




DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS

[EDGAR PART 86]

BIENNIAL REVIEW: 2022

A decorative graphic consisting of several parallel diagonal lines in shades of blue, extending from the bottom left towards the top right of the page.

*Laurie A. Karie, LCSW
Director of Counseling and Health Services
December 2022*

Table of Contents

I. Introduction/Overview.....	5
II. Biennial Review Process.....	5
III. Annual Policy Notification Process.....	6
A. Content of Alcohol/Drug Abuse and Prevention Statement.....	6
B. Notification Process for Employees	6
C. Notification Process for Students.....	6
IV. Alcohol and Other Drug (AOD) Prevalence Rate, Incidence Rate, Needs Assessment, and Trend Data.....	6
V. AOD Policy, Enforcement, and Compliance Inventory	7
A. Policies.....	7
1. Federal Drug Free Campus Policy.....	7
2. Drug and Alcohol Abuse	7
3. Dry Campus Policy.....	8
4. Student Code of Conduct (See Appendix E).....	8
5. Alcoholic Beverages-Payment from University Accounts	15
6. Alcoholic Beverages- Sale, Serving and Consumption	15
7. Alcoholic Beverages-Campus Housing	18
8. Substance Abuse Policy.....	18
9. Guidelines for Fraternity and Sorority Use of Alcohol	18
10. Smoke Free/Tobacco Free Campus.....	18
11. Good Samaritan Protocol	20
12. Athletic Department Alcohol and Other Drug Use Policy	20
13. Athletic Department Alcohol and Other Drug Testing Policy	20
14. Employee Assistance Program Referral Policy	20
15. Financial Aid Drug Convictions Policy.....	20
16. Sexual Assault and other Violence related policies that relate to alcohol/other drug use	20
17. Alcohol/Drug Use in the Classroom Policy	21
18. Alcohol Poisoning Protocols.....	21
B. Oversight of Policy.....	21
1. Administration of policy.....	21
2. Discipline/sanctioning/adjudication of policy.....	21
C. Enforcement.....	21
1. On-Campus Authorities.....	21

2. Off-Campus Authorities.....	22
3. Other Enforcers	22
D. Record of Violations	22
VI. AOD Comprehensive Program/Intervention Inventory and Related Process and Outcomes/Data.....	22
A. Community Activities/Initiatives	22
B. College/University Activities/Initiatives	23
C. Programs for Special Populations	24
D. Individual Based Programs/Interventions.....	24
E. Group Based Programs/Interventions	24
F. Universal or Entire Population Based Programs/Interventions.....	24
G. Environmental/Socio-Ecological Based Programs	24
VII. Alcohol and Other Drug Comprehensive Program Goals and Objectives for Biennium.....	25
VIII. AOD Strengths and Weaknesses.....	26
A. Strengths	26
B. Weaknesses.....	26
C. Recommendations for next biennium	26
IX. Conclusion	27
X. Appendices.....	28
Appendix A	29
Appendix B	30
Appendix C	38
Appendix D.....	39
Appendix E	41
Appendix F.....	42
Appendix G.....	44
Appendix H.....	45
Appendix I	51
Appendix J	55
Appendix K	61
Appendix L.....	62

Dickinson State University

Drug-Free Schools and Campuses Regulations [EDGAR Part 86]

Alcohol and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that includes:

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

- a. 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.
- b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees and students.
- e. A clear statement that the institution will impose disciplinary sanction 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:

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

Dickinson State University
291 Campus Drive
Dickinson, North Dakota 58601



Mr. Stephen (Steve) Easton, J.D.

701-502-4430

Phone Number

12/15/2022

Date

steve.easton@dickinsonstate.edu

E-mail address

I. Introduction/Overview

Dickinson State University is committed to an environment that supports the academic success and health of our staff, faculty and students and has a Drug-Free Campus Program that serves to provide the campus with activities and services designed to encourage a healthy and drug-free lifestyle.

In keeping with the requirements of the Drug-Free Schools and Campuses Regulations [EDGAR Part 86], Dickinson State University has an Alcohol/Drug Abuse Prevention Policy that describes the standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Dickinson State University property or as part of any Dickinson State University sponsored activities. The policy includes the following:

1. A description of legal sanctions under federal, state, or local law for the unlawful possession, use, or distribution of illicit drugs and alcohol;
2. A clear statement of disciplinary sanctions Dickinson State University will impose on students and employees for violations of the standards of conduct;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of the drug and alcohol counseling and treatment resources available to students and employees.

As outlined in the “Complying with the Drug-Free Schools and Campuses Regulations” [EDGAR Part 86], the policy is distributed to all students and employees as part of our Drug-free Campus Program.

This required biennial review has the following two objectives. First, to determine the effectiveness of, and to implement necessary changes to, the AOD/ATOD Prevention Program. Secondly, to ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently.

II. Biennial Review Process

This Review covers the period of 2020-2022, specifically, it is August 1, 2020 through July 31, 2022. The Biennial Review preparer is Laurie Karie, Dickinson State University Campus Counselor. A copy of the Biennial Review is on file in the DSU Counseling Office and can be made available on request. The review is also available online under the HEA Student Consumer Information site:

<https://dickinsonstate.edu/about/about-dsu/hea-student-consumer-information/index.html>

Name: Laurie Karie
Title: Director of Counseling and Health Services
Department: Student Affairs
Phone: 701-502-4413
Email: laurie.karie@dickinsonstate.edu

III. Annual Policy Notification Process

A. Content of Alcohol/Drug Abuse and Prevention Statement

Dickinson State University is committed to the intellectual, physical, social, and psychological well-being of its students. In its pursuit of excellence, the University is dedicated to promoting a campus environment that enhances and preserves the development, safety, and welfare of its community. It further supports conformity to all federal, state, and local laws regarding alcohol and other substance use and abuse. Acknowledging the existing concerns and problems surrounding this issue, the University is committed to educating and informing its community of the physical, mental, social, and legal risks of chemical abuse and to developing interventions for those with specific substance abuse problems. Please refer to [DSU Policy 918.1.001: Drug and Substance Abuse](#) for more information.

<https://dickinsonstate.policystat.com/policy/10577855/latest>

B. Notification Process for Employees

In accordance with the 1989 amendments to the Drug-Free Schools and Communities Act, as articulated in the Education Department General Administrative Regulations [EDGAR Part 86] each year Dickinson State University attempts to ensure every student, faculty member and staff person is informed about Dickinson State University's alcohol and other drug policies.

Human resources notifies employees about policies during their first days of employment.

Human resources sends an official campus email annually to employees as a reminder of Dickinson State University's alcohol and drug abuse statements. (See Appendix B).

C. Notification Process for Students

General policies and notices for students are published in the *Student Code of Conduct*, online at

<https://dickinsonstate.edu/about/about-dsu/hea-student-consumer-information/handbook-and-code-of-conduct/index.html>

Students are also notified via DSU Student Listserv the first week of classes and during housing meetings during the first week of each semester. (See Appendix C)

The Drug-Free Schools and Communities Information Act document articulates University expectations to students to comply with federal, state, and local laws and ordinances related to alcohol and other drugs. This document is part of the HEA Student Consumer Information website: <https://dickinsonstate.edu/about/about-dsu/hea-student-consumer-information/>.

IV. Alcohol and Other Drug (AOD) Prevalence Rate, Incidence Rate, Needs Assessment, and Trend Data

Every two years, the North Dakota University System (NDUS) deploys a systemwide survey to capture the impact of alcohol, tobacco, and other drugs on the experiences of students. In 2018, the NDUS stepped away from the CORE Survey format, which had been in place for years, and developed the NDSWAPS: The North Dakota Student Wellness and Perceptions Survey. This comprehensive yet succinct survey tool provided

information in all areas of substance misuse, wellness, perceptions of substance use of peers, sexual assault, suicidality, and mental health. Again in 2020, the Systemwide NDSWAPS went to all students.

In 2021, one of the NDUS campuses discovered anomalies in the 2020 data. Upon further inspection in 2022, incongruencies were evident in the 2018 data. From there, the NDUS hired a new researcher to dive into the concerns and find the sources of the issues. After more digging, the researcher was able to identify more concerns that resulted in filing adverse event reports with the Institutional Research Boards at all eleven campuses for both the 2018 and 2020 surveys.

The NDUS is in the process of working with the new research team to correct the data in those reports and to forge ahead with a new survey tool in 2023. Currently, we are not able to share any of the 2018 or 2020 NDSWAPS findings, as the reports are not correct or reliable. We plan to enroll the ACHA/NCHA survey tool in the Fall of 2023 and have fresh data for the 2024 Biennial Review.

V. AOD Policy, Enforcement, and Compliance Inventory

A. Policies

1. *Federal Drug Free Campus Policy*

The Drug-Free Schools and Communities Act Information document articulates University expectations of students to comply with federal, state, and local laws and ordinances related to alcohol and other drugs. This document is part of the HEA Student Consumer Information website in the Student Handbook and Student Code of Conduct. This can be found online here: <https://dickinsonstate.edu/about/about-dsu/hea-student-consumer-information/>.

Policies:

<https://dickinsonstate.policystat.com/policy/10577855/latest#autoid-z7yx3>

<https://dickinsonstate.policystat.com/policy/10577855/latest#autoid-8jxmw>

<https://dickinsonstate.policystat.com/policy/10577855/latest#autoid-9kizg>

2. *Drug and Alcohol Abuse*

Dickinson State University is committed to the intellectual, physical, social and psychological wellbeing of its students. In its pursuit of excellence, the university is dedicated to promoting a campus environment which enhances and preserves the development, safety, and welfare of its community. It further supports conformity to all federal, state, and local laws regarding alcohol and other substance use and abuse. Acknowledging the existing concerns and problems surrounding this issue, the university is committed to educating and informing its community of the physical, mental, social, and legal risks of chemical abuse and to developing interventions for those with specific substance abuse problems.

The State Board of Higher Education prohibits the possession, sale, dispensation, use, or consumption of alcoholic beverages upon land or in buildings owned by the board or its institutions.

DSU complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public Law 100690 and the Drug Free Schools and Communities Act Amendments of 1989, Public Law 100-226 and 2 CFR § 182.215. For the complete State Board of Higher Education policy please refer to SBHE 918 "Alcoholic Beverages".

The university prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in university buildings, any public campus area, in university housing units, in university vehicles or at any university-affiliated events held on or off-campus, which are sponsored by students, employees, and their respective campus organizations.

For DSU employees, compliance with this policy is a term and condition of employment. Any employee who violates SBHE Policy 615 is subject to discipline up to and including termination.

For DSU students and student organizations, compliance with this policy is a term and condition of continued enrollment/organizational recognition.

The university recognizes that chemical dependency and chemical abuse are concerns that can impact both academic success and work performance and there are assistance programs available to help individuals experiencing problems. When appropriate, DSU personnel may refer students and employees to agencies outside of DSU for evaluation and/or treatment for alcohol or other drug-related problems. As part of their benefit package, employees may access services through the Employee Assistance Program.

Additional alcohol and other drug prevention information, including health risks of alcohol and other drug abuse and applicable federal, state, and local laws, is available through the Office of Student Affairs at 701-502-4359.

3. Dry Campus Policy

Alcohol Policy:

Dickinson State University faculty, staff, and students are prohibited by state and federal law from the possession, consumption, sale, purchase, delivery or manufacture of any controlled substance as defined by federal statute or the North Dakota Criminal Code. These prohibitions are in effect on University owned property and at all University sanctioned and sponsored events. Faculty, staff and students are responsible for complying with the alcoholic beverage laws of the State of North Dakota and the City of Dickinson. Such laws include restrictions against:

- Purchase, consumption, or possession of alcohol by a minor
- Purchase of alcohol for a minor; furnishing alcohol to a minor
- Misrepresentation of age by a minor
- Illegal sale of alcoholic beverages
- Public intoxication
- Driving while intoxicated

4. Student Code of Conduct (See Appendix E)

Alcohol Violators

An alcohol violation will be issued to anyone who is in possession or consumption of an alcoholic beverage anywhere on Dickinson State University property. Behavior while in a state of intoxication that is loud, disruptive, and potentially injurious to the health or safety of others or affecting the cleanliness or maintenance of University facilities is considered a violation of the policy. Specifically, for students, the following sanctions will be issues in relation to violations:

First Alcohol Violation:

The student will be fined a minimum of \$100.00 and will be required to participate in an Alcohol Education Program. If the student fails to attend the mandatory class, there will be an additional \$25.00 fine. A letter of notification will be sent to the parents of students who are under 21 informing them of the alcohol violation.

