods and Data Analysis**

### **Alcohol and Other Drug Data**

**Counseling and Psychological Services (CAPS)** collects data on alcohol and other drug use during the intake process. This information helps assess students' needs and guides the development of appropriate support plans, ensuring that resources are effectively targeted to those who may need help with substance use concerns.

How often do you drink alcohol? (n=109)	% of students
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No response	4.2
Not at all	31.3
Infrequently	25.5
On occasion	41.7
Frequently	2.1

<b>How often do you use unprescribed drugs? (n= 108)</b>	<b>% of students</b>
No response	5.2
Not at all	65.6
Infrequently	10.4
On occasion	7.3
Frequently	12.5
Excessively	1.0

### Alcohol and Drug Policy Violations

<b>Academic Year</b>	<b>Number of Violations</b>
2022-2023	54
2023-2024	47

# Policy Enforcement of Disciplinary Sanctions & Compliance Inventory

University conduct policy at Bloomfield College of Montclair State University is overseen by the Vice President of Student Development and Campus Life, in coordination with the Office of the Dean of Students and in consultation with University Counsel.

The Director of Student Conduct, within the Office of the Dean of Students, is responsible for monitoring policy enforcement and overseeing the timely administration of the conduct process. This includes adjudicating all reported incidents, establishing educational outcomes, and determining sanctions and stipulations for individuals found in violation of university policy. On the Bloomfield Campus in coordination with the Director of Conduct, the Office of Student Affairs is responsible for reviewing and adjudicating all campus-wide conduct violations. Additionally, the office works closely with the Assistant Director of Residence Life to address and manage conduct-related matters within the residence halls.

## Consistency of Enforcement of Disciplinary Sanctions

Students held accountable for policy violations under the University Code of Conduct receive sanctions and educational stipulations based on the nature of their specific violations. A Sanctioning Outcome Guide is used by all University administrators serving in disciplinary roles to ensure consistency. This guide, developed collaboratively by the Office of the Dean of Students, Student Conduct, and Counseling and Psychological Services (CAPS), outlines appropriate outcomes and stipulations for violations involving drugs and alcohol.

Additionally, annual training is provided to staff members serving as hearing officers for conduct violations, including those from the Office of the Dean of Students, Office of Student Conduct, and the Office of Residence Life. The training emphasizes the rationale behind the sanctions from both an educational perspective and a consistency standpoint. Regardless of individual factors such as engagement activity status or grade point average, all students are held to the same standards outlined in the Sanctioning Outcome Guide.

# Bloomfield College of Montclair State University Alcohol and Other Drug Policy

Our policies and procedures are put in place to keep all members of the Bloomfield College Community safe. All members of the Community should read and be familiar with our policies on Alcohol, Drugs, and Weapons.

## Alcohol Policy

Bloomfield College seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the college has established a policy and guidelines governing the possession, sale and consumption of alcoholic beverages, conforming to the laws of the State of New Jersey. The Departments of Personal Counseling Services and Health Services are available to assist members of the Bloomfield College community with education, information, counseling and referral services for alcohol and drug problems.

## Drug Policy

Bloomfield College prohibits the possession, use, or sale of any illegal substance by any individual. Drug use is illegal and is a threat to the welfare of individuals and to the institution. Bloomfield College employees, as a condition of their employment, are required to abide by the college's Drug Free Workplace Policy, which prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substances or illegal drug in its workplace. Any individual known to be possessing, using or distributing illegal drugs is subject to disciplinary action, arrest, and/or expulsion from the College. Bloomfield College is concerned about the possible physical, emotional and psychological effects or drug use on the individual users and about the impact such use has on members of the College Community. Students and staff are invited to consult the counseling and medical personnel for confidential discussion of questions or problems encountered in this area. Bloomfield College will promote and encourage programs that explore the problem of drug and alcohol abuse.

