



Institutional Compliance with the Drug-Free Schools and Campuses Act

July 1, 2025

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Erie County Community College

BIENNIAL REPORT OF INSTITUTIONAL COMPLIANCE WITH THE DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS

Period of Review: July 1, 2023-June 30, 2025

Committee Members

Name	Title
Guy Goodman	Executive Vice President
Dr. Keri Bowman	Assistant Vice President of Student Affairs
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Introduction

The Department of Education's Office of Safe and Drug-Free schools requires that institutions of higher education adopt and implement all elements of the Drug-Free Schools and Communities Act (DFSCA) to ensure eligibility to receive funds or any other form of financial assistance under any federal program. In compliance with DFSCA, Erie County Community College conducted a Biennial Review of its alcohol and drug programs and services. Erie County Community College releases this Biennial Review in compliance with the Drug-Free Schools and Communities Act.

The Review will also be available at Erie County Community College's website at the following www.ec3pa.org/campus-safety.

To request a printed copy of this biennial review, please contact:

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Annual Notification Process

The Drug-Free Schools and Communities Act in conjunction with the Department of Education's regulations require that IHEs adopt and implement programs "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities" (EDGAR Part 86 Subpart A 86.3).

One requirement is to provide a written notification to students, faculty, and staff. Annual notification must include the following:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
2. A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the abuse of alcohol or use of illicit drugs.
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students.
5. A clear statement that the IHE will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

There is no mandate in what manner it is distributed (other than in writing), but if it is disseminated via electronic distribution, there must be reasonable assurance that the notification has reached all students, faculty, and staff.

Erie County Community College's annual notification to students and employees can be found on page 22 of this document.

General Statement

A drug- and alcohol-free college campus is essential for fostering a safe, healthy, and supportive learning environment where students can thrive academically, socially, and personally. By minimizing the risks associated with substance use, such as health issues, academic decline, and safety concerns, colleges can create a culture of responsibility and well-being. This commitment not only helps students make informed, positive choices but also reinforces the institution's dedication to student success, legal compliance, and community standards.

Policies related to Drug and Alcohol Use

Erie County Community College is committed to maintaining a drug- and alcohol-free environment at each location where classes are offered. In doing so, EC3 focuses on several key policy objectives. These include providing clear communication of campus policies, ensuring that all students, faculty, and staff understand the rules, consequences, and legal implications of drug and alcohol use; consistently enforcing and holding college community members accountable with fair disciplinary procedures and collaboration with local law enforcement; and promoting prevention and education through evidence-based programs that raise awareness about the risks of substance use and encourage healthy lifestyle choices. Support and intervention services are readily available, offering counseling, treatment, and recovery resources to those in need, along with early identification of at-risk individuals. Finally, compliance with federal, state, and local laws—such as the Drug-Free Schools and Communities Act—must be maintained, including regular reviews of policy effectiveness and updates as needed.

The following EC3 board policies address various expectations related to creating a healthy work and learning environment where drug and alcohol use and abuse are prohibited.

- Policy I.A.4: Alcohol Use/Alcoholic Beverages Policy
- Policy VII.A.2: Acceptable Behavior
- Policy VII.B.1: Tobacco-Free Environment
- Policy VII.B.2: Drug and Alcohol-Free Workplace

In instances where members of the college community participate in or exhibit behaviors consistent with alcohol or drug use or abuse, the college has appropriate policies in place to establish consequences for such actions. Policy VII.B.2 directly states that “all employees of the College must abide by this Policy and the regulations and procedures which implement this policy as a condition of employment.” Additionally, Section 4: Workplace Conduct and Performance in the EC3 Employee Experience Guide includes statements that identify alcohol use or abuse and illicit drug possession, use or abuse as inappropriate conduct “that will not be tolerated”.

Student conduct is governed by the guidelines included with the EC3 Student Code of Conduct. The Code expressly prohibits the “use of alcoholic beverages including the purchase, serving, consumption, possession, or sale of such items on EC3 property or any College sponsored event or activity; [and] being under the influence of alcohol or other controlled substances on EC3 property or any College sponsored event or activity”. Sanctions for being found responsible of conduct not in alignment with the Code include the potential for disciplinary probation, disciplinary suspension, or expulsion.

Evaluation of Current Programs

Erie County Community College opened its doors in fall 2021 for approximately 200 students and 20 staff members. Each year thereafter, the focus has been on securing policies and procedures necessary to effectively and efficiently move the institution forward while ensuring that we identify and meet state and federal compliance requirements. During this time, we have had to prioritize our work as our staff has purposely not grown as student enrollment continued to increase. With that said, we are continuing to plan out activities that are needed to meet and exceed local, state, and federal expectations and EDGAR86 is now in front of us and will be addressed in the coming academic year.