Second Alcohol Violation:

The student will be fined a minimum of \$200.00 and required to participate in an alcohol education evaluation, at their own cost. If the student fails to participate in this alcohol education and evaluation, there will be an additional \$50.00 fine. The student may be put on disciplinary probation by the Dean of Students. A letter of notification of the second alcohol violation will be sent to the parents of students who are under 21 years of age.

Third Alcohol Violation:

The student will be fined a minimum of \$400.00. The student will be required to meet with his/her parents or guardian (if the student is under 21), an alcohol counselor, and the Dean of Students to develop a remediation plan. A determination will be made regarding the student's continued residency in campus housing facilities, if the student lives on-campus. The student will be placed on disciplinary probation by the Dean of Students.

Drug Violators

The use, possession or distribution of any state or federally controlled drugs on University property is prohibited. The University will cooperate fully with law enforcement officials in the enforcement of laws designed to prohibit drug use and possession. Students who violate policies and regulations while under the influence of drugs will be subject to disciplinary action on the basis of their offenses, and may be required to complete a substance abuse treatment program. In addition, they are subject to possible criminal penalties for illegal drug use. Federal law limits financial aid options for those convicted of a drug-related crime.

All Residence Halls

Students found possessing and/or smoking marijuana or possessing and/or using high level controlled substances such as methamphetamine and cocaine will be subject to arrest and prosecution on criminal charges in addition to campus disciplinary proceedings. Campus sanction criteria are listed below:

Marijuana Violations***First Offense:***

The student will be fined a minimum of \$100.00 and will be required to participate in an Alcohol/Substance Abuse Educational Program. If the student fails to attend the mandatory class, there will be an additional \$25.00 fine. A letter of notification will be sent to the parents of the students who are under 21 informing them of the violation.

Second Offense:

The student will be fined a minimum of \$200.00 and required to participate in a substance abuse evaluation at Badlands Human Service Center and to perform 10 hours of community service on campus. If the student fails to participate in a substance abuse evaluation or complete the required community service hours, there will be an additional \$50.00 fine. The student may be put on disciplinary probation by the Dean of Students. A letter of notification of the second marijuana violation will be sent to the parents of students who are under 21 years of age.

Third Offense:

The student will be fined a minimum of \$400.00. The student will be required to meet with his/her parents or guardian (if the student is under 21), a substance abuse counselor, and the Dean of Students to develop a remediation plan. A determination will be made regarding the student's continued residency in campus housing facilities. The student will be placed on disciplinary probation by the Dean of Students.

Other Controlled Substance Violations:***First Offense:***

The student will be written up for the violation and referred to the Dean of Students for judiciary action, a \$500.00 fine will be assessed and completion of 50 hours of community service will be mandatory. Referral to Badlands Human Service Center for a drug evaluation will be mandatory at violator's cost. Depending on the severity of the violation, the student may be evicted from university housing.

Second Offense:

The Dean of Students will review the severity of the violation and decide if the student be placed on disciplinary probation, or be suspended from the University for a period of time.

Incapacitation

Resident staff members will contact the proper medical emergency officials for residents who become incapacitated as a result of drinking, drug usage or a medical condition. Residents will be financially responsible for the costs of this medical care including ambulance and/or hospitalization costs. According to North Dakota Century Code #5-01-05.1, "If a person is hospitalized for detox purposes, law enforcement or campus security personnel must notify the parent(s)."

Incapacitated students who are in violation of local, state or federal laws concerning alcohol and other drugs are subject to University adjudication, citation and/or arrest for relevant violation of law.

Referrals/Intervention/Treatment

The Student Health nurse is available for preliminary referral pertaining to alcohol and substance use and abuse. The health office will assist the student with referrals for professional evaluation and treatment along with the Office of Campus Life.

Tobacco Policy

Smoking, tobacco, juuling and vaping use are prohibited in indoor and outdoor areas and properties of Dickinson State University. Indoor areas and properties include, but are not limited to: common work areas, elevators, hallways, University-owned or leased vehicles, garages, restrooms, cafeterias or dining areas, employee lounges, conference and meeting rooms, and other enclosed areas in the workplace. Outdoor areas include, but are not limited to: parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the University campus. For purposes of this policy, "University campus" or "campus" includes those lands occupied or controlled by Dickinson State University. Any facilities occupied or controlled by Dickinson State University that are not on the University campus as defined above are also designated no smoking facilities. This policy applies to faculty, staff, students, consultants, contractors, and visitors.

For purposes of this policy:

- "Smoking" means inhaling, exhaling, burning, or carrying any lighted tobacco product; including cigarettes, cigars, electronic cigarettes, pipe tobacco, and any other lit tobacco products.

- “Tobacco use” means the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as defined above, the use of an electronic cigarette, any other device intended to simulate smoking or the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco.

Communication

Persons will be informed of this policy through:

- University Policy webpage
- Student handbooks
- Individual/Group orientation sessions for new students and employees

Enforcement

The enforcement and communication of this policy is the responsibility of members of the university community. Employees, students, and visitors violating the policy should be informed of the policy and asked to comply.

Ceremonial Use Exception

This tobacco policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. Ceremonial use exceptions must be approved in advance by the President of Dickinson State University or his/her designee.

Leased Lands and Facilities

Land or facilities that are leased may be exempt from the tobacco policy.

Smoking and Tobacco Cessation Assistance

Assistance in quitting tobacco use is available locally through the Southwestern District Health Unit at 701-483-0171 or 1-800-697-3145.

Benefitted employees in the North Dakota Public Employees Retirement System Health Care Plan have access to the North Dakota Tobacco Cessation Program. For more information, call 1-800-223-1704. The North Dakota Tobacco Quitline is also available at 1-800-784-8669.

Additional Resources and Policies

20 USC – Food and Drugs Section 321 – Definitions	http://www.gpo.gov/fdsys/pkg/USCODE-2010-title21/pdf/USCODE-2010-title21-chap9-subchapII-sec321.pdf
21 USC – Food and Drugs Section 1523 – Definitions	http://www.gpo.gov/fdsys/pkg/USCODE-2008-title21/pdf/USCODE-2008-title21-chap20-subchapII-sec1523.pdf
21 USC – Food and Drugs Section 802 – Definitions	http://www.gpo.gov/fdsys/pkg/USCODE-2010title21/pdf/USCODE-2010-title21-chap13-subchapl-partAsec802.pdf
42 USC – The Public Health and Welfare Section 12111 – Definitions	http://www.gpo.gov/fdsys/pkg/USCODE-2010title42/pdf/USCODE-2010-title42-chap126-subchaplsec12111.pdf
Americans with Disabilities Act (ADA)	Americans with Disabilities Act U.S. Department of Labor (dol.gov)
Clery Act	http://clerycenter.org/summary-jeanne-clery-act
DEA Drug Fact Sheets	http://www.justice.gov/dea/druginfo/factsheets.shtml
DEA Federal Trafficking Penalties	Legal and Legislative Resources (dea.gov)
Drug Free Workplace Requirements	Federal Register :: Implementation of OMB Guidance on Drug Free Workplace Requirements
Employee Assistance Program (EAP)	www.villageeap.com
Family Medical Leave Act (FMLA)	Family Educational Rights and Privacy Act (FERPA)
Financial Aid Policy	Dropbox - 500 - Student Affairs - Simplify your life
City of Dickinson Municipal Code: 25.16.08010: Minor in Possession, minor who purchased or minor who consumed alcoholic beverages	Chapter 25 – Offenses – Miscellaneous – City of Dickinson, ND (dickinsongov.com)
City of Dickinson Municipal Code 4.04.070: Sale, consumption, etc. on streets, public ways, etc.	Chapter 4 – Alcoholic Beverages – City of Dickinson, ND (dickinsongov.com)

NDCC § 12.1-32-01. – Criminal Code, Penalties and Sentencing, Classification of Offenses – Penalties	http://www.legis.nd.gov/cencode/t12-1c32.pdf
NDCC Chapter 19-03.1 – Uniform Controlled Substances Act	http://www.legis.nd.gov/cencode/t19c03-1.pdf
NDCC Chapter 19-03.4 – Drug Paraphernalia	www.legis.nd.gov/cencode/t19c03-4.pdf
NDCC Chapter 5-01 – Alcoholic Beverages, General Provisions	http://www.legis.nd.gov/cencode/t05c01.pdf
NDUS Human Resource Policy Manual 25 – Job Discipline/Dismissal	https://ndus.edu/human-resource-policy-manual/
NDUS Procedure 615 – Drug-Free Workplace	Drug-Free Workplace.doc (sharepoint.com)
NIDA Commonly Abused Drugs	https://d14rmgtrwzf5a.cloudfront.net/sites/default/files/nida_commonlyuseddrugs_final_printready.pdf
NIDA Commonly Abused Prescription Drugs	https://d14rmgtrwzf5a.cloudfront.net/sites/default/files/nida_commonlyabuseddrugs_rx_final_printready.pdf
SBHE Policy 507 – Student Publications	Student Publications.DOC (sharepoint.com)
SBHE Policy 608.2 – NDUS Employees - Nonrenewal and Dismissals	NDUS Employees - Non-renewal and Dismissals.docx (sharepoint.com)
SBHE Policy 615 – Drug-Free Workplace	Drug Free Workplace.DOC (sharepoint.com)
SBHE Policy 918 – Alcoholic Beverages	Alcoholic Beverages.docx (sharepoint.com)
DSU Annual Fire & Safety Report	www.dickinsonstate.edu/student-life/campus-security
DSU Code of Conduct	www.dickinsonstate.edu/student-life/housing
DSU Policy Manual	www.dickinsonstate.edu/policymanual

Important Contacts:

Subject	Contact	Telephone	Contact Info
Policy Clarification	CSC Chair: Kathy Geisen	701-502-2081	kathleen.geisen@dickinsonstate.edu
Alcohol/Drug Counseling, Treatment, and Referral (employees)	The Village	800-627-8220	www.VillageEAP.com
Alcohol/Drug Counseling, Treatment, and Referral (students)	Counseling Office: Laurie Karie	701-502-4413	https://dickinsonstate.edu/studentlife/health-and-wellness/
Complaints of Discrimination or Harassment	Title IX: Kathy Geisen	701-502-2081	Dsu.titleix@dickinsonstate.edu
Employee Assistance Program	The Village	800-627-8220	www.VillageEAP.com
Residence Life	Campus Life: Mackenzie Hicks	701-502-4359	www.dickinsonstate.edu/studentlife/housing
Study Abroad	International Programs: Rus Kiser	701-502-4358	
Safety and Security	Office of Public Safety	701-290-1068	www.dickinsonstate.edu/studentlife/campus-security
Student Conduct	Dean of Students: Kayla Noah	701-502-4356	www.dickinsonstate.edu/studentlife/housing

5. *Alcoholic Beverages-Payment from University Accounts*

The university clubs and organizations may not use funds for the purchase of alcohol. Student organizations may not purchase or sell alcoholic beverages.

The DSU Heritage Foundation may purchase food and drink for the President's events through the President's fund at DSU Heritage Foundation.