## **Athletic Department AOD Use Policy**

### **BLOOMFIELD COLLEGE DEPARTMENT OF ATHLETICS**

## **ALCOHOL AND TOBACCO POLICY**

### **1. POLICY STATEMENT**

The conduct of student-athletes and the Department of Athletics staff directly reflects on the reputation of Bloomfield College. As administrators, health care professionals, and coaches, we are committed to promoting a safe and healthy environment for our student-athletes. Alcohol can have a detrimental effect on the student-athlete's health and performance, both physically and mentally. Even low doses of alcohol impair brain function, judgment, alertness, coordination, and reflexes. Very high doses can cause suppression of breathing and even death. Chronic alcohol abuse can produce dementia, cirrhosis of the liver, and heart disease. Sudden withdrawal can produce severe anxiety, tremors, and life-threatening convulsions. The

abuse of alcohol or drugs by Bloomfield College student-athletes, coaches, and staff will not be condoned or tolerated. It is the responsibility of the athletic staff and coaches to see that alcohol abuse and drug use does not occur on our teams, and if it does, to refer those student-athletes for counseling to prevent further use or abuse. It is the department's commitment to provide an alcohol and drug-free environment. In order to meet this commitment, this comprehensive drug and alcohol usage policy and program has been developed and implemented.

### **1. SCOPE**

This policy applies to all student-athletes at Bloomfield College. All student-athletes, regardless of scholarship status, must understand that initial and continued participation in Bloomfield College Athletics is dependent upon compliance with this policy and its requirements.

### **III. PURPOSE**

The purpose of this policy is three-fold. Firstly, it serves to educate all those involved with the Bloomfield College intercollegiate athletics programs about the dangers of alcohol use, as well as to describe the policy concerning the use of alcohol by student-athletes during their championship and non-championship seasons above and beyond that of the institutional policy. Second, because participation on a Bloomfield College intercollegiate team is a privilege and the actions of one team member reflects on the entire team and athletic program, there must be an acceptable standard of behavior established as it relates to the use of alcohol by

student-athletes. And lastly, while disciplinary actions are an appropriate response to policy violations, the counseling component cannot be neglected. The student-athlete's overall health is vital to success in the classroom and in athletics. If alcohol use/abuse is interfering with that success, mandatory counseling is a suitable step toward achieving good health and accomplishment.

## **1. ALCOHOL POLICY**

Student-athletes shall abide by all federal, state, local, college, and departmental alcohol policies. An alcohol violation shall include any violation of federal, state, local, college, or department alcohol policies, which includes any known and documented incident(s) documented by a Department of Athletics staff member.

The possession, consumption, or sale of alcoholic beverages is not permitted in any Bloomfield College facility or common area (streets, walkways, driveways, parking lots, etc.) unless served at an authorized student organization or institution sponsored event with the college's permission. The possession, consumption, or sale of alcoholic beverages is not permitted at any on/off campus Bloomfield College residence facility. The Bloomfield College Department of Athletics Alcohol Policy is consistent with the Bloomfield College Office of Student Affairs Policy as well as the laws of the State of New Jersey and prohibits the consumption and serving of alcoholic beverages by and to anyone less than 21 years of age. All student-athletes are responsible for their own behavior and actions and knowing the policy; as well as being

responsible and legally liable for the conduct and behavior of their guests and informing them of the college's alcohol policy.

Student-athletes shall not attend any athletic-sponsored meetings, treatments, practices, programs, services, contests, etc. while under the influence of alcohol. The consumption of alcohol while on College-sponsored travel is strictly prohibited. In addition, the consumption of alcohol by any student-athlete, student-athlete host and/or prospective student-athlete during recruitment visits is strictly prohibited. Student-athletes are also prohibited from the consumption of alcohol within 48 hours prior to any competition.