EC3 will continue to identify means to increase co-curricular learning opportunities that support regulations (i.e. EDGAR86 and other compliance activities) while building up the role of student life on campus for student education and involvement outside of the classroom. The following activities will be planned for the 2025-2026 academic year:

- Establishing drug and alcohol awareness through online videos embedded into the college's learning management system and on video screens in common areas on campus
- Ensure that an annual notification regarding drug and alcohol awareness and the college's stance on drug and alcohol use and abuse to include potential sanctions for violation of college policy is sent to each student's college email address at the beginning of each academic session
- Ensure that an annual notification regarding drug and alcohol awareness and the college's stance on drug and alcohol use and abuse to include potential sanctions for violation of college policy is sent to each faculty member through an all-employee communication at the beginning of the fall semester
- Develop a relationship with Family Services of Northwest Pennsylvania to be an active resource for individuals needing support with drug and/or alcohol abuse

SUMMARY OF PROGRAM STRENGTHS AND WEAKNESSES

As EC3 is just beginning to implement a structured program for drug and alcohol awareness on campus, there has yet to be an assessment of the strengths and weaknesses of programming. At the end of the 2025-2026 year, an assessment will be conducted to evaluate the efficacy of program activities and to develop other activities focused in this area.

Recommendations

As projects are implemented, EC3 will review the activities through staff and student surveys of relevance and appropriateness and through conversations with individuals participating in projects. If there are instances where outside agencies are involved, they will also be invited to be a part of the assessment process.

New ideas will be generated from discussions with other Pennsylvania community colleges and with local and regional four-year institutions that currently partner with EC3.

CERTIFICATION OF REVIEW PROCESS

Not applicable at this time.

INCIDENTS, SANCTIONS, AND RESPONSES

To date, EC3 has had no incidents of drug or alcohol use/abuse violations.

Appendix 1

PART 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes ☐ No ☒

If yes, where is it located?

2. Does the institution provide *annually* to *each employee* and *each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

- a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities

Students: Yes ☒ No ☐

Staff and Faculty: Yes ☒ No ☐

- b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol Students: Yes ☒ No ☐

Staff and Faculty: Yes ☒ No ☐

- c. A description of applicable legal sanctions under local, state, or federal law

Students: Yes ☒ No ☐

Staff and Faculty: Yes ☒ No ☐

- d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs

Students: Yes ☒ No ☐

Staff and Faculty: Yes ☒ No ☐

- e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions

Students: Yes ☒ No ☐

Staff and Faculty: Yes ☒ No ☐

3. Are the above materials distributed to students in one of the following ways?

- a. Mailed to each student (separately or included in another mailing) Yes ☐ No ☒

- b. Through campus-issued email addresses Yes ☒ No ☐

- c. Class schedules which are mailed to each student Yes ☐ No ☒

d. During freshman orientation Yes ☐ No ☒

e. During new student orientation Yes ☐ No ☒

f. In another manner (*describe*) _____

Included as a link on the Blackboard Learning Management System accessible to all students

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually? Yes ☒ No ☐

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes ☒ No ☐

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed

Staff: Yes ☐ No ☒

Faculty: Yes ☐ No ☒

b. Through campus email addresses

Staff: Yes ☒ No ☐

Faculty: Yes ☒ No ☐

c. During new employee orientation

Staff: Yes ☒ No ☐

Faculty: Yes ☒ No ☐

d. In another manner (*describe*) Not applicable

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receive the materials annually?

Staff: Yes ☒ No ☐

Faculty: Yes ☒ No ☐

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: Yes ☒ No ☐

Faculty: Yes ☒ No ☐

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey Yes ☐ No ☒

b. Conduct opinion survey of its students, staff, and faculty

Students: Yes ☒ No ☐

Staff and Faculty: Yes ☒ No ☐

c. Evaluate comments obtained from an online suggestion box

Students: Yes ☒ No ☐

Staff and Faculty: Yes ☒ No ☐

d. Conduct focus groups

Students: Yes ☐ No ☒

Staff and Faculty: Yes ☐ No ☒

e. Conduct intercept interviews

Students: Yes ☐ No ☒

Staff and Faculty: Yes ☐ No ☒

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees

Students: Yes ☒ No ☐

Staff and Faculty: Yes ☒ No ☐

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: Yes ☒ No ☐

Staff and Faculty: Yes ☐ No ☒

h. Other (*please list*)

10. Who is responsible for conducting these biennial reviews?

Executive Vice President and Assistant Vice President of Student Affairs

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review? Yes ☐ No ☒

12. Where is the biennial review documentation located?

Name: Guy Goodman

Title: Executive Vice President

Department:

Phone: 814-413-7003

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13. Comments: As a new institution, much of this information is offered as a future plan of action for the development of the institution's drug prevention program that will be implemented as of fall 2025.