(See Appendix H)

6. *Alcoholic Beverages- Sale, Serving and Consumption*

Dickinson State University staff and students are prohibited by state and federal law from the possession, sale, purchase, delivery or manufacture of any controlled substance as defined by federal statute or the North Dakota Criminal Code. Staff and students are responsible for complying with the alcoholic beverage laws of the state of North Dakota and the City of Dickinson. Such laws include restrictions against:

- Purchase, consumption, or possession of alcohol by a minor.
- Purchase of alcohol for a minor, furnishing alcohol to a minor.
- Misrepresentation of age by a minor.
- Illegal sale of alcoholic beverages.
- Public intoxication
- Driving while intoxicated

City of Dickinson: Municipal Code:

<https://dickinsongov.com/2022/07/29/chapter-4-alcoholic-beverages/>

TAILGATING:

Dickinson State University Football Tailgating Guidelines

The following standards have been developed to ensure Dickinson State University students, faculty, staff, alumni, and guests may enjoy their game day experience to the fullest. We anticipate your cooperation in observing each of these points, which are provided in the best interest of health and safety. Thank you very much.

Tailgating

Tailgating is defined as parking in a designated location/or area and/or setting up nonpermanent facilities (such as tents and tables) to consume food and beverages prior to an officially sanctioned College event to which the public is invited and the event has been approved for tailgating.

Tailgating is allowed only in the north area of the BAC parking area. This tailgate area will allow the consumption of alcohol as designated by the University President according to SBHE policy 918. Consumption and possession of alcohol will be prohibited in all other areas/lots on the campus of DSU.

Parking

- Parking locations in the designated tailgating location will be \$25 per parking spot (25' long by 10' wide) used per game.
- Spots may be reserved in advance by calling Pam Rudolph 701-483-2486, or emailing Pam at pamela.rudolph@dickinsonstate.edu.
- Designated spots may be reserved for the entire DSU Football Season if requested and paid in advance. **There are five home games and if reserving for the entire season, the cost will be \$125.** If not reserved in advance, locations will be on a first come, first serve basis.
- No blocking or saving parking spaces. Fans who wish to tailgate together should arrive together.
- No vehicles will be allowed to enter the tailgating area after kick-off.
- Cars and pickups may purchase a maximum of 2 spots, while buses, motor homes, and vehicles with trailers will be required to purchase a minimum of 2 spots or up to 6 spots depending upon vehicle size.
- All tailgaters will be required to display tickets for the number of parking spots they are using.

Tailgating & Security Hours:

- Lot opens at 8:00 AM and alcohol is not to be served to the public until after 9 am.
- **Tailgating ends at the start of the football game.**
- Lot closes two hours after the game or 6 p.m., whichever comes first (except for the September 1st night game).

RULES AND REGULATIONS

1. The University and the BAC reserve the right to restrict or reject any vehicle or person for reasons of safety. Security and a tailgate host will be on site during all operational hours of each tailgate.
2. For safety reasons, no glass is allowed in any parking lot.
3. No open containers of alcoholic beverages will be permitted outside the designated tailgating lot.
4. Under no circumstances shall persons under 21 years of age have possession of alcoholic beverages in the tailgating areas. The DSU Wrestling Team will be checking the ID's of all attendees and stamping them with a "21" stamp for those 21 and over or a "Blue Hawk" stamp for those under 21. These stamps will be a different color for each category so that it will be easier for you as a vendor to know who you are serving. **Do not serve alcohol to anyone who does not have an OVER 21 stamp.** If you have a liquor license, you are not allowed to dispense alcohol at the tailgates.
5. Individuals who interfere with the rights of other people by the use of loud, abusive language and behavior that prevent others from enjoying tailgating and the game will be asked to cease the behavior or leave the event. These fans may be banned from future tailgating events.
6. Tailgating participants are responsible for keeping BAC, DSU and surrounding areas clean. Trash bins are located throughout the tailgating area. All fans are responsible and must help keep the tailgating area clean.

7. Driving under the influence is illegal in the state of North Dakota. State drinking and driving laws will be enforced in and around all parking lots.
8. Solicitation is not allowed on the DSU campus or BAC property without permit. The sale of items by anyone other than University personnel is prohibited unless the University has granted prior approval.
9. Open flame fires, including fire pits, are prohibited in parking lots. Propane and charcoal grills are permitted. Please properly dispose of all hot coals off University property. The fiscal agent is responsible to coordinate with the Dickinson Police and Fire Departments and be responsible to follow Fire Department guidance regarding gas grills and the appropriate disposal of hot coals.
10. Portable toilets will be available. Please use these facilities. Additional restrooms available at game time are located in the BAC lobby.
11. Please be aware that individuals who violate the above rules and regulations will be asked to leave the property and be subject to legal penalties.
12. The University is responsible to hire appropriate security officers who will provide security during the entire time the tailgate space is open/occupied.
13. The tailgating area is subject to compliance with all state and local alcoholic beverage laws, ordinances and regulations; consequently, the University is responsible for complying with Dickinson Municipal Code, Chapter 4, Alcoholic Beverages.

I have read, understand, and agree to abide by the Football Tailgating Guidelines listed above:

Name (print) _____ Date _____

Signature _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Email _____

COURTESY OF

Dickinson State University

DSU Heritage Foundation

Henry Biesiot Activities Center

DSU Blue Hawk Booster Club

Dickinson Police Department

7. Alcoholic Beverages-Campus Housing

Alcohol Abuse

Commission of any of the following acts relating to possession of or use of alcoholic beverages is prohibited:

(a) Possession or consumption of an alcoholic beverage anywhere on University property unless expressly allowed in writing and approved by the University President or designee; (b) Public intoxication; (c) Driving while under the influence of alcohol; and/or (d) Unlawful sale of alcoholic beverages, giving away, or otherwise distributing alcoholic beverages unlawfully.

(See Appendix F)

8. Substance Abuse Policy

Abuse of Controlled Substances

Possession, use, manufacturing, selling, giving away, or other distribution of controlled substances as defined by federal or North Dakota law, is prohibited, except possession or use upon prescription.

(See Appendix G)

9. Guidelines for Fraternity and Sorority Use of Alcohol

Dickinson State University does not have fraternities or sororities associated with the campus.

10. Smoke Free/Tobacco Free Campus

DSU Tobacco Policy

DSU Policy No: 917.1.001

DSU Policy Manual: <http://www.dickinsonstate.edu/policymanual>

DSU Employee Forms: <http://www.dickinsonstate.edu/dsushared>

Reference Document: SBHE Policy Manual, Section 917

Smoking and tobacco use are prohibited in indoor and outdoor areas and properties of Dickinson State University. Indoor areas and properties include, but are not limited to: common work areas, elevators, hallways, university-owned or leased vehicles, garages, restrooms, cafeterias or dining areas, employee lounges, conference and meeting rooms, and other enclosed areas in the workplace. Outdoor areas include, but are not limited to: parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the university campus. For purposes of this policy, "university campus" or "campus" includes those lands occupied or controlled by Dickinson State University. Any facilities occupied or controlled by Dickinson State University that are not on the university campus as defined above are also designated no smoking facilities. This policy applies to faculty, staff, students, consultants, contractors, and visitors.

For purposes of this policy:

Smoking" means inhaling, exhaling, burning, or carrying any lighted tobacco product; including cigarettes, cigars, pipe tobacco, and any other lit tobacco product.

"Tobacco use" means the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as defined above, the use of an electronic cigarette, any other device intended to simulate smoking or the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco.

Communication

Persons will be informed of this policy through:

- o University policy webpage
- o Student Handbook
- o Individual/group orientation sessions for new students and employees

Compliance

The enforcement and communication of this policy is the responsibility of members of the university community. Employees, students, and visitors violating the policy should be informed of the policy and asked to comply.

Individuals may report university employees in violation of this policy to Director of Campus Life or Dean of Students for enforcement of compliance. A reported employee will be reported to the employee's immediate supervisor. Employees who do not comply with this policy may be subject to disciplinary actions identified in the NDUS Human Resource Policy Manual.

Students in violation of this policy may be reported to the Resident Director or Director of Student Life. Students who do not comply with the policy are subject to the disciplinary actions identified in the Student Handbook.

Campus visitors in violation of this policy may be reported to Campus Security. Campus Security will follow up on reported violations as necessary.

Ceremonial Use Exceptions

This tobacco policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. Ceremonial use exceptions must be approved in advance by the President of Dickinson State University or their designee.

Leased Lands and Facilities

Land or facilities that are leased may be exempt from the tobacco policy. Exemptions must be approved in advance by the President of Dickinson State University or their designee.

Smoking and Tobacco Cessation Assistance

Assistance in quitting tobacco use is available locally through the Southwestern District Health Unit at 701-483-0171 or 1-800-697-3145.

Benefitted employees in the North Dakota Public Employees Retirement System Health Care Plan have access to the North Dakota Tobacco Cessation Program. For more information call 1-800-223-1704.

The North Dakota Tobacco Quit line is also available at 1-800-784-8669.

Environmental Tobacco Smoke: North Dakota Government:

<https://deq.nd.gov/WM/indoor/tobaccosmoke.aspx>

11. Good Samaritan Protocol

The Dickinson State University Responsible Action/Good Samaritan Protocol can be found in the DSU Code of Conduct at: www.dickinsonstate.edu/student-life/housing

DSU Code of Conduct Section 3.3-Good Samaritan Responsibilities:

Individuals who appropriately report or seek assistance for themselves or for others will not be subject to disciplinary sanctions for allegations related to the use or consumption of alcohol or other drugs, nor will the incident become part of the student's conduct record. However, because alcohol and drug misuse can negatively impact an individual's physical and emotional well-being, individuals may be required to have an educational meeting with University personnel. Please see: <http://www.legis.nd.gov/cencode/t32c03-1.pdf>

12. Athletic Department Alcohol and Other Drug Use Policy

(See Appendix J)

13. Athletic Department Alcohol and Other Drug Testing Policy

(See Appendix J)

14. Employee Assistance Program Referral Policy

(See Appendix B)

15. Financial Aid Drug Convictions Policy

There were some recent changes to federal financial aid regarding drug convictions.

Is it true that drug convictions might affect my ability to get federal student aid?

No; your eligibility won't be suspended. Drug convictions no longer affect federal student aid eligibility. When you complete the FAFSA form, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet. Please do answer the questions on the worksheet; however, your answers won't affect your federal student aid eligibility.

Incarcerated students are not currently eligible, but drug convictions alone, will not affect eligibility.

16. Sexual Assault and other Violence related policies that relate to alcohol/other drug use

Congress passed the Violence Against Women Act of 1994 (VAWA 1994) as part of the Violent Crime Control and Law Enforcement Act of 1994. This was done in recognition of the severity of the crimes associated with

domestic violence, sexual assault, and stalking. The protections and provisions afforded by the 1994 legislation were expanded and improved in the Violence Against Women Act of 2000 (VAWA 2000) and the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005).

(See Appendix K)

17. Alcohol/Drug Use in the Classroom Policy

(See Appendix A)

18. Alcohol Poisoning Protocols

Campus Safety at Dickinson State facilitates a safe and positive campus environment for students, faculty, staff and campus visitors.

The safety and well-being of our students, faculty, staff, visitors, and property is our most important concern. You deserve to feel safe at DSU.

Our Office of Emergency Management continually works to develop, maintain, and enforce practices that make sure all our safety and emergency systems operate smoothly.

In an emergency where ambulance, police, or fire personnel are required, call **911**.

B. Oversight of Policy

1. Administration of policy

The administration of the policies is overseen by the Dean of Students. All policies related to alcohol and drug use are reviewed and implemented to maintain compliance.

2. Discipline/sanctioning/adjudication of policy

The disciplinary action and adjudication of policies related to alcohol and drug use is overseen by the Dean of Students.

C. Enforcement

1. On-Campus Authorities

- Provost
- Dean of Students
- Director, Athletics
- Director, Human Resources
- Public Safety Officers
- Director, Campus Life
- Resident Assistants
- Behavioral Intervention Team

2. *Off-Campus Authorities*

- Dickinson Emergency Management Services
- Dickinson Fire Department
- Dickinson Police Department
- Domestic Violence and Rape Crisis Center (DVRCC)

3. *Other Enforcers*

- Campus Staff
- DSU Food Services-Sodexo, Inc.

