

Meeting Minutes
Cowley College
Drug and Alcohol Task Force
February 2, 2009
10:00 a.m.

Attending: Roy Reynolds, Landon West, Kristi Shaw, Sue Saia, Charles McKown, Matt Stone, Sally Palmer, Tom Saia, Jeff Fluty, Steve Eck

Membership: Discussion of Task Force membership concluded that the following will be invited to participate in the Task Force: Janice Neagle, an instructor (Roy will check with Social Sciences), and an ACPD representative.

Federal Regulations: Discussion of Department of Education's Drug-Free Schools and Campuses Regulations. It was concluded that the Task Force needs to focus on three items: completion of the biennial review, annual notification, and development of a written drug and alcohol prevention program. It was agreed that the biennial review will be completed during today's meeting, and that the write-up of the biennial review and the program description will be completed by Roy Reynolds. Charles McKown agreed to take responsibility for the annual notification.

Annual notification: Text of the annual notification was reviewed and approved with one text revision.

Biennial review: The Task Force completed the biennial review. As a guide in completing the review, the Task Force used the Part 86 Compliance Guide and the Supplemental Checklist, which are Appendix 2 and Appendix 6 from *Complying with the Drug Free Schools and Campuses Regulations*, a publication of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention (July, 2006).

Next meeting: 9:00 a.m., March 4, 2009, Student Life Conference Room

Respectfully submitted
Roy Reynolds
Chair - Drug and Alcohol Task Force