

North Georgia Technical College Alcohol/Other Drugs Awareness and Prevention Plan Biennial Review Academic Years 2024–2025

Prevention Plan

In compliance with the 1989 Amendments to the Drug Free Schools and Communities Act, North Georgia Technical College (NGTC) has adopted and implemented a plan to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This plan is part of larger efforts that promote the health, safety, and well-being of students and employees. Notification of this plan is provided to all employees and students, and the plan is available on the NGTC website.

Biennial Review

NGTC's biennial review covers the 2023–24 and 2024–25 academic years. This review is based on reflective scrutiny of the implementation of the Alcohol/Other Drugs awareness and prevention plan. The following elements of the plan have been reviewed:

- Communications to students and employees regarding related policies and procedures.
- Dissemination of information regarding the dangers associated with the use of alcohol and other drugs.
- Enforcement of policies and procedures, including student conduct cases and disciplinary sanctions.
- Effectiveness of awareness and prevention activities.

As a result of this biennial review, NGTC has identified aspects of the plan that are working well and areas for improvement, which are noted in this report.

Committee Members

NGTC's Alcohol/Other Drugs Committee reviewed the College's awareness and prevention plan. The following are members of this Committee:

- Vinson Burdette, Vice President of Student Affairs
- Fran Chastain, Dean of Student Support and Engagement
- Mark Fitzpatrick, Chief of Campus Police
- Beth Hammond, Director of Human Resources
- Emily Harris, Counselor
- Buddy Raper, Director of Information Technology
- Sherry Seal, Director of Campus Life
- Michele Shirley, Executive Vice President of Administrative Services

The composition of the Alcohol/Other Drugs Committee is appropriate since this group is also involved with the NGTC's Clery Act compliance efforts and most of the members are active on the College's Behavioral Intervention Team (PackCare).

Goals for NGTC's Alcohol/Other Drugs Awareness and Prevention Plan

- To support a culture and atmosphere on all campuses in which alcohol and other drug use and abuse does not impair educational progress for students and work productivity for employees.
- To identify and disseminate information for the members of the campus community regarding alcohol and other drug issues for the purpose of awareness, education, and prevention.
- To engage commuter, online, and residential students in activities that promote risk reduction, awareness, and prevention of alcohol/other drug abuse.
- To identify and publicize the resources and intervention services available to the campus community relevant to alcohol and other drugs. These services include counseling as well as referral to treatment programs.

Alcohol Policy

The presence of alcohol on NGTC campuses is governed by the provisions of federal, state and local laws and applicable State Board of the Technical College System of Georgia policies and procedures. All persons entering one of NGTC's campuses or any facility owned or operated by the Technical College System of Georgia (TCSG) must comply with these laws, policies, and procedures. Any person using alcoholic beverages while on the campus of NGTC shall be responsible for compliance with state and county laws and the College's policies and procedures. It is illegal in the State of Georgia for anyone under the age of 21 to purchase, possess or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol.

Drug Policy

The use, possession, and/or sale of illegal drugs are violations of NGTC procedures, and the terms of employment for employees of the college. Faculty, students, and staff who use, possess, or sell illegal drugs are subject to criminal prosecution as well as potential college disciplinary actions of probation, suspension, or expulsion. Regarding tobacco, NGTC prohibits smoking or using other forms of electronic (e.g., VAPE) alternative smoking devices or other forms of tobacco products in classrooms, shops, labs, residence halls, or other unauthorized areas on technical college premises regardless of tobacco content.

Related Policies and Procedures

The NGTC Policy and Procedure Manual is updated annually and is published on the NGTC public website (www.northgatech.edu). The NGTC Policy and Procedure Manual includes policies and procedures maintained by the Technical College System of Georgia (TCSG) and NGTC. The following are policies and procedures related to alcohol and drug use:

- Alcohol on Campus, NGTC Procedure 3.3.6
- Drug-Free Schools and Communities Act, TCSG Policy 6.7.1
- Drug-Free Schools and Communities Act, NGTC Procedure 6.7.1p
- Drug-Free Workplace, TCSG Policy 4.8.1
- Drug and Alcohol Testing for Federally-Regulated Positions, TCSG Procedure 4.8.1p1
- Non-Federally-Regulated Drug and Alcohol Testing, TCSG Procedure 4.8.1p2

- Student Conduct Code, NGTC Procedure 6.5.1p1
- Tobacco Use, TCSG Policy 3.3.7
- Tobacco Use, NGTC Procedure 3.3.7p
- Use of Alcoholic Beverages on Campus, TCSG Policy 3.3.6
- Use of Alcoholic Beverages on Campus, TCSG Procedure 3.3.6.p

College Catalog and Student Handbook

The NGTC Catalog and Student Handbook is updated annually and is available for public access via the NGTC website (www.northgatech.edu). Information referencing alcohol and drug awareness is referenced in descriptions of applicable academic programs (School of Transportation and School of Health Sciences), “Health Awareness Programs,” in the “Student Code of Conduct,” in the section “Drug and Alcohol Procedure.” The content under “Drug and Alcohol Procedure” is as follows:

The use, possession, distribution, or transportation of alcoholic beverages by North Georgia Technical College students is strictly forbidden on campus and at any off-campus activity that is sponsored by or in the name of any institutional organization, department, or group.