D. Record of Violations

1. Number of violations observed/reported related to policy.
2. Type and number of sanctions administered for violations of each policy

DSU Record of Violations

Alcohol Violations on Campus

July-December 2020	3 alcohol violations
Sanctions	Fines, Online Education Module

2021	1 alcohol violation
Sanctions	Fines, Online Education Module

January-June 2022	3 alcohol violations
Sanctions	Fines, Online Education Module

VI. AOD Comprehensive Program/Intervention Inventory and Related Process and Outcomes/Data

A. Community Activities/Initiatives

The following information represents an inventory of community programs and initiatives:

1. Dickinson Area Chamber of Commerce
Harvest Festival
September 2021
Attendance includes students and local community
2. Dickinson Police Department
The Dickinson Police Department works with faculty, staff and security to provide support related to AOD education.
3. Badlands Human Service Center
Badlands provides help to individuals, and families dealing with personal and emotional problems, family and relationship issues, mental illness, addictions and disabilities.

B. College/University Activities/Initiatives

For this report, there were several campus-wide drug and alcohol awareness events and initiatives

1. Hypnotic Intoxication Program (January 2022): This program features the hypnosis of students while exploring the consequences of alcohol. The alcohol awareness program involves having open discussions with students about responsible drinking. The program makes students aware of the effects of alcohol and other addictive drugs have on peoples' lives.
2. Heartview Foundation (January 2022): Heartview presented information regarding substance abuse counseling and education. The presentation focused on addiction and treatment.
3. A Shot of Reality (March 2022): This program is an alcohol awareness show that was created out of serious, painstaking research, but performed by two professional comedians who make the topic engaging. The show covers multiple facets of responsible alcohol use. The show keeps students engaged with a powerful combination of levity and realistic discussion.
4. "Breaking the Cycle of Alcohol and Drug Abuse" (April 2022): This program was presented by the warden of the Southwest Correctional Facility to address the cycle of addiction and incarceration. The students were provided with information regarding stigma, treatment and recovery programs in the State of North Dakota.
5. Student Activities: Students were provided with alcohol free events offered to the campus community by the Campus Activities Board. A calendar of events is available online as well as social media posts.
6. The university offers a place called "The Hub", located in the lower level of the Student Center. The Hub is a place for students to meet with friends, eat food and play video games.
7. There were numerous presentations to faculty and staff during this time period that included topics on mental health, substance abuse prevention and campus resources.

C. Programs for Special Populations

Student athletes are educated regarding the drug testing policy. Students are informed that there will be random testing throughout the year regarding illegal drug use. Students with violations will receive the appropriate action/sanction.

(See Appendix J)

All AOD programming at DSU is open to all students

D. Individual Based Programs/Interventions

1. Motivational Interviewing
2. Electronic Check-Up to Go (E-Chug)
3. Individual assessment programs through health services
4. Individual assessment programs through counseling
5. Individual based counseling and intervention programs
6. Employee Assistance Programs-referrals
7. Referral programs to off-campus treatment providers for students

E. Group Based Programs/Interventions

1. Peer Education
2. Alcohol and other Drug Programs delivered during Orientation programming
3. Social Marketing Campaigns
4. Workshops, seminars, etc. delivered
5. Life Skills Programs

F. Universal or Entire Population Based Programs/Interventions

1. On-Line Alcohol Education Programs from Vector Solutions
2. Awareness campaigns
3. Social Media Campaigns

G. Environmental/Socio-Ecological Based Programs

- I. Behavior Intervention Team
- II. Alcohol-Free social options
- III. Alcohol-Free Residence Facilities
- IV. Service Learning/Volunteer Opportunities
- V. Alcohol minimization at Tailgating and other Campus/Community Celebratory Events

- VI. Enforcing Underage Drinking Law Programs
- VII. DUI Enforcement
- VIII. ID Checks at on and off-campus bars and establishments

VII. Alcohol and Other Drug Comprehensive Program Goals and Objectives for Biennium

1. **Goal:** Improve AOD assessment and work with the university wide assessment committee to develop meaningful assessment avenues to adequately understand AOD data of our students.
Goal Met/Ongoing: Meetings were attended with the North Dakota Higher Education Consortium for Substance Abuse Prevention to discuss assessment and intervention at the university level.

2. **Goal:** Increased AOD awareness on the DSU campus. Continue to work with students, faculty, and staff to address issues related to AOD use, programming, and sanctions.
Goal Met: The DSU campus has been provided with information regarding AOD policy each year. The Campus Activities Board provided awareness campaigns, programming and the use of E-chug to address sanctions for use.

3. **Goal:** Ongoing training of both paraprofessional housing staff.
Goal Met: Housing staff and resident assistants are provided with training regarding mental health concerns, suicide prevention and intervention and the use and availability of Naloxone.

4. **Goal:** Continue to develop community partnerships.
Goal Met: Continue to work with security and local law enforcement. Work with Badlands Human Service Center to address mental health and substance use and abuse concerns. Work with First Link (211) to provide emergency services.

5. **Goal:** Continue to develop the Behavioral Intervention Team to quickly respond to student of concern issues.
Goal Met: The Behavioral Intervention Team meets bi-weekly to address student concerns. Several staff members have been trained to use Maxient to respond to student of concern submissions.

6. **Goal:** Finalize hire of full-time mental health professional
Goal Met: The Director of Counseling and Health Services was hired in May 2021.

VIII. AOD Strengths and Weaknesses

A. Strengths

- The Behavioral Intervention Team continues to address and respond to student concerns. The BIT Team recently started utilizing the NABITA Risk Rubric to evaluate cases.
- The university continues to provide social, recreational and educational options for students that do not involve drugs or alcohol.
- The university is dedicated to creating a social, academic and residential environment that supports health and wellness.
- The university provides relaxation and stress relieving activities during stressful times in the semester.
- New and continued partnerships with community agencies to help address substance abuse issues.

B. Weaknesses

- No staff available to focus on prevention programs
- Lack of community mental health services.
- Lack of support groups for college-age students who want to maintain sobriety.
- Lack of information regarding drug interaction with the use of fentanyl and the impact on college students.

C. Recommendations for next biennium

- Review policies, procedures and sanctions on an annual basis.
- Provide specific training to members of the Behavioral Intervention Team regarding AOD concerns and behavioral health concerns.
- Maintain a full-time mental health professional
- Increase prevention messages via social media
- Provide students with opportunities to participate in DSU hosted events featuring expert speakers on prevention topics.
- Update the Counseling Office website to include more resources.
- Collaborate with Heartview Treatment Center (Spring 2023) to provide training, intervention and supportive services.
- Build and maintain partnerships with Student and Residential Life, Safety and Security, Health Services, Title IX and DSU Athletics.
- Provide more information to employees regarding mental health services and substance abuse services.
- Provide consistent programming to reach students about alcohol and other drugs on a semester basis.
- Enroll the ACHA/NCHA survey tool in Fall of 2023.

IX. Conclusion

- For the designated reporting period, DSU met most of the goals established in the previous reporting period. These goals included increased AOD awareness on the DSU campus, ongoing training of both paraprofessional and professional housing staff and continuing to develop community partnerships. The university was able to hire a full-time mental health professional and offer more mental health resources than in the previous biennium,
- The BIT team continues to work on supporting our students of concern. The team meets on a bi-weekly basis or more often if needed. The leadership of the university continues to support relevant and educational programming for students and employees.
- The following goals are being established for the next biennium cycle:
 - Maintain a full-time mental health professional and Counseling Office.
 - Utilize social media for prevention and education.
 - Update the counseling website to include more resources available for students and employees.
 - Continue to attend meetings with the NDHECSPA and pursue surveys and data relevant to student wellness.
 - Provide more information to employees regarding mental health and substance abuse services.
 - Continue to provide programming each semester related to prevention, intervention and education regarding substance use and abuse.

X. Appendices

Appendix A

Dickinson State University is committed to the intellectual, physical, social, and psychological well-being of its students. In its pursuit of excellence, the University is dedicated to promoting a campus environment that enhances and preserves the development, safety, and welfare of its community. It further supports conformity to all federal, state, and local laws regarding alcohol and other substance use and abuse. Acknowledging the existing concerns and problems surrounding this issue, the University is committed to educating and informing its community of the physical, mental, social, and legal risks of chemical abuse and to developing interventions for those with specific substance abuse problems. Please refer to [DSU Policy 918.1.001: Drug and Substance Abuse](#) for more information.

**NORTH DAKOTA
STATE BOARD OF HIGHER EDUCATION
Policy Manual**

Policy: 918 Alcoholic Beverages

Effective: October 24, 2019

1. Definitions.
 - a. "Alcoholic beverages" means any liquid suitable for drinking by human beings, except prescription drugs or over-the-counter medications, which contains one-half of one percent or more of alcohol by volume.
 - b. "President" includes the dean of Dakota College at Bottineau.
2. The possession, sale, service, use, or consumption of alcoholic beverages upon land or in buildings at institutions under control of the Board is prohibited, except as authorized by the institution's president.
3. Alcoholic beverages may not be purchased with public funds unless the alcoholic beverages will be used for authorized training or educational purposes.
4. Each institution shall adopt policies and/or procedures implementing this policy.

Appendix B

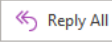
Annual Notification:

Annual Notification of Policies, Procedures and Compensation Rate



owner-dsufaculty@listserv.nodak.edu on behalf of

To 'dsustaff@listserv.nodak.edu'; 'dsufaculty@listserv.nodak.edu'



Thu 7/1/2021 12:00 PM

Please consider this is your Annual **Notification of Policies, Procedures and Compensation Rate for your employment for the next fiscal year**; **additional documentation will not be sent to individuals, as in prior years, unless required by policy.**

Policies and Procedure Information:

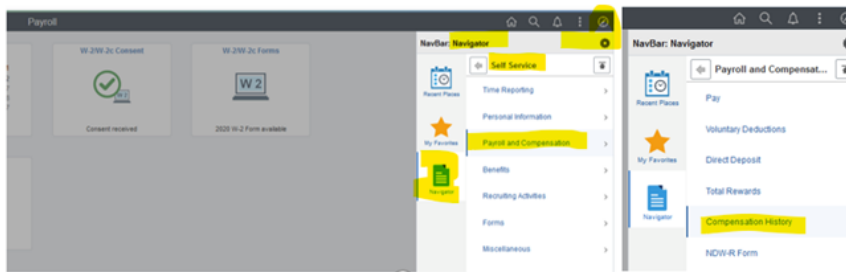
As employees of Dickinson State University (DSU) we must abide federal, state and other regulations, including but not limited to:

- **Institutional Policies and Procedures**
 - The DSU Policy Manual, currently located on Dropbox (<https://www.dropbox.com/>), is accessible via SharePoint>DSU Shared>[Employee Information and Procedures](#). The [Compliance Support Council](#) is continually reviewing the policies for effectiveness and making sure they are consistent with the Board and System Policies and Procedures. If you have any questions or suggested changes, please reach out to a CSC member.
- **System Procedures**
 - The North Dakota University System (NDUS) Procedures are currently available on the NDUS website at <https://ndus.edu/sbhe-overview/ndus-procedures/>.
- **Board Policies**
 - The State Board of Higher Education (SBHE) Policies are currently available on the NDUS website at <https://ndus.edu/sbhe-overview/sbhe-policies/>.
 - The NDUS Human Resource Policy Manual is currently available on the NDUS website at <https://ndus.edu/human-resource-policy-manual/>.
- **ND Century Code (NDCC)**
 - NDCC, referenced in the above policies and procedures, is currently online at <https://www.legis.nd.gov/general-information/north-dakota-century-code>.

Compensation and Benefit Information:

- Compensation

Log into [HCM](#), click Navigator>Self Service>Payroll and Compensation>Compensation History



You should then see your new Amount for the fiscal year with pay rate change:

Date of Change	Amount	Change	Type	Source	Currency
07/01/2021		1,200.000000	Pay Rate Change	Base Salary	USD

- Benefits
 - Go to SharePoint>DSU Shared>Finance & Administration>Human-Resources>[Benefit Information](#) and check out all that we offer, including discounts that are available to us through the state employee discount program (e.g. [ND COSE](#)).