Appendix 2

SUPPLEMENTAL CHECKLIST

Drug-Free Schools and Campuses Regulations (EDGAR Part 86)

The Drug-Free Schools and Campuses Regulations require an institution of higher education (IHE) to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. **Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.**

EDGAR Part 86 establishes a set of minimum requirements for college substance use programs. Colleges and universities may have additional obligations under state law, including recent court decisions in lawsuits brought against IHEs by college and university students and employees. Consultation with an attorney knowledgeable in this area is highly recommended.

Description of the AOD Program Elements

1. Alcohol-Free Options

How does your campus provide an environment with alcohol-free options? Please check all that apply:

- ☐ Alcohol-free events and activities are created and promoted.
- ☐ Student service learning or volunteer opportunities are created, publicized, and promoted.
- ☐ Community service work is required as part of the academic curriculum.
- ☐ The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings.
- ☐ The student center, fitness center, or other alcohol-free settings have expanded hours.
- ☐ Nonalcoholic beverages are promoted at events.
- ☐ Does not promote alcohol-free options.
- ☐ Other: _____

Examples of campuses that offer alcohol-free options can be found at ww.higheredcenter.org/ideasamplers: Pennsylvania State University, Ohio State University, and University of North Carolina.

2. Normative Environment

How does your campus create a social, academic, and residential environment that supports health-promoting norms? Please check all that apply:

- ☐ College admissions procedures promote a healthy environment.
- ☐ The academic schedule offers core classes on Thursdays, Fridays, and Saturdays.

- ☐ Exams/projects increasingly require class attendance and academic responsibility.
- ☐ Substance-free residence options are available.
- ☐ The campus encourages an increase in academic standards.
- ☐ Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
- ☐ Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to illicit drug use.
- ☐ Faculty are encouraged to engage in a higher level of contact with students.
- ☐ Students are educated about misperceptions of drinking norms.
- ☐ Student leadership (e.g., orientation leaders, resident assistants, fraternity and sorority members, athletes, student organizations) promotes positive, healthy norms.
- ☐ Students have opportunities to advise and mentor peers.
- ☐ Pro-health messages are publicized through campus and community media channels.
- ☐ Does not promote a normative environment.
- ☐ Other: _____

Examples of campuses that promote a normative environment can be found at www.higheredcenter.org/ideasamplers: Santa Clara University, Northern Illinois University, and University of Arizona.

3. Alcohol Availability

How does your AOD prevention program limit alcohol availability? Please check all that apply:

- ☐ Alcohol is banned or restricted on campus.
- ☐ Alcohol use is prohibited in public places.
- ☐ Delivery or use of kegs or other common containers is prohibited on campus.
- ☐ Alcohol servers are required to be registered and trained.
- ☐ Server training programs are mandatory.
- ☐ Guidelines for off-campus parties are disseminated.
- ☐ The number and concentration of alcohol outlets near campus are regulated.
- ☐ The costs of beer and liquor licenses are raised.
- ☐ The days or hours of alcohol sales are limited.

- ☐ The container size of alcoholic beverages is reduced.
- ☐ Alcohol is regulated by quantity per sale.
- ☐ Keg registration is required.
- ☐ State alcohol taxes are increased.
- ☐ Does not limit alcohol availability.
- ☐ Other: _____

Examples of campuses that limit alcohol availability can be found at www.higheredcenter.org/ideasamplers: Lehigh University, Michigan State University, and University of Colorado.

4. Marketing and Promotion of Alcohol

How does your AOD prevention program limit marketing and promotion of alcohol on and off campus? Please check all that apply:

- ☐ Alcohol advertising on campus is banned or limited.
- ☐ Alcohol industry sponsorship for on-campus events is banned or limited.
- ☐ Content of party or event announcement is limited.
- ☐ Alcohol advertising in the vicinity of campus is banned or limited.
- ☐ Alcohol promotions with special appeal to underage drinkers is banned or limited.
- ☐ Alcohol promotions that show drinking in high-risk contexts is banned or limited.
- ☐ Pro-health messages that counterbalance alcohol advertising are required.
- ☐ Cooperative agreements are endorsed to institute a minimum price for alcoholic drinks.
- ☐ Cooperative agreements are endorsed to limit special drink promotions.
- ☐ "Happy hours" is eliminated from bars in the area.
- ☐ The sale of shot glasses, beer mugs, and wine glasses at campus bookstores is banned.
- ☐ Does not restrict marketing and promotion of alcohol.
- ☐ Other: _____

Examples of campuses that limit marketing and promotion of alcohol can be found at www.higheredcenter.org/ideasamplers: Baylor University; University of Minnesota; and University at Albany, State University of New York.