Beverages identified as non-alcoholic beer are prohibited. Any student who returns to any North Georgia Technical College campus under the influence of alcohol and/or drugs shall be subject to disciplinary action. All students are subject to a breathalyzer test. Failure to cooperate will result in full disciplinary action. NOTE: All city, state, and federal laws will be enforced.

Federal law permits North Georgia Technical College to disclose to parents/guardians’ violations of not only local, state, and federal laws but also college policies and rules governing the use of and/or possession of alcohol or controlled substances. (Section 952, Alcohol or Drug Possession Disclosure, of the Higher Education Act 10/99).

Residence Life Handbook

Students residing in Bryant Hall on the NGTC Clarkesville Campus receive a Residence Life Handbook that includes the following guidelines:

- Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age.
- Underage students found in possession of or under the influence of alcohol will face fines and possible suspension from Bryant Hall.
- Any student found providing alcoholic beverages to those under the legal drinking age will face disciplinary action and may face legal actions.
- Inappropriate behavior related to the consumption of any alcoholic beverage or any illegal drug is prohibited, and students will face fines and possible suspension from Bryant Hall.
- Failure to follow the alcohol guidelines will result in a referral to the Office of the Vice President of Student Affairs for disciplinary action. In addition, the student may be subject to arrest for violating state and/or federal law.

Vector Solutions Wellness Training Program

NGTC utilizes Vector Solutions, to provide training for students on health and wellness topics. This program is available as an interactive online platform providing students training on Alcohol Awareness and Sexual Assault Prevention. Students enrolled in COLL 1010 (College & Career Success Skills) receive an email from Vector Solutions through their NGTC student email account. This email introduces the training and provides access to the course. The student receives a grade for completing the training. This program focuses on four main topics: Identities and Inclusion, Consent and Sexual Violence (Title IX and Campus SaVE), Alcohol and Other Drugs and Hazing, and Intimidation. This platform is user friendly and effective.

Enforcement

North Georgia Technical College is committed to operating in accordance with the laws of the state of Georgia regarding the use, sale, possession, and consumption of alcoholic beverages. It is the responsibility of all members of the College community to abide by those laws. NGTC complies with section 1213 of the Higher Education Act of 1965 regarding the possession, use, and sale of alcoholic beverages and illegal drugs. Any violation of the Act or of federal and state laws pertaining to the possession, use and sale of alcoholic beverages and illegal drugs can be dealt with through the criminal justice system and/or through the College’s discipline process.

NGTC campus police regularly patrol the campuses and respond to calls for service. Officers routinely enforce Georgia state laws regarding underage drinking and the use, possession, and sale of alcoholic beverages at NGTC by either referring the student to the appropriate conduct officer, by issuance of a citation or by arrest. Officers also respond to complaints of drug activity and enforce institutional regulations as well as state and federal drug laws as applicable.

Annual Security and Fire Safety Report

The College's Annual Security and Fire Safety Report is updated annually and published on the NGTC website on the [Campus Police and Public Safety webpage](#). Students and employees are notified by email annually by October 1 of the availability of the report. The Annual Security and Fire Safety Report includes awareness and prevention information related to alcohol and drugs and includes the number of alcohol and other drug arrests and referrals.

The following violations are included in the Annual Security and Fire Safety Report for 2023-24:

Violation	All On-Campus Property		Non-Campus Property		Public Property	
	2023	2024	2023	2024	2023	2024
Liquor Law Violation Arrests	1	0	0	0	0	0
Liquor Law Violations Referrals for Disciplinary Action	7	4	0	0	0	0
Drug Law Arrests	2	0	0	0	0	0
Drug Law Violations Referrals for Disciplinary Action	5	6	0	0	0	0

Summary

North Georgia Technical College (NGTC), a unit of the Technical College System of Georgia (TCSG), offers career and technical education to residential and non-residential students. The College consists of three campus locations serving eight counties in northeast Georgia. TCSG, the governing body for NGTC, has developed policies specific to drug and alcohol use on campus. In accordance with TCSG policy, NGTC is committed to providing a safe and healthy learning environment that enriches students, faculty, and staff.

NGTC implements and adheres to applicable laws, policies, and procedures that prohibit the possession, use, distribution, and unlawful manufacture of illegal drugs, narcotics, or controlled substances on all NGTC campuses. Alcohol is not allowed on campus except when a written request is submitted for consideration and is approved by the College President. It is the responsibility of each student, faculty, and staff member to be familiar with the provisions of the policy and the laws of the State of Georgia, as they pertain to alcohol and drug use. The College's Alcohol and Drug Program places responsibility for individual and group conduct on the individuals who use drugs and consume alcohol.