Thank you for your continued service to Dickinson State University.

~Krissy

KRISSY KILWEIN, MBA, SHRM-CP
Director



HUMAN RESOURCES/PAYROLL
DICKINSON STATE UNIVERSITY

p 701.483.2530 | 1 701.483.2574
✉ Krissy.Kilwein@dickinsonstate.edu
📍 291 Campus Drive | Dickinson, ND 58601

1-800-279-HAWK
dickinsonstate.edu

Thank you for your continued service to Dickinson State University.

Per policy, this is your Annual Notification of Policies and Procedures; as employees of Dickinson State University we must abide by the following (SharePoint>DSU Shared>[Employee Information and Procedures](#)):

- DSU Policy Manual, which is currently located on Dropbox (<https://www.dropbox.com/>), and is accessible via SharePoint. The [Compliance Support Council](#) is continually reviewing the policies for effectiveness and making sure they are consistent with the Board and System Policies and Procedures. If you have any questions or suggested changes, please reach out to a CSC member.
- The North Dakota University System (NDUS) Human Resource Policy Manual is currently available on the NDUS website at <https://ndus.edu/human-resource-policy-manual/>. This manual provides answers to frequently asked questions: types of employees (i.e. benefitted vs. temporary), types of leave/how to use it (i.e. annual, sick, compensatory, funeral, etc.), among others.
- The State Board of Higher Education (SBHE) Policies are currently available on the NDUS website at <https://ndus.edu/state-board-of-higher-education/sbhe-policies/>.
- The NDUS Procedures are currently available on the NDUS website at <https://ndus.edu/state-board-of-higher-education/ndus-procedures/>.
- Within the above policies and procedures, you may see reference to ND Century Code; the full code is online at <https://www.legis.nd.gov/general-information/north-dakota-century-code>.

Please go to SharePoint>DSU Shared>Finance & Administration>Human-Resources>[Benefit Information](#) and check out all that we offer, including discounts that are available to us through the state employee discount program (e.g. [ND COSE](#)).

As shared in the 6/25/2020 Team ND Town Hall Meeting, the state wants to become a zero-paper environment, therefore, we will be sending Notification of Salary documents via DSU email.

Here's to a new (fiscal) year!

~ Krissy

Krissy Kilwein, MBA

Human Resources Director

Wellness Coordinator

Dickinson State University

701-483-2476 – office

701-483-2574 – fax

NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION (SBHE) POLICY

SUBJECT: PERSONNEL

EFFECTIVE: April 18, 2002

Section: 615 Drug Free Workplace

All North Dakota University System institutions, officers and employees shall comply with the Drug Free Workplace Act of 1988. The chancellor and institutions shall adopt and enforce policies and procedures implementing that Act and this policy.

HISTORY: New Policy. SBHE Minutes April 20, 1994, page 6460.
Amendment SBHE Minutes April 17, 1998, page 6874.
Amendment SBHE Minutes, April 18, 2002.

NORTH DAKOTA UNIVERSITY SYSTEM (NDUS) PROCEDURE

SUBJECT: PERSONNEL

EFFECTIVE: June 19, 2002

Procedure: 615 Drug Free Workplace

-
1. In accordance with the Drug Free Workplace Act and SBHE Policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by applicable law and SBHE Policy 615 as a condition of employment.
 2. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer.
 3. Each new employee, at the time of hiring, shall receive a copy of SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the university system office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure.
 4. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

REFERENCE: SBHE Policy 615

HISTORY: Chancellor's Cabinet Meeting, June 2001.
Chancellor's Cabinet Meeting, May 2002.
Chancellor's Cabinet Meeting, June 2002.

1 DRUG AND SUBSTANCE ABUSE

2
3 DSU Policy No. 918.1.001

4
5 DSU Policy Manual: <http://www.dickinsonstate.edu/policymanual>

6
7 DSU Employee Forms: <http://www.dickinsonstate.edu/dsushared>

8
9 Reference Documents: SBHE Policy 615, 918

11 Alcohol and Drugs

12
13
14 Dickinson State University is committed to the intellectual, physical, social and psychological
15 well-being of its students. In its pursuit of excellence, the University is dedicated to promoting a
16 campus environment which enhances and preserves the development, safety, and welfare of its
17 community. It further supports conformity to all federal, state, and local laws regarding alcohol
18 and other substance use and abuse. Acknowledging the existing concerns and problems
19 surrounding this issue, the University is committed to educating and informing its community of
20 the physical, mental, social, and legal risks of chemical abuse and to developing interventions for
21 those with specific substance abuse problems.

22
23 The State Board of Higher Education prohibits the possession, sale, dispensation, use, or
24 consumption of alcoholic beverages upon land or in buildings owned by the board or its
25 institutions. DSU complies with and supports the North Dakota State Board of Higher Education
26 policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public Law
27 100-690 and the Drug Free Schools and Communities Act Amendments of 1989, Public Law
28 100-226 and 2 CFR § 182.215. For the complete State Board of Higher Education policy refer to
29 SBHE 918 “Alcoholic Beverages”.

30
31 The university prohibits the unlawful or unauthorized use, possession, storage, manufacture,
32 distribution or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in
33 university buildings, any public campus area, in university housing units, in university vehicles
34 or at any university-affiliated events held on or off-campus, which are sponsored by students,
35 employees, and their respective campus organizations.

36
37 For DSU employees, compliance with this policy is a term and condition of employment. Any
38 employee who violates SBHE Policy 615 is subject to discipline up to and including termination.

39
40 For DSU students and student organizations, compliance with this policy is a term and condition
41 of continued enrollment/organizational recognition.

42

43 The university recognizes that chemical dependency and chemical abuse are concerns that can
44 impact both academic success and work performance and there are assistance programs available
45 to help individuals experiencing problems. When appropriate, DSU personnel may refer students
46 and employees to agencies outside of DSU for evaluation and/or treatment for alcohol or other
47 drug-related problems. As part of their benefit package, employees may access services through
48 the Employee Assistance Program.

49

50 Additional alcohol and other drug prevention information, including health risks of alcohol and
51 other drug abuse and applicable federal, state, and local laws, is available through the Office of
52 Student Life at 701-483-2391.

53

54 **Alcohol Policy**

55

56 Dickinson State University faculty, staff, and students are prohibited by state and federal law
57 from the possession, consumption, sale, purchase, delivery, or manufacture of any controlled
58 substance as defined by federal statute or the North Dakota Century Code. These prohibitions are
59 in effect on university owned property and at all University sanctioned and sponsored events.
60 Faculty, staff, and students are responsible for complying with the alcoholic beverage laws of the
61 State of North Dakota and the City of Dickinson. Such laws include restrictions against:

62

- 63 • Purchase, consumption, or possession of alcohol by a minor
- 64 • Purchase, of alcohol for a minor; furnishing alcohol to a minor
- 65 • Misrepresentation of age by a minor
- 66 • Illegal sale of alcohol beverages
- 67 • Public Intoxication
- 68 • Driving While Intoxicated

69

70 **Drug Policy**

71

72 The use, possession, or distribution of any state or federally controlled drugs on University
73 property or at a University sanctioned or sponsored event is prohibited. The University will
74 cooperate fully with law enforcement officials in the enforcement of laws designed to prohibit
75 drug use and possession. Students, faculty, and staff who violate policies and regulations while
76 under the influence of drugs will be subject to disciplinary action based on their offenses and
77 may be required to complete a substance abuse treatment program. In addition, they are subject
78 to possible criminal penalties for illegal drug use. Federal law limits financial aid options for
79 those convicted of a drug-related crime. All residence hall residents found possessing or smoking
80 marijuana or possessing or using high-level controlled substances such as methamphetamine or
81 cocaine will be subject to arrest and prosecution on criminal charges in addition to campus
82 disciplinary proceedings.

83

84

85 **Policy History**

86 Approved/Adopted by the President's Cabinet 12/22/2020



Village Employee Assistance Program Benefit Summary

Your employer Dickinson State University (NDPERS) provides to you and members of your household access to an Employee Assistance Program (EAP) through The Village Business Institute. Your Village EAP offers short-term confidential counseling on multiple aspects of life at no cost to you.

1. Your Village EAP program offers professional guidance in areas such as:
 - a. **Relationship issues**- marriage counseling, family counseling, parent/child counseling, etc.
 - b. **Emotional health issues**- stress, anxiety, depression, grief, etc.
 - c. **Drug and alcohol issues**- assessments, evaluation & prevention education (does not include treatment)
 - d. **Workplace issues**- work/life balance, dealing w/difficult people, handling conflict, coping w/change, job stress
 - e. **Crisis counseling**- talk to a counselor 24/7
 - f. **Financial issues**- (credit assessments, budget counseling, debt management, retirement planning, financial coaching)
 - g. **Legal issues**- family law (divorce, wills, custody) & civil law (housing, harassment, motor vehicle) – 30-minute consultation with an attorney and 25% discount on their services thereafter
 - h. **Educational classes**- Parenting classes, Mind over Mood, First Time Homebuyers, Children of Divorce, Etc.
2. It is strictly **confidential**. Unless you ask us to, we won't tell anyone what is discussed in the counseling session.
3. It is **available 24/7, 365** days a year, with **nationwide** accessibility.
4. There is **no cost** to you or members of your household.
5. The **number of sessions available** to a covered individual's household is equal to the number of household members times (x) four (4). As an example, a household with five (5) members would have access to a maximum of 20 sessions (5 members x 4/member = 20 sessions) per 12-month period. Any number of those sessions can be used by any member of the household up to the total number. There is a minimum of 8 sessions per household.
6. It is easy to use. Call **1-800-627-8220** and **identify that you'd like to utilize your Village EAP benefit through Dickinson State University with NDPERS** to schedule an appointment. Our helpful staff will then guide you through the process.
7. Website: www.VillageEAP.com (case-sensitive pw: **VillageEAP**). Unlimited access to your comprehensive Village EAP wellness website. Visit the site and **sign up for your monthly employee newsletter today**.

You don't have to go it alone. We are here to help!

Appendix C

Student Code of Conduct:

<https://dickinsonstate.edu/Assets/uploads/files/students/2021-2022%20Student%20Handbook.pdf>

Appendix D

2020 Annual Security and Fire Safety Report:

<https://drive.google.com/file/d/1enH4zDTPWI3XO9Jwl-TJwkRdljtNpmzs/view>

2021 Annual Security and Fire Safety Report:

<https://drive.google.com/file/d/10G5tDR7Xt0Zw0CG8qXGLf-0vr4laNHMN/view>

Clery Act Crime Statistics

The following tables are published to comply with the Clery Act. These statistics reflect activities reported to University officials or law enforcement officials for the main campus and contiguous areas. It is important to note that this number includes all referrals, regardless if the individuals were eventually found guilty. Also note that the Campus Residence number is a subset of, and thus also included in the general campus number reported.

	On-Campus 2020 2019 2018	On-Campus Housing 2020 2019 2018	Non-Campus 2020 2019 2018	Public 2020 2019 2018	Unfounded Crimes 2020 2019 2018
Murder/Non negligent Manslaughter	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Negligent Manslaughter	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Rape	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Fondling	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Incest	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Statutory Rape	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0

Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	1	0	0	0	0	1	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	1	5	1	1	2	1	0	0	0	5	1	0	0	0	0
Drug Law Arrests	1	1	2	0	1	2	0	0	0	1	2	0	0	0	0
Weapon Law Arrests	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations/Campus Referral	1	15	9	0	15	9	0	0	0	1	0	0	0	0	0
Drug Law Violations/Campus Referral	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0
Weapons Law Violations/Campus Referral	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0

*There were no hate crimes reported in, 2018, 2019 2020. *On-Campus Housing Facilities crime statistics are a subset of the Oncampus category, i.e. they are counted in both categories.*

Appendix E

Student Code of Conduct:



2020.21 DSU
Student Handbook

Alcohol and Drugs

Dickinson State University is committed to the intellectual, physical, social and psychological wellbeing of its students. In its pursuit of excellence, the university is dedicated to promoting a campus environment which enhances and preserves the development, safety, and welfare of its community. It further supports conformity to all federal, state, and local laws regarding alcohol and other substance use and abuse. Acknowledging the existing concerns and problems surrounding this issue, the university is committed to educating and informing its community of the physical, mental, social, and legal risks of chemical abuse and to developing interventions for those with specific substance abuse problems.