It is the responsibility of all student-athletes to know all federal, state, and local laws as well as the college and athletic department policies related to the use of alcohol and drugs. Federal, New Jersey State and local laws provide many legal sanctions for the unlawful possession or distribution of controlled substances. These sanctions include severe criminal penalties such as fines and/or imprisonment. If a student-athlete is determined to be involved in an alcohol related incident, or if the student-athlete tests positive for alcohol, the student-athlete may be required to attend a counseling session for the purposes of evaluation, education, and if necessary, treatment or rehabilitation. If counseling is required, the student-athlete will be required to sign a release of information to allow basic communication (e.g. whether the student-athlete arrived for an appointment or not) between the college counselor, the Athletic Training staff, and the Director of Athletics. Failure to sign such a release will render the student-athlete ineligible for practice and competition.

An alcohol or drug related incident shall include but is not limited to the following: underage drinking, minor in possession (MIP), public intoxication, drunk and disorderly conduct, DWI/DUI, assault while under the influence of alcohol or drugs, possession of drugs, and/or any violation of the Bloomfield College Code of Conduct involving alcohol.

The Director of Athletics, or his or her designee, the Head Coach, and the Athletic Training staff in consultation with a college counselor, will determine on a case-by-case basis if the circumstances warrant suspension of the student-athlete from practice and/or competition. The first time a student-athlete is determined to be involved in an alcohol related incident or the first time a student-athlete tests positive for alcohol, it may be classified as a "warning." A student-athlete found to be in violation of this policy will be subjected to



disciplinary action as outlined in the Bloomfield College Office of Student Affairs Alcohol Policy in addition to possible criminal sanctions and civil liability under New Jersey state law if appropriate.

The disciplinary action and sanctions may vary and are assigned in accordance with the student-athlete's involvement in the incident that incurred the violation, as well as the student-athlete's level of responsibility for the incident.

## 1. TOBACCO POLICY

The Bloomfield College Department of Athletics Tobacco Policy is consistent with the legislation and bylaws set forth by the NCAA for Division II institutions.

**NCAA Bylaw 11.1.5** Use of tobacco products. The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers, and game officials) in all sports during practice and competition.

**NCAA Bylaw 17.1.9** Use of tobacco products. The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Violations of the tobacco policy will result in disciplinary actions to be determined by the Director of Athletics based on the nature of the offense, but as a minimum could be suspension from the next intercollegiate competition.

## 1. AMENDMENTS

This policy may be amended from time to time within the discretion of the Department of Athletics and the Director of Athletics. Amendments will be distributed to all necessary recipients in advance of their implementation. No amendment will be applied retroactively if the application will adversely affect a student-athlete's right to prior notice.

# Employee Assistance Program Referral Policy

The Montclair State University Employee Assistance Program provides free support services for all University employees and their families.

- Services are confidential and provided off campus.
- Services include short term counseling and referrals if necessary.
- Assistance with locating support resources, including substance abuse programs, mental health specialists and self-help programs.

For more information, or to schedule a confidential appointment, please call CONCERN at 800-242-7371 or please refer to the attached **CONCERN brochure** and the **CONCERN website**.

# **Sale, Service and Consumption of Alcoholic Beverages**

Bloomfield College did not serve or sell alcohol on campus.

## **Alcohol and Other Drug Education and Prevention**

### **Educational presentations**

The “Let’s Get Boozy” educational event, funded by the PBI-C Grant, is hosted by Counseling and Psychological Services (CAPS) and Alcohol and Drug Education and Prevention Team (ADEPT). This event focuses on alcohol education, promoting safe behaviors, and raising awareness about substance misuse, aligning with our commitment to fostering a healthy campus environment.

### **Substance-Free Activities**

Bloomfield College of Montclair State University provides a strong support structure for students that complements their academic journey by focusing on health and well-being. Numerous programs offered by various departments and student organizations promote wellness and substance-free living. Intentional and collaborative programming between departments encourages student engagement in substance-free activities, helping to create a healthy and supportive campus environment where students can thrive both academically and personally.

### **Individual Based Programs and Interventions**

The Alcohol Use Disorders Identification Test (AUDIT) is integrated into the intake process at Counseling and Psychological Services (CAPS) designed to identify individuals at risk for alcohol misuse and potential alcohol use disorder. Developed by the World Health Organization (WHO), AUDIT is a widely validated, ten-question self-report questionnaire that assesses patterns of alcohol consumption, potential signs of alcohol dependence, and any alcohol-related harm. It’s used to detect risky drinking behavior and inform early intervention strategies.