The management and enforcement of NGTC's alcohol and drug procedures and programs present challenges due to residential and non-residential life. As they address on-campus violations of alcohol and drug laws and regulations, NGTC's Student Affairs staff and Campus Police consider prevention and awareness opportunities. NGTC's Clergy Team and behavioral intervention team (PackCare) monitor and address trends in alcohol and drug violations. NGTC faculty and staff, including student organization advisors who coordinate field trips, are also involved with assessing situations involving the impact of alcohol use that occurs off-campus.

The College's programs address these issues through emphasis on drug and alcohol prevention efforts, law enforcement, referrals to external agencies, and access to treatment facilities within our educational service delivery area.

Drug and Alcohol Prevention Program - Strengths and Areas for Improvement

NGTC's Alcohol/Other Drugs Committee used the following materials to help produce this report and assist in their determination of the strengths, weaknesses, and recommendations:

- TCSG Policy Manual - Alcohol and Drug Policies and Procedures
- Student Code of Conduct
- NGTC Catalog/Student Handbook
- Annual Security and Fire Safety Report
- Reports of related violations exported from the Maxient system
- Employee Handbook (available on the NGTC intranet)
- Higher Education Act of 1965, Section 484
- National Institute on Drug Abuse website
- National Institute on Alcohol Abuse and Alcoholism website
- National Institutes of Health website

Strengths:

The Alcohol/Other Drugs Committee recognize the following as strengths:

- The College's policies and procedures comply with the Drug-Free Schools and Campuses Regulations.
- Campus-based events and activities for students are alcohol and drug-free.
- An Employee Assistance Program (EAP) is available to full-time employees and the Human Resources Department actively promotes EAP resources to employees.
- The Clery Team and behavioral intervention team (PackCare) meet regularly to discuss individual case referrals and overall trends regarding student well-being.
- The College has a full-time mental health counselor as a member of staff in the Student Support and Engagement unit within Student Affairs.
- The College utilizes the Maxient referral and documentation system for reporting student issues, including alcohol and drug violations.
- The College provides training on alcohol and drug topics through Vector Solutions for students enrolled in COLL 1010.
- The College implements Resource Fairs each academic term to increase awareness of resources available for students. These resources are internal and external to the College and include providers for wellness, drug and alcohol prevention, and other student-related programs.
- The College annually updates and publishes the NGTC Catalog and Student Handbook, Residence Life Handbook, and the Annual Security and Fire Safety Report.
- Faculty and staff participate in professional development on topics related to alcohol and drugs.
- Campus police actively patrol campus when classes are in session and students are present in the residence hall.
- Student Affairs staff provide prevention and awareness activities for students and uphold alcohol and drug laws and policies through the disciplinary process.

Areas for Improvement:

The Alcohol/Other Drugs Committee recognized the following as areas for improvement:

- The number of student disciplinary cases involving alcohol and/or other drugs increased from **19** in academic year 2024 to **31** in academic year 2025.
- The number of engagement activities that focus specifically on awareness and prevention of alcohol and drugs may be inadequate.
- Information and resources addressing alcohol and drug awareness and prevention are not sufficient in new student orientation content for commuter, online, and residential students.
- Additional explanation about the fine structure and disciplinary consequences for alcohol and drug violations is needed in the Residence Life Handbook.
- The College does not regularly send email notifications to students and employees regarding the alcohol and drug awareness and prevention efforts.
- Resident Assistants need ongoing training regarding alcohol and drug awareness and prevention.

- The College does not adequately leverage Alcohol Awareness Month in April and National Alcohol and Drug Addiction Recovery Awareness Month in September as part of its awareness efforts.

Program Recommendations:

The Alcohol/Other Drugs Committee, through this Biennial Review, makes the following recommendations for improvement to the Drug and Alcohol Prevention Program:

- Increase the number of student engagement activities that focus specifically on awareness and prevention of alcohol and drug use.
- Adequately address alcohol and drug awareness and prevention in new student orientation for all student types (i.e., commuter, online, and resident).
- Revise the Residence Life Handbook to clarify expectations regarding fines and the disciplinary process for student violations of alcohol and drug policies.
- Continue to expand training for Resident Assistants regarding alcohol and drug awareness/prevention.
- Add programming and messaging for Alcohol Awareness Month in April and National Alcohol and Drug Addiction Recovery Awareness Month in September.
- Develop plans to leverage the opening of the new Mark A. Ivester Center for Living and Learning to promote healthy lifestyles and well-being, including awareness and prevention of alcohol and drug abuse.
- Review “repeat offender” disciplinary consequences for resident students who violate alcohol and drug policies to determine if changes are needed.

Submitted by:

Approved by:

Signature and Date

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S. Vinson Burdette, VP of Student Affairs

John Wilkinson, President

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Submitted by:

 4-14-2026
Signature and Date

S. Vinson Burdette, VP of Student Affairs

Approved by:

 4/27/26
Signature and Date

John Wilkinson, President