5. Policy Development and Enforcement

How does your AOD prevention program develop and enforce AOD policies on and off campus? Please check all that apply:

- ☐ On-campus functions must be registered.
 - ☐ ID checks at on-campus functions are enforced.
 - ☐ Undercover operations are used at campus pubs and on-campus functions.
 - ☐ Patrols observe on-campus parties.
 - ☐ Patrols observe off-campus parties.
 - ☐ Disciplinary sanctions for violation of campus AOD policies are increased.
 - ☐ Criminal prosecution of students for alcohol-related offenses is increased.
 - ☐ Driver's licensing procedures and formats are changed.
 - ☐ Driver's license penalties for minors violating alcohol laws are enforced.
 - ☐ Sellers/servers are educated about potential legal liability.
 - ☐ ID checks at off-campus bars and liquor stores are enforced.
 - ☐ Penalties for sale of liquor to minors are enforced.
 - ☐ Laws against buying alcohol for minors are enforced.
 - ☐ Penalties for possessing fake IDs are enforced.
 - ☐ Undercover operations are used at retail alcohol outlets.
 - ☐ DUI laws are enforced.
 - ☐ Roadblocks are implemented.
 - ☐ Open house assemblies are restricted.
 - ☐ Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.
 - ☐ Does not develop or enforce AOD policies.
 - ☐ Other: Alcohol is not allowed on campus or at any college-sponsored events without the approval from the President's Office.
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Examples of campuses that increased enforcement of policies and laws can be found at www.higheredcenter.org/ idea samplers: Boston College, University of Oregon, and West Texas A&M University.

A Statement of AOD Program Goals and a Discussion of Goal Achievement

Please state your AOD program goals:

- Increase awareness of the impact of alcohol and other drug use and abuse
- Inform the campus community of ramifications of alcohol and other drug abuse
- Articulate and enforce college policies related to alcohol and other drug use and abuse

(Sample: The following AOD prevention goals were written in 1995 by the Substance Abuse Education Initiatives: (1) Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse. (2) Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use. (3) Provide a reasonable level of care for substance abusers through counseling, treatment, and referral. (4) Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical, and physical well-being of the members. (5) Be vocal and visionary in combating the negative issues surrounding alcohol and other drug use and abuse on campus.

Please describe how the program's goals were achieved:

Not applicable

Examples of specific program goals are demonstrated by the latest awardees of the Alcohol and Other Drug Prevention Models on College Campuses Grant Competition; please see www.higheredcenter.org/grants.

Summaries of AOD Program Strengths and Weaknesses

What are the strengths and/or weaknesses of your AOD prevention program?

Not applicable

AOD Policy

1. Policy Contents

What information do you distribute to employees and students (taking one or more classes for academic credit, not including continuing education)? Please check all that apply:

- ☐ A description of the health risks associated with alcohol abuse and the use of illegal drugs.
- ☐ A description of applicable legal sanctions under local, state, and federal laws.
- ☐ A description of any treatment, counseling, rehabilitation, or re-entry programs available at your institution.
- ☐ A statement of the institution's disciplinary measures regarding alcohol and illegal drug use by students and employees.

☐ Other AOD policy-related information: _____

☐ We do not have an AOD policy.

2. Policy Distribution

Where does your institution publicize its alcohol or other drug policy? Please check all that apply:

- ☐ Student handbook
- ☐ Staff and faculty handbook
- ☐ Admissions materials
- ☐ Course catalogs
- ☐ Class schedules
- ☐ Employee paychecks
- ☐ Student's academic orientation
- ☐ Residence hall orientation
- ☐ Staff and faculty orientation
- ☐ Formal speaking engagements
- ☐ Other: Blackboard Learning Management System
- ☐ We do not publicize our alcohol/drug policy.

Please see the publication *Setting and Improving Policies for Reducing Alcohol and Other Drug Problems on Campus* at the Web site of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention at www.higheredcenter.org.

* Please attach copies of the policies distributed to students and employees.

Recommendations for Revising AOD Prevention Programs

Please offer any recommendations for revising AOD prevention programs and/or policies:

Not applicable
