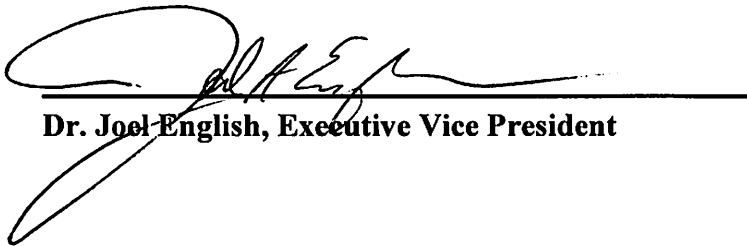


We, the representative of the Centura | Aviation Institute | Tidewater Tech administration and faculty, certify the following statements to be true:

- **That a comprehensive Alcohol and Other Drug (AOD) program exists at our institution;**
- **That the goals of this program are pursued at each of our campus locations;**
- **That we have conducted a review of our AOD program for the 2019-2020 biennium;**
- **And that we intend to pursue a policy of AOD program improvement in the 2022-2023 biennium based on the results of the 2020-2021 review.**

We make this certification in keeping with the Education Department of General Administrative Regulations (EDGAR), Title 32 Part 86 in the Code of Federal Regulations.



Dr. Joel English, Executive Vice President

1/28/21
Date



Ben Clark, Associate Director of Academic Affairs

11/22/20
Date

1. Descriptions of the AOD program elements.

In order to examine the Alcohol and Other Drug (AOD) program at the Centura | AIM | Tidewater Tech college system it may be best to first examine the environmental factors impacting the system. The five alcohol-related factors outline by Zimmerman and DeJong (2003) included alcohol-free options, the normative environment, alcohol availability, the marketing and promotion of alcohol, and policy development and enforcement.

Alcohol-Free Options

Administrators at traditional high education institutions- those which are primarily residential, and which admit a majority of undergraduate student directly from high school- have emphasized the need for offering alternatives to controlled substance in student residences, at campus facilities, and at sponsored activities.

Administrators at Centura | AIM | Tidewater Tech have deemed these concerns to be greatly lessened in their specific environment. None of the campuses in the system own or operate student housing. None if the campuses operate facilities such as student centers, recreation centers, or dining halls. All of the campuses have declared their premises to be drug and alcohol-free locations. All sponsored programming is conducted on campus within the confines of this drug and alcohol-free declaration.

Alcohol Availability

Alcohol is not available to students on campus in the Centura | AIM | Tidewater Tech system. Alcohol and alcohol use (to include entering the campus while intoxicated) are prohibited.

The Marketing and Promotion of Alcohol

Alcohol is neither marketed nor promoted on any campus in the college system. Commercial advertising on the campuses does not exist and third-party involvement in sponsored events is limited to companies that may employ graduates in fields related to the academic programs of study. None of the campuses maintain a bookstore or other retail space; no locations exist to sell alcohol paraphernalia to student.

Policy and Enforcement

College administrators have developed provisions in the Student Code of Conduct and the Employee Handbook that speak to alcohol possession and use. Alcohol and a state of intoxication due to alcohol are prohibited on campus. Enforcement of this policy has been found to be consistent for staff members and students at all school locations.

Taking these environmental factors into consideration, college administrators have focused on three tactics for facilitating the AOD program across all campuses: information bulletin boards, small-group AOD awareness presentations, and community resource binders.

Corporate policy recommends that Student Services Coordinator at each campus create an educational bulletin board for alcohol and other drug information. This board is intended to be large, visually arresting, and prominently located in the facility as a passive resource.

Materials for a small-group presentation for alcohol and other drug awareness have been developed in the corporate office for distribution to Student Services Coordinators at the campuses. These materials include presentation slides, a narrative script, and references to third party resources for drug and alcohol support. Together, these materials are intended to form an active resource for engaging students in a discussion of controlled substance use.

For their work with students who disclose a substance abuse concern Student Services Coordinators are required to maintain a binder of local community resources. These resources include mental health professionals, emergency service agencies, and substance treatment groups. Community resource binders enable Student Services Coordinators to refer students out to third party resources because the campuses do not provide health services, campus police, or ombudsperson.

2. Statement of AOD program goals and a discussion of goal achievement.

When considering their AOD needs Centura | AIM | Tidewater Tech Administrators have identified three overarching goals with several objectives each.

Goal 1: Reduce the presence of controlled substances (drugs and alcohol) on campus property.

Objective A: Reduce the storage of alcohol or drugs in vehicles parked in campus parking lots.

Objective B: Reduce the storage of alcohol or drugs in lockers, offices, and personal storage spaces within campus facilities.