The State Board of Higher Education prohibits the possession, sale, dispensation, use, or consumption of alcoholic beverages upon land or in buildings owned by the board or its institutions. DSU complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public Law 100690 and the Drug Free Schools and Communities Act Amendments of 1989, Public Law 100-226 and 2 CFR § 182.215. For the complete State Board of Higher Education policy please refer to SBHE 918 “Alcoholic Beverages”.

Alcohol Policy

Dickinson State University faculty, staff, and students are prohibited by state and federal law from the possession, consumption, sale, purchase, delivery, or manufacture of any controlled substance as defined by federal statute or the North Dakota Century Code. These prohibitions are in effect on university owned property and at all University sanctioned and sponsored events. Faculty, staff, and students are responsible for complying with the alcoholic beverage laws of the State of North Dakota and the City of Dickinson. Such laws include restrictions against:

Purchase, consumption, or possession of alcohol by a minor

- Purchase, of alcohol for a minor; furnishing alcohol to a minor
- Misrepresentation of age by a minor
- Illegal sale of alcohol beverages
- Public Intoxication
- Driving While Intoxicated

**NORTH DAKOTA
STATE BOARD OF HIGHER EDUCATION
Policy Manual**

Policy: 918 Alcoholic Beverages
Effective: October 24, 2019

1. Definitions.
 - a. "Alcoholic beverages" means any liquid suitable for drinking by human beings, except prescription drugs or over-the-counter medications, which contains one-half of one percent or more of alcohol by volume.
 - b. "President" includes the dean of Dakota College at Bottineau.
2. The possession, sale, service, use, or consumption of alcoholic beverages upon land or in buildings at institutions under control of the Board is prohibited, except as authorized by the institution's president.
3. Alcoholic beverages may not be purchased with public funds unless the alcoholic beverages will be used for authorized training or educational purposes.
4. Each institution shall adopt policies and/or procedures implementing this policy.

Appendix G

Drug Policy

The use, possession, or distribution of any state or federally controlled drugs on University property or at a university sanctioned or sponsored event is prohibited. The university will cooperate fully with law enforcement officials in the enforcement of laws designed to prohibit drug use and possession. Students, faculty, and staff who violate policies and regulations while under the influence of drugs will be subject to disciplinary action based on their offenses and may be required to complete a substance abuse treatment program. In addition, they are subject to possible criminal penalties for illegal drug use. Federal law limits financial aid options for those convicted of a drug-related crime. All residence hall residents found possessing or smoking marijuana or possessing or using high-level controlled substances such as methamphetamine or cocaine will be subject to arrest and prosecution on criminal charges in addition to campus disciplinary proceedings.

Dickinson State University is committed to the intellectual, physical, social, and psychological well-being of its students. In its pursuit of excellence, the University is dedicated to promoting a campus environment which enhances and preserves the development, safety, and welfare of its community. It further supports conformity to all federal, state, and local laws regarding alcohol and other substance use and abuse. Acknowledging the existing concerns and problems surrounding this issue, the University is committed to educating and informing its community of the physical, mental, social, and legal risks of chemical abuse and to developing interventions for those with specific substance abuse problems.

Dickinson State's Code of Conduct prohibits the possession or consumption of alcoholic beverages and further prohibits the unlawful use, possession, sale, or distribution of marijuana or any controlled substance or paraphernalia. These prohibitions are in effect on University owned property and at all University sanctioned and sponsored events.

In order to educate students about alcohol and substance abuse, Dickinson State University will promote awareness of the impacts of use/abuse of alcohol and other drugs, and encourage responsible decision making about the use or non-use of these substances. The campus will actively participate in larger national awareness efforts such as National Alcohol and Drug Awareness Week. The University will provide educational programs throughout the year consisting of experts in the areas of alcohol and substance abuse prevention. Special efforts will be directed toward each incoming first year class with their First-Year Seminar classes and Residence Hall activities.

Appendix H

820.003 Fundraising Policy

General Guidelines

Dickinson State University (DSU) is bound by the laws of the State of North Dakota and the Administrative Rules of the North Dakota State Board of Higher Education (SBHE).

1. Administrative Rules:

- a) Solicitation of students for funds is prohibited. All solicitation of funds from students for whatever purpose is prohibited unless authorized by the DSU President.

2. Solicitation:

- a) Direct solicitation, for which the donor receives benefits or not, such as for athletic grants-in-aid, scholarships, and loan funds, requires prior administrative approval.
- b) Any form of gambling must be in compliance with the State of North Dakota; contact State of ND offices for all rules and regulations the Dickinson State University Heritage Foundation (DSU HF) must be aware of all gambling activities.

3. Fundraising by Students and Student Organizations:

- a) The fundraising policy for students and student organizations is available online at www.dsuheritagefoundation.org or The DSU Heritage Foundation.

Introduction

The DSU HF is responsible for all areas of fundraising for DSU. Responsibilities of DSU HF include working with faculty, staff, students, clubs and organizations, and other support organizations interested in enhancing or developing fundraising efforts to provide the logistical support and coordination necessary to develop and carry out appropriate fundraising activities. Individual initiative in locating sources of and raising funds is encouraged within the framework of these policies and guidelines.

Relationship of the Institution to the Foundation

The DSU HF was created for the purpose of providing financial support for DSU. It is a legally organized non-profit organization 501(c)(3) and is empowered to solicit and receive tax-exempt donations in cash, stocks and bonds, real estate, and other gifts. By request of DSU, the DSU HF will be the only 501(c)(3) non-profit charitable organization associated with DSU.

An Executive Committee is empowered by the Foundation's Bylaws to speak and make transactions for the trustees who manage the Foundation. Liaison and program support comes from DSU HF. The President of the University serves as an *ex-officio* non-voting member of the Foundation Executive Committee. The Foundation Executive Committee may establish committees responsible for carrying out fundraising efforts. Faculty/staff may be asked to serve in support roles for these subcommittees.

The Executive Director of the Heritage Foundation reports directly to the President of DSU for employment and potential disciplinary matters.

FUNDRAISING POLICIES, PROCESS, AND GUIDELINES

The purposes of the DSU Fundraising Policies and Guidelines are: (1) to coordinate the many activities directed at fundraising by the units of DSU; (2) to clearly identify the relationship of DSU to the Foundation; (3) to maximize the effectiveness and efficiency of fundraising activities; and (4) to enhance the giving of funds to provide needed private resources to the institution.

Policy

1. All official institutional contacts with the Foundation Executive Committee will be made by or through the President of the University or designee.
2. All fundraising activities associated with DSU will comply with the Bylaws, Foundation Gift Acceptance Policies and Planned Giving Guidelines.
3. Applicable existing rules for fundraising by students and organizations shall apply outside of these policies.
4. All fundraising is approved by the University, either the DSU President or an appointed person, and the DSU HF Development Committee and Executive Committee Board of Directors.

Process

1. Proposals for major projects and campaigns are sent to the Office of the Provost of DSU, Athletic Director or Club and Organization representative. Proposals must include the following:
 - a) Rationale
 - b) Overall budget
 - c) Sources of revenue - private gifts, grants, etc.
 - d) Duration of campaign or timeline
 - e) Targeted constituents - alumni, community, etc.
 - f) Parties involved
 - g) Marketing materials and resources needed
2. The DSU HF and Development Committee or other designated committee will review proposals, gather additional information as needed, and submit a recommendation to the University President.
3. The University President reviews the studies and makes a final determination about its priorities.
4. The University President then forwards his/her priorities to the DSU HF for final approval and implementation.

Guidelines

1. Coordination of Requests for Funds and Donor Contacts

- a) It shall be the responsibility of DSU HF to serve as the coordinating agent to the institution and to the Foundation for all fundraising programs and for all solicitation of funds from private individuals, foundations, businesses, corporations, and organizations.
- b) Any request or proposal to undertake a fundraising program or activity or to solicit contributions from individuals, foundations, businesses, corporations, and organizations should be reviewed first through regular channels by the appropriate School Dean or unit administrator, then submitted to DSU HF for recommendation to the President.
- c) Proposals for major projects and campaigns are sent to DSU HF and should include:
 - a. Rationale
 - b. Budget
 - c. Sources of revenue
 - d. Duration of campaign or timeline of event
 - e. Parties involved
 - f. Marketing materials and resources
- d) Programs to be coordinated by the staff of DSU HF or committees include:
 - a. All annual funding solicitations including: Academic, Athletic, Club or Organization.
 - b. Other programs as designated by the Foundation to solicit financial support.
 - c. Fundraising efforts appealing to various University constituencies regarding scholarships, memorial funds and/or other endowed funds.
 - d. Raising private funds for the construction, expansion, or renovation of DSU facilities.
 - e. Requests to private sources outside the normal grant-making process for the funding of new or existing academic programs.
 - f. All other programs to raise funds in the private sector.

2. Acceptance, Recording and Acknowledging of Gifts (to the University directly, not received by the Foundation).

- a) It shall be the responsibility of the staff of the DSU HF to officially record and process acknowledgement receipts of all gifts to DSU or any agency thereof, including cash, pledges, securities, trusts, insurance policies, real estate, and other gifts-in kind. The DSU HF staff shall maintain a complete and accurate record of every donor to DSU. Donor anonymity will be protected whenever desired by the donor.

- b) All gifts-in-kind and restricted gifts to DSU for its benefit will be reviewed by the Office of the President in conjunction with the unit designated to receive the gift, as well as DSU HF as follows:
 - a. Gifts-in-kind (art objects, equipment, securities, real estate, etc.) will be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations the University will not be able to meet in the future. Consideration will be given to the cost of maintenance, cataloging, delivery, insurance, display, and any space requirements for exhibition or storage.
 - b. Acceptance of restricted gifts, which impose legal obligations to comply with terms established by a donor, will be carefully studied to ensure that the nature and extent of obligations are clearly understood. The terms of each restricted gift will be reviewed with the utmost care to ensure that they serve usefulness and desirable ends as defined by the University. If a gift is deemed unacceptable because of restrictions the donor has placed on its use, the donor will be counseled to remove or modify the restrictions.
- 3. Minimum Funding Requirements
DSU HF shall maintain up-to-date information as prescribed by the President pertaining to fundraising matters, including required fundraising levels for projects and campaigns.
- 4. Budget Formulation for Fundraising
The formulation of budgets for private fundraising projects is the responsibility of DSU HF as directed by the Office of the President.
- 5. Preparation of Fundraising Literature
Any literature, including brochures, booklets, and letters used to attract private funds to DSU shall be coordinated through DSU HF so that the most accurate information appropriate to a particular fundraising effort is reflected. Accordingly, DSU HF will be responsible for establishing and maintaining a master calendar that incorporates the schedule of all fundraising mailing and solicitations.
- 6. Report of Private Philanthropy
It shall be the responsibility of the DSU HF to establish and maintain prospect and resource files for the purpose of providing timely and relevant information about prospective individual donors, private foundations, and corporations.
- 7. Involvement of Volunteers in Fundraising Efforts
Whenever volunteers are to be involved in fundraising efforts, it shall be the responsibility of DSU HF to assist in the selection and recruitment of the volunteers and to provide them with the training and information required. The DSU HF will follow the DSU volunteer policy accepted by the President's Cabinet.
- 8. Identification and Coordination of Appeals to Corporations and Foundations
It shall be the responsibility of DSU HF to coordinate with the institution and the Foundation the cultivation and solicitation of corporation and private foundations. This coordination will ensure avoiding an inappropriate number of solicitations to any single source of private corporate or foundation funds.
- 9. Public Statements Regarding Gifts to DSU
It shall be the responsibility of DSU HF, as directed by the Office of the President, to prepare all public

statements concerning gifts to the institution or any units thereof. Statements should include the department designated in a restricted gift.