### **Key Components of the AUDIT**

1. Alcohol Consumption: Questions focus on frequency and quantity of alcohol use to assess the level of drinking.

2. Signs of Dependence: Questions evaluate the presence of dependency indicators, such as cravings, impaired control, and the need to drink alcohol in the morning.

3. Alcohol-Related Problems: Questions assess consequences of drinking, including injuries, interference with responsibilities, and legal or social issues.

The CUDIT-R is integrated into the intake process at (CAPS) to help clinicians identify students who might benefit from further support regarding their cannabis use. Early identification of cannabis misuse helps CAPS professionals provide appropriate resources and interventions, which may range from educational sessions to specialized counseling.

The Cannabis Use Disorder Identification Test-Revised (CUDIT-R) is a structured, self-report questionnaire designed to screen for cannabis misuse. Developed as an adaptation of the AUDIT (Alcohol Use Disorders Identification Test) specifically for cannabis use, the CUDIT-R consists of eight items that assess various aspects of an individual's cannabis consumption patterns and the potential for developing a cannabis use disorder.

Each question on the CUDIT-R explores behaviors and thoughts associated with cannabis use, focusing on frequency, dependency indicators, and negative consequences of use. The scoring system is straightforward, allowing clinicians to quickly assess an individual's risk. Scores above a certain threshold indicate a need for further evaluation or intervention, potentially signifying a moderate to high risk of cannabis use disorder.

## **Key Areas Assessed by the CUDIT-R**

1. Frequency of Use: How often cannabis is used, ranging from occasional to daily use.

2. Dependency Signs: Feelings of a strong desire or urge to use cannabis, difficulty controlling use, or feelings of dependency.

3. Impact on Daily Life: Whether cannabis use has led to health, social, or legal problems.

4. Attempts to Cut Down: Any previous efforts to reduce use and the difficulty experienced during these attempts.

## **Effectiveness of the Alcohol and other Drug Program**

**2022-2024 SWOT Analysis of the Alcohol and Other Drug Prevention Project**

### **Strengths Related To Policies:**

#### **Strengths**

- Alcohol is not sold or served on the Bloomfield campus.

## **Weaknesses**

- Turnover in staff and loss of institutional knowledge and data.

## **Opportunities**

- The merger with Montclair State University presents an opportunity to review, integrate, and align policies, fostering greater cohesion and efficiency across both institutions.

## **Threats**

- Legalization of cannabis for recreational use without funding for education and prevention programs.

## **Strengths Related to Programs/Interventions**

### **Strengths**

- Montclair State University merger increases resources and services for students.

### **Weaknesses**

- Turnover in staff significantly impacts the consistency and sustainability of education and prevention programs.

### **Opportunities**

- Collaborate with Alcohol & Drug Abuse Prevention Team (ADAPT) to enhance harm reduction strategies.
- Bloomfield campus staff participate in monthly Advisory Committee on Alcohol and other Drugs meetings.
- Students on Bloomfield campus have access to Electronic Check Up to Go for cannabis and alcohol.
- The Alcohol Use Disorders Identification Test (AUDIT) and Cannabis Use Disorder Identification Test-Revised (CUDIT-R) are integrated into the intake process at Counseling and Psychological Services (CAPS).

### **Threats**

- Lack of staff- minimum HP presence on the Bloomfield campus
- Limited HP visibility on the Bloomfield campus

## **Recommended Changes to Implement for the 2024-2026 Biennial Review Period**

- Collaborate with the Academic Affairs department to utilize the Canvas platform as a means to provide students with essential Alcohol and Drug Resources
- Explore adding a health vending machine to the Bloomfield campus.
- Increasing awareness/communication of harm reduction resources.
- Review alcohol and drug policies for the Bloomfield campus and make revisions for integration and alignment.