Goal 2: Reduce the incidence of student and staff intoxication on campus property.

Objective A: Minimize the number of students and staff members who leave the campus to visit a bar during a scheduled meal break and then return to campus under the influence of alcohol.

Objective B: Minimize the number of students and staff members who leave the campus to visit a bar after school and then return to their vehicle (parked in the campus parking lot) while under the influence of alcohol.

Goal 3: Promote safety through sobriety in the specialized educational environments of the campuses (laboratories, workshops, and hangars).

Objective A: Ensure that all members of the campus communities have been educated about the unique safety needs in the specialized educational environments.

Objective B: Ensure that any student or staff member who exhibits intoxicated behavior in or around the specialized educational environments is removed from that physical location.

Senior administrators at the campuses have acted to achieve these goals in several ways. Main entrances at the campuses are staffed by receptionists who have been tasked with alerting senior administrators to suspicious student, staff, or visitor behavior.

Student and staff break rooms have been provided at each campus to reduce the need to leave the facilities to consume food or beverages during a break.

All staff and faculty members have been tasked with observing student conduct in the hallways and classrooms and completing staff reports when student actions violate the Student Code of Conduct. The Student Code of Conduct and the Employee Code of Conduct are enforced consistently across the campuses through the guidance of the Corporate Department of Education and the Corporate Department of Human Resources.

3. Summaries of AOD program strengths and weaknesses.

Strengths of the AOD program at Centura | AIM | Tidewater Tech include a singular focus and the ability to make swift changes in response to changing circumstances.

The program is focused singularly on the physical campus environment. In general, each campus location comprises only one building. This means that, even with 20 campuses nationwide, the total space to be monitored is less than that at many traditional four-year institutions and community college systems. The demographics of the student body- being in general of legal age and financially independent-have led administrators to determine that traditional student development models need not be included in the program.

The AOD program has been developed by administrators in the school system's corporate office. These individuals are authorized to revise individual items in the program on an as-needed basis. Changes not otherwise authorized require approval only from senior administrators. The college system does not have an analogue to a Board of Visitors, Board of Governors, or General Counsel's Office. Because of this, the AOD program can quickly be enhanced or amended in response to changes in observed outcomes or behaviors.

The chief weakness of the AOD program at Centura | AIM | Tidewater Tech is its creation in a vacuum. The experience of senior administrators has been that the professional and research literature speaks almost entirely to drug and alcohol interventions at public or traditional high education institutions. Business and EEOC policy regarding drug and alcohol use has been found not to be written with postsecondary education in mind as an industry. Additionally, the proprietary nature of the college and of its peer institutions has led to a perceived reticence regarding the sharing of information about internal policies and procedures.

4. Procedures for distributing annual AOD notification to students and employees.

Students receive notification of the College's AOD program in several ways-some ongoing and others designed as a one-time part of enrollment. The new student orientation contains information about the Student Code of Conduct; presenters at orientation lay out the expectations regarding controlled substances and student behavior.

Information regarding the AOD program is available continuously on the websites for the individual campuses. This information includes downloadable copies of policy documents, contact information for the campus Student Services Coordinators, and referral information for third-party agencies dealing with substance use.

Student Services Coordinators are advised to present AOD information at least once annually via a bulletin board display. They are also advised to send an email, using read receipts, to all active student email addresses at least once annually. The content of this email is recommended to include both referral information to third-party agencies and digest of trends and concerns at the local campus.

5. Copies of the policies distributed to students and employees.

Students and staff members receive several policy documents pertaining to alcohol and other drugs at Centura | AIM | Tidewater Tech. Copies of each of these are included in the appendix to this document.

6. Recommendation for revising AOD programs.

As the college system plans for the 2019-2020 biennium several recommendations are presented to inform the direction of the AOD program. These include increased evidence-based practice, increased communication with community constituents, and greater readiness for AOD interventions.

Current tactics for presenting AOD information-bulletin boards, small-group programs, and community resource binders-have not included a strong evidence-based evaluation component thus far. It may be reasonable to modify existing student surveys to discover the level of awareness of resources such as the bulletin boards and the resource binders. The curriculum for the small-group presentations may also be reasonably modified to include more explicit goals and objective as well as survey instrument to assess outcome achievement.

Currently the operating procedures at the various campuses have not included communication with local community constituents-food service locations, emergency service groups, and retailers. For locations where achievement of the AOD program goals is less that robustly demonstrated, engagement with local constituencies to develop partnerships may be warranted. The potential scope of this in uncertain given the institution's proprietary for-profit nature.

APPENDIX: AOD Policies for Students and Employees