HOW TO RECEIVE THE UNRESTRICTED COMMITTEE FUNDS FROM DSU HF

The funds raised by the committee for DSU are extremely important. DSU HF asks that the committee designate all funds prior to the event to prevent any confusion on how dollars will be applied to a certain cause at DSU. DSU HF has "checks and balances" in place to assure the dollars are protected at a high level. This includes an annual third-party audit of the DSU HF, which becomes part of the DSU annual report. The DSU HF must have two signatures to approve moving or spending any dollars from any account.

1. There are multiple signatures required to access the funds:
 - a) Approval from the sponsor of the event, which must be a DSU employee (i.e., committee chair, instructor, provost, advisor, coach, etc.). This must be in writing either in physical or digital form.
 - b) The supervisor of the event sponsor, which must be a DSU employee, will provide secondary approval. This must be in writing either in physical or digital form.
 - c) The Executive Director, DSU HF, will give written approval, and dollars will be released for payment from the account.

*Dollars raised by volunteers or DSU staff associated with scholarships cannot be transferred out of restricted scholarship funds. These dollars can only be applied to the specific scholarship set forth by the DSU President. Volunteers do not control any dollars and not allowed to request dollars to be transferred.

FUNDRAISING ADVERTISING-SPONSORSHIPS

Selling advertisements to offset the cost of approved publications or University activities is permitted under the following conditions:

1. Any individual or group desiring to sell advertisements to help defray the cost of a publication or activity must have the approval of the DSU HF.
2. A written request for authorization to sell advertisements for a publication or activity will be submitted to the DSU HF and will require the signature of the Executive Director of the DSU HF.
3. Private individuals will not receive benefits associated with selling any advertising. An example is that a salesperson may not receive a percentage of funds generated in the case of selling advertisements.
4. Prior to final publication, all advertisement copy should be reviewed and approved of by either the Executive Director of the DSU HF or designee.

It will be the responsibility of the group or individuals selling ads/sponsorships to present a detailed accounting of all sales and expenses to the DSU HF prior to any activity or publication and indicate all benefits received from the sponsorship and the account where the sponsorships dollars will be placed.

ANNUAL FUND, MAJOR GIFTS, ENDOWED GIFTS, AND PLANNED GIFTS

DSU HF is committed to its donors and fosters relationships by demonstrating appreciation for the impact donors make in the lives of DSU students, faculty, and the broader community. DSU HF's stewardship plan is critical to fundraising. Donors receive timely acknowledgements, accurate reporting, and appropriate recognition and events to demonstrate they are an essential part of DSU. Collaborative University-wide efforts connect donors to DSU HF proactively and intentionally in securing ongoing support and lifelong engagement.

Those involved in the Stewardship Plan and Process: DSU HF staff, Board, Faculty, Staff, Administration, Volunteers, and Students, etc.

SEE DSU PROCEDURE 820.003 FOR PROCESS/FORM.

REFERENCE DOCUMENT(S):

DSU Heritage Foundation Policy; DSU Procedure 820.003

Attachments

Approval Signatures

Step Description

Approver

Date

Next Step

Kathleen Geisen: Dir. Special Projects/Title IX

3/10/2022

Kathleen Geisen: Dir. Special Projects/Title IX

3/10/2022

NORTH DAKOTA

STATE BOARD OF HIGHER EDUCATION

Policy Manual

Policy: 917 Smoke-Free Facilities

Effective: February 22, 2018

1. As per N.D.C.C. § 23-12-10, smoking is prohibited in all NDUS buildings, enclosed structures, and facilities. Institutions are responsible for enforcing this prohibition on their respective campuses.
2. For the purposes of this policy, “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
3. Smoking as part of a traditional American Indian spiritual or cultural ceremony is not prohibited.
4. Smoking is prohibited within twenty feet of entrances, exits, operable windows, air intakes, and ventilation systems of enclosed areas in which smoking is prohibited.

References: N.D.C.C. § 23-12-10

Rules and Expectations

Dickinson State University (DSU) has created the following rules and expectations. To ensure the safe and efficient usage of the facility, these rules and expectations must be followed at all times. Individuals and/or teams/clubs seen to be in violation of these rules are subject to loss of privilege, as deemed appropriate by DSU. DSU has the final decision on the safety and best interests of our facility users and patrons.

1. Users of this facility understand they use it at their own risk.
2. DSU and its employees are not responsible for any personal injury suffered while using this facility.

3. DSU and its employees are not responsible for any lost, stolen, missing, or damaged equipment.
4. All participants must have a waiver form on file with Dickinson State University. Participants under the age of 18 must also have the form signed by a legal parent or guardian. It is the responsibility of the user (team/club/coach or manager) to ensure all participants have a signed waiver on file.
5. Participants under the age of 15 must be accompanied by an adult at all times while using the facility.
6. All individuals or teams must sign a daily log sheet every visit. Log sheet is located at the front information desk of the Student Center.
7. All batters must always wear helmets in the cages. Adult coaches within the cages must stay behind the protective "L" screens during live pitching. Catchers in the cage will wear full protective gear. Floor and hitting mats should be used to prevent excessive wear of the turf.
8. Only one batter is allowed in a cage at any time. Players awaiting their turn shall do so outside the batting cage away from the netting.
9. Protective netting should never be pulled back or changed from its intended purpose in any way.
10. No practice swings or swinging of bats allowed outside the cages. This includes hitting.
11. No hitting balls against the facility walls.
12. Absolutely no horseplay within the facility.
13. The Sanford Sports Facility is a profanity-free, bully-free environment.
14. Teams/clubs/coaches/managers/parents and participants are responsible for their language and actions.
15. This is a tobacco free facility.
16. Alcohol, sunflower seeds, gum, and food is prohibited in the facility.
17. No weapons are allowed in the facility.
18. Animals and pets are not allowed in the facility, except for those exempted by guidelines in DSU Policy 916.001.
19. Clear liquids are limited to plastic bottles with caps or lids. No glass or open-mouth containers are allowed. Colored sports drinks are not allowed. Please report any spills immediately.
20. Open flames and fire are not allowed in the facility; this includes but is not limited to: candles, incense, lamps, and extra forms of lighting.
21. Equipment or people may not obstruct doors and hallways.
22. The capacity of the facility is 50 people. Use must not exceed capacity.
23. No metal or plastic/rubber spikes or cleats allowed – sneakers only. Please wear shoes that are clean.
24. Please ensure that all equipment is picked up and properly stored before leaving the facility.
25. Teams/clubs/coaches and managers will ensure that all garbage and other waste is picked up and placed in the trash receptacles provided. Please leave the facility clean for the next user.
26. The rental and use of the facility by outside groups or private individuals must be scheduled with Facility Operations before use.

27. Rental fees must be paid in full before using the facility and appropriate agreements signed. DSU manages the availability of the facility and priority of scheduling outside groups and private individuals.
28. Immediately report any mishaps, equipment damage, safety hazards, spills, or unsafe conditions that may exist.
29. Abusive use and/or damaging of the facility will result in immediate removal, loss of privilege, and additional charge
30. Selling of merchandise, food, drinks, and other items is not allowed without prior approval and permits.
31. DSU reserves the right to take photographs or videos of groups or individuals using the facility for its own records and for future promotional materials.
32. Vehicles must be parked in the appropriate parking lots on campus. Failure to follow DSU parking regulations can result in a parking fine.
33. All facility users have access to the male/female locker rooms and the family locker room next to the facility. Patrons over the age of five must use the same-sex or the family locker rooms. Please make sure you lock up items left in lockers. DSU staff reserves the right to remove any lock on a locker that remains overnight.
34. Additional restrooms and seating are available upstairs in the Student Center.
35. Call 911 for emergencies. For non-emergency needs, contact DSU Security at [701-290-1068](tel:701-290-1068).
36. Remember to respect the game, be a good sport, have fun, and enjoy the Sanford Sports Facility!

916.003 Facility Use and Rental

Dickinson State University (DSU) facilities and grounds can be used for the purpose of programs and events that support the institution's mission and vision.

It is recommended that events held on campus support the academic program and foster the education role and mission of DSU and that one or more of the following conditions apply:

- Advances the interests of the college.
- Promotes the general visibility of the college, bringing favorable notice or publicity.
- Promotes the relationship of the college with business partners and friends of the DSU Heritage Foundation.
- Provides opportunity for community outreach and economic prosperity of the region.
- Represents an opportunity for revenue enhancement of the college.

The Henry Biesiot Activities Center (BAC) is an event center and has its own rental policies, procedures, and fee schedule.

DSU Facility Operations manages facility usage for the university's students, faculty, staff and the community for educational, civic or cultural interests, ensuring that such use will foster the educational role and mission of DSU.

1. Activities are scheduled on a first-come, first-served basis, with DSU activities always having first priority.

2. The Vice President for Finance and Administration and the DSU Director of Facility Operations have signature authority for the Facility Usage Agreement.
3. DSU retains the right to close any event due to violations of law, DSU policy, or the Facility Usage Agreement. Events can be canceled or closed without notice.
4. The Event Sponsor will hold DSU harmless and indemnify it against any public liability and/or property damage liability which may arise or accrue by reason of the use of the premises by user.
5. The Event Sponsor shall furnish to the university certificates of insurance and a copy of the additional insured endorsement showing DSU as an additional insured.
6. DSU will determine the need for custodial, security, and/or other personnel that may be required to support an event. Hourly charges for additional staff, if any, will be assigned upon review of the application. There may also be additional charges for the use of university equipment. The expenses that are incurred for such services are the responsibility of the Event Sponsor.
7. Dickinson State University prohibits the use of tobacco on campus property at all times. Tobacco usage includes all tobacco products, including, but not limited to: cigarettes, cigars, pipes, e-cigarettes, chewing tobacco, snuff, smokeless pouches, and other forms of loose-leaf tobacco. This prohibition includes indoors, outdoors, and college/state vehicles. This policy applies to all employees, students and visitors. Event Sponsor shall take reasonable precautions to prevent the possession and/or use of tobacco product in the room or facilities rented by Event Sponsor.
8. No liquor is allowed on college premises, unless authorized by the President pursuant to ND State Board of Higher Education Policy 918.
9. A five (5) business day notice is required of a facility cancellation. Cancellations must be given in writing and failure to notify DSU may result in a cancellation fee.
10. Food and beverage service must be contracted through Sodexo Food Service. Sodexo has right of first refusal prior to any off-site vendors being approved. If a food or beverage order has been placed with Sodexo Food Services, cancellation must be made directly with the manager of Sodexo in accordance with their policies.
11. North Dakota Open Meeting Law applies.
12. Event Sponsors must adhere to the DSU Facility Use Guidelines and DSU Policies.
13. Rental fees are set by the Office of Facility Operations and can be updated as needed. DSU collects lease or rental fees sufficient to cover expenses incurred during events and short-term rentals. With justifications, the president, a vice president, a dean or their designee may waive these fees. Departments are required to deposit revenues from events, and short-term rentals into DSU funds that are utilized to support the facility.
14. Exceptions to this policy must be approved by the President, Vice President for Finance and Administration or designee.



Dickinson State University Drug Testing Consent Form

For: Dickinson State University student-athletes
Action: Sign and return to the office of Head Coach and Athletic Director
Due Date: At the time your intercollegiate team first reports for practice
Required by: The athletic administration of Dickinson State University

To Student- Athletes

Signed consent and notification forms shall be considered confirmation of the student-athlete's agreement to the terms and conditions contained in this policy and shall be a contractual obligation of the student-athlete. If the student athlete is under the age of eighteen, the policy must be signed by a parent/guardian. If you have any further questions regarding this policy, please contact Pete Stanton, Athletic Director (701-483-2037)

Drug Testing Consent

- A student-athlete who tests positive on his/her first drug screen will be suspended from 20% of competition and be required to attend mandatory counseling sessions. The student-athlete will be required to have a second drug screening at his/her expense, within two to eight weeks following the initial positive test.
- A student-athlete who receives a second positive test within one year of an initial positive test shall be declared ineligible for further participation in sports.
- A student-athlete who receives a second positive test after one year has elapsed from the initial positive test will be suspended from athletic competition for 50% of the contests. All Dickinson State University intercollegiate athletics- related financial aid shall be terminated.
- A student-athlete who receives a third positive test will be terminated of eligibility to compete in all intercollegiate athletics at Dickinson State University and the loss of all athletic financial aid.
- In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a controlled substance, unless there are extenuating circumstances.
- You agree to allow Dickinson State University's Athletic Department to drug tests you in order to participate in intercollegiate athletic programs sanctioned by Dickinson State University. Also you understand that the Athletic Department can request a drug screen on you at any time when there is reasonable suspicion.
- You were provided an opportunity to review the procedures outlined by the Dickinson State University Drug Testing and Substance Abuse Policy.
- You understand and agree that the consent and the results of your drug tests, if any, will be disclosed to the Director of Athletics and Head Coach of your sport.
- You agree to disclose your drug testing results only for the purpose related to your eligibility for participation in regular season and postseason competition.

- You understand that if you are under the age of eighteen (a minor), you must have this form co-signed by a parent or legal guardian.
- You agree to follow all criteria outlined in Dickinson State University's Drug Testing Policy.

Date

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian (if student is a minor)

Name (Please Print)

Date of Birth

Home Address

City State Zip

Sport (s)

Dickinson State University

Substance Abuse Policy

Introduction

The administration of Dickinson State University recognizes a responsibility to ensure each student a safe, healthy, and supportive educational environment. Part of the administration's responsibility is to periodically take necessary precautions which provide for the welfare and safety of our student-athletes, coaching staffs, sports medicine staff, administration, and support personnel. Drug use can be detrimental to the physical and mental well-being of our student-athletes and university support personnel. It is our desire to discourage the use of illegal drugs, both on and off campus, and to provide a learning environment that is drug free at every level of the educational and athletic process. Dickinson State University athletes are viewed as leaders and role models and, as such, are respected and emulated by other individuals in the Dickinson Community. Leadership brings additional responsibilities. While off campus, student-athletes represent the University and depict its character. Therefore, it is expected that individuals at Dickinson State University exhibit leadership qualities and respectable character while off campus, as well as on campus.

Definitions

1. Controlled substance — any substance as defined by the NCAA's list of banned drug classes. The list consists of substances generally purported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete.

2. Positive Test – The initial drug test shall be a urine specimen collected in a container designed to detect prohibited or controlled substances. A drug screening test will be considered positive once the confirmation or second test has been completed from the same specimen and confirms the results of the initial urine test. A positive test is defined as a test which indicates, in the opinion of the outside laboratory performing the testing, that an eligible student-athlete has used a prohibited or controlled substance based on traces of that substance detected in the student-athletes urine specimen. A drug screening will also be considered positive if it is discovered by the outside laboratory that the provided urine sample has been altered or where foreign substances have been added to the sample in an effort to destroy or disguise traces of prohibited substances.

3. Eligible Student-Athletes – any student-athlete participating in intercollegiate athletics at Dickinson State University. This also includes any student-athlete who is ineligible by NAIA guidelines, but is still listed on the roster of any team.

4. Reasonable suspicion – is defined as that quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based

on specific contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors of the student-athlete. The observations may include indications of the chronic and/or withdrawal effects of prohibited substances or any of the following:

- a. Reduced quality of academic or athletic performance;
- b. Patterns of unexcused absence from academic classes or athletic meetings;
- c. Inability to get along with others; excessive withdrawal or isolation;
- d. Frequent tardiness to academic classes or athletic meetings;
- e. Decreased manual dexterity;
- f. Impaired short-term memory;
- g. Periods of unusual hyperactivity, irritability, or drowsiness;
- h. When a denoted administrator, coach, or support staff has suspicion through the sense of smell, sight, or sound, or;
- i. Presence or possession by a student-athlete of illegal or controlled drugs or drug-related paraphernalia.

5. Incident – Shall be defined as a positive drug test, or 2) a situation where a student-athlete covered under this policy is determined to be using or in possession of a controlled substance at an event as defined under this policy.

6. Refusal to Submit to Testing – shall include any or all of the following:

- a. Failure to provide adequate urine for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or
- b. Engaging in conduct that obstructs or interferes with the testing process; or
- c. Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing; or
- d. Failure to be readily available for requested testing; and/or
- e. Failure to report to, and undergo prohibited substances testing as required;
- f. Any refusal to submit to testing will be considered to be a positive drug test and all appropriate action will be taken.

7. Events – this program applies to the following events:

- a. All on campus activities whether during or after normal school hours, and both between and within semesters;
- b. All school related field trips, activities, athletic events, and other extracurricular events, whether such activities are on or off campus, or;
- c. Student-athletes' misconduct relating to the use of illegal drugs or controlled substances outside of the University or the University's athletic setting.

8. Disclosure of substance abuse/other medications-

- a. Student-athletes are encouraged to voluntarily come forward to seek assistance with a drug related problem without punitive sanctions. Any eligible student-athletes may refer him/her for voluntary evaluation and counseling.

- b. A student-athlete will be tested immediately to determine the cause/severity of the problem and referred to evaluative and possibly continuous counseling.
- c. The result of the test will not count as a first offense.
- d. If a student-athlete fails to comply with their treatment plan, the student will follow outlined disciplinary procedures.
- e. It is the responsibility of the student athlete to disclose the use of any medications or supplements prior to the drug screen. Any disclosures made after the drug screen will require the athlete to provide proof of prescription by the prescribing physician.

9. Notice of a violation of this policy- When a student has been found guilty of using a banned substance, the Athletic Director, the student's parents or guardians, his or her Head Coach, shall be notified. The student also may be required to notify his or her teammates of a positive test for a banned substance, except where the student has self-reported the use of the substance under this policy, in which case whether and when others will be notified of the self-reported use of the banned substance will be decided on a case by case basis.

Periodic Random Drug Screening

Dickinson State University will periodically randomly drug screen a select number of eligible student-athletes. Several, not to exceed six, drug screening tests may be conducted during the course of the academic year. The drug screening test may include, but is not limited to, testing for marijuana (THC), cocaine (COC), amphetamines (AMP), benzodiazepines (BZO), ecstasy, methamphetamine (METH), opiates (OPI), phenycyclidine ((PCP), oxycodone (OXY). A list of the specific drugs tested for in the drug screen is available through the Athletic Director's office.

Costs

Costs associated with the drug screening program will be covered as follows:

1. The initial drug screening cost will be assumed by Dickinson State University.
2. A challenge by the student athlete of the drug screening, where subsequent drug screening is required by an outside private laboratory, will totally be the responsibility of the student athlete or his/her parent(s) or guardian(s).
3. Any additional testing required or requested will be the responsibility of the student-athlete or his/her parent/guardian.

Disciplinary Procedures

Any student-athlete receiving a confirmed "positive" drug test will be treated in the following fashion.

1. First positive test:

- a. The student-athlete will immediately be suspended from competition for 20% of the contests in the particular season for his/her sport. The suspension will be served immediately following the positive results. If there are not 20% of the

contests remaining in the season, the suspension will carry over to the next season.

b. The athletic director will be notified by letter of the positive test. The athletic director will notify all staff he deems appropriate or necessary (this shall include, but is not limited to the head coach, head athletic trainer, and faculty athletic representative).

c. The athletic director will notify the parent(s)/legal guardian of the student athlete's positive test.

d. The athletic director will hold a meeting of all the involved parties (including, but not limited to the head coach of the student-athlete's sport, head athletic trainer, parent(s)/legal guardian, and faculty athletic representative.).

e. Any student-athlete at Dickinson State University who receives a "positive" drug test will be required to attend intervention and counseling. The number of counseling sessions needed by the student-athlete will be at the discretion of the counseling center. Failure at any time during counseling to attend a mandatory session will result in the student-athlete being suspended from the next scheduled contest of their sport.

f. Potential loss of athletic financial aid.

g. Additional punishment will be left to the discretion of the Head Coach.

h. The student-athlete will be tested every time the sport tests until his/her eligibility has expired or the student-athlete is no longer with the team, whichever occurs first.

2. Second positive test:

a. A student-athlete who receives a second positive test within one year of an initial positive test shall be declared ineligible for further participation in sports.

b. A student-athlete who received a second positive test after one year has elapsed from the initial positive test will be suspended from competition for 50% of the contest. If there are not 50% of the contests remaining in the season, the suspension will carry over to the next season.

c. All Dickinson State University intercollegiate athletics- related financial aid shall be terminated.

d. The athletic director will notify the student-athlete's parent(s)/legal guardian of the second "positive" test.

e. The athletic director will schedule a meeting of all involved parties (See Disciplinary Procedures, Section 1 (c) for the list of involved parties).

f. The student-athlete may participate with his/her team's practices or activities at the head coach's discretion.

g. The student-athlete must continue mandatory counseling, as deemed appropriate by the University Counseling Center.

3. Third positive test:

a. The student-athlete will result in permanent termination of eligibility to compete in all intercollegiate athletics at Dickinson State University and the loss of all athletic financial aid.

Appendix K

<https://dickinsonstate.edu/Assets/uploads/files/health-and-wellness/2017%20Speak%20Up%20WEB%20FLYER%202.pdf#search=sexual%20assault>

https://dickinsonstate.edu/Assets/uploads/files/health-and-wellness/20757_DSU_VAWA%20Handbook%20-%2003-03-2015.pdf#search=sexual%20assault



Dickinson State University

ND University System Part 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist 2020

1. Does the institution maintain a copy of its drug prevention program? Yes No
If yes, where is it located?

Office of Student Life, May Hall 207
DSU Website

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

Any comments or clarifications on items 2 a-e:

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 post offices boxes
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

Yes No

Any comments or clarifications on items 3 a-f:

Information concerning our alcohol and drug sanctions are covered during move-in weekend floor meetings, it is also included during presentations in freshmen seminar class rooms and with athletic teams.

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 post office boxes

Staff: Yes No Faculty: Yes No

c. During new employee orientation

Staff: Yes No Faculty: Yes No

d. In another manner (HR emails employees on an annual basis.)

Any comments or clarifications on items 6 a-d:

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives 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 a 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

Any comments or clarifications on items 9 a-g:

10. Who is responsible for conducting the biennial reviews?

Director of Student Life, Keith James

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: Keith James

Title: Director of Student Life

Department: Office of Student Life

Phone: 701-483-2391

Email: keith.w.james@dickinsonstate.edu

13. Comments or clarifications on any above items:

Nothing else to add.

Dickinson State University

ND University System Part 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist 2021

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

If yes, where is it located?

Counseling and Health Services, Stickney 119

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

Any comments or clarifications on items 2 a-e:

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 post offices boxes

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

Yes No

Any comments or clarifications on items 3 a-f:

Information concerning alcohol and drug sanctions are covered during floor meetings in residence halls.

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 post office boxes

Staff: Yes No Faculty: Yes No

c. During new employee orientation

Staff: Yes No Faculty: Yes No

d. In another manner ()

Any comments or clarifications on items 6 a-d:

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives 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 a 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

Any comments or clarifications on items 9 a-g:

10. Who is responsible for conducting the biennial reviews?

Laurie A. Karie, Director of Counseling and Health Services

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: Laurie A. Karie
 Title: Director of Counseling and Health Services
 Department: Student Affairs
 Phone: 701-590-2764
 Email: laurie.karie@dickinsonstate.edu

13. Comments or clarifications on any above items: