2024-2026 BIENNIAL REVIEW

Alcohol and Other Drug Prevention Programs
Des Moines Area Community College

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Drug-Free Schools and Campuses Act: Alcohol and Other Drug Prevention Program Certification

Des Moines Area Community College certifies that it has adopted and implemented an Alcohol and Other Drug (AOD) Prevention Program in accordance with the Drug-Free Schools and Communities Act (DFSCA), 34 CFR Part 86.
The College further certifies that it:
(a) The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of—
(1) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
(2) A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
(3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
(4) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
(5) A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, 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 required by paragraph (a)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
(b) A biennial review by the IHE of its program to—
(1) Determine its effectiveness and implement changes to the program if they are needed; and
(2) Ensure that the disciplinary sanctions described in paragraph (a)(5) of this section are consistently enforced.

2024-2026 Biennial Report

DFSCA Requirements and DMACC AOD Program Overview

This section provides an overview of the Drug-Free Schools and Communities Act (DFSCA) requirements, the purpose of the biennial review, DMACC's mission and commitment to alcohol and other drug prevention, and the goals established during the previous biennial review period.

Drug-Free Schools and Communities Act

DFSCA, 34 CFR Part 86, requires institutions of higher education that receive federal financial assistance to adopt and implement programs designed to prevent the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees. The regulations require institutions to conduct a review of their Alcohol and Other Drug (AOD) Prevention Programs every two years to assess program effectiveness, identify needed improvements, and verify the consistent enforcement of disciplinary sanctions.

Report Purpose

As a recipient of federal financial aid funding, Des Moines Area Community College (DMACC) is required by the DFSCA to maintain an AOD Prevention Program and conduct a biennial review of that program.

This report evaluates the effectiveness of DMACC's AOD Prevention Program from 2024-2026, reviews the consistency of disciplinary sanction enforcement, and identifies opportunities for continuous improvement the next two years.

Des Moines Area Community College Mission

DMACC provides quality, affordable, student-centered education and training to empower our diverse communities and to serve as a catalyst for economic development.

Foundational Belief of DMACC's AOD Programming

DMACC is committed to maintaining a safe, healthy, and productive learning and working environment for students and employees. The unlawful use, possession, distribution, or abuse of alcohol and other drugs is inconsistent with the College's mission and educational objectives. DMACC provides education, resources, and support services that promote informed decision-making, individual well-being, and student success.

Program Goals from 2024 Biennial Report

1. Promote activities and connection which do not involve drugs or alcohol
2. Decrease number of documented alcohol and other drug-related incidents in residence halls
3. Encourage students to avoid drinking and driving
4. Promote the well-being of DMACC students and staff

DMACC's AOD Prevention Program

This section describes the prevention, education, intervention, and support services DMACC provides to reduce the misuse of alcohol and other drugs among students and employees. It outlines the programs, resources, training, and awareness initiatives available during the review period that promote healthy decision making, support individual well-being, and contribute to a safe and drug-free learning and working environment.

Students

Orientation programming
Online education modules
Awareness campaigns
Prevention events
Counseling services
Recovery support resources

Employees

Employee training
Employee wellness initiatives
EAP resources
Supervisor training

Annual Notifications

Annual notifications are distributed electronically to all students and employees through institutional email. The notifications contain the required disclosures. The annual notification directs students and employees to the College's websites where the full information, policies, procedures, and resources are maintained and available throughout the year.

The annual notifications include, but are not limited to:
Annual Consumer Information disclosures for employees and students
Annual HR Compliance Information for employees

Information provided, but is not limited to:
Standards of conduct regarding alcohol and other drugs
Applicable federal and state legal sanctions
Health risks associated with alcohol and other drug use
Available counseling, treatment, rehabilitation, and employee assistance resources
Applicable disciplinary sanctions for students and employees
Title IX information and reporting procedures
Campus safety and security information, including the Annual Security and Fire Safety Report
Nondiscrimination and ADA information
Mandatory training requirements and compliance resources

The annual notifications serve as the College's primary method of meeting federal disclosure requirements under the Drug-Free Schools and Communities Act, the Clery Act, Title IX, and other applicable federal and state regulations.

Annual Notification Distribution
Academic Year 2024 - 2025
September 11, 2024: Annual Consumer Information Notification distributed to all employees and students.
August 19, 2024: Annual HR Compliance Information distributed to all employees.
Academic Year 2024 - 2025

Academic Year 2025 - 2026
September 11, 2025: Annual Consumer Information Notification distributed to all employees and students.
August 28, 2025: Annual Compliance Notice distributed to all employees and students.

Academic Year 2025 -2026

Appendices:
2025 Annual Consumer Information Notification Sample
Annual HR Compliance Information

Policies and Procedures

DMACC's Alcohol and Other Drug (AOD) Prevention Program is supported by policies and procedures that establish standards of conduct, prohibit the unlawful use of alcohol and drugs, provide prevention and intervention resources, outline disciplinary consequences, and promote the health and safety of students and employees.

Primary ADO Policies and Procedures

Student Conduct Procedure SA4606

Alcohol Prohibition: The Student Code of Conduct prohibits the use, possession, misuse, or being under the influence of alcohol on College property or at College sponsored activities unless specifically authorized by the College.
Drug and Drug Paraphernalia Prohibition: The Student Code of Conduct prohibits the possession, manufacture, sale, purchase, or use of illegal drugs, cannabis, controlled substances, and drug paraphernalia.
Disciplinary Sanctions: Students found responsible for alcohol or drug related violations may be subject to sanctions ranging from educational interventions and disciplinary probation to suspension or expulsion from the College.
Medical Amnesty: Students who seek emergency medical assistance for themselves or others during an alcohol or drug related emergency may be exempt from disciplinary sanctions for those specific violations and may be referred for education, evaluation, or treatment.
Student Conduct Procedures: Alleged violations are addressed through a student conduct process that includes investigation, notice of charges, an opportunity to respond, disciplinary review, and an appeal process.
Procedure Link

Discipline and Discharge Procedure HR7235

This procedure provides the disciplinary framework for addressing employee violations of College policies, including alcohol and drug related misconduct, and outlines corrective actions that may include referral to support services, suspension, or discharge.
Procedure Link

Student Drug and Alcohol Testing Policy SA414

The College may require drug and alcohol testing for students in certain educational programs as permitted by law and supported through administrative procedures and student notification requirements.
Policy Link

Use of Alcohol on College Property OP510

This policy establishes standards governing the use and service of alcohol on College property, provides disciplinary consequences for violations, and promotes access to counseling, treatment, rehabilitation, and prevention resources for students and employees.
Policy Link

Drug and Alcohol Testing HR713
This policy establishes drug and alcohol testing requirements for employees and applicants in positions requiring a commercial driver's license or clinical placement screening.
Policy Link

Drug and Alcohol Testing Procedure HR7310
This procedure establishes drug and alcohol testing requirements for employees and applicants in designated commercial driving positions. The procedure outlines prohibited conduct, testing procedures, and consequences for violations.
Procedure Link

Opioid Overdose Prevention OP5110
This procedure establishes procedures for responding to suspected opioid overdoses, including the use of Naloxone (Narcan), emergency response protocols, and staff training. Supports overdose prevention through education, intervention, referral resources, and compliance with Iowa law.
Procedure Link

Tobacco and E-Cigarette Use on College Property OP509
This policy establishes a tobacco-free campus environment by prohibiting the use of tobacco, nicotine products, and e-cigarettes on College property. The counseling staff can provide information about education, counseling, and cessation resources to support prevention and wellness efforts.
Policy Link

Tobacco Free Campus Procedure OP5108
This procedure supports the College's AOD prevention efforts by enforcing a tobacco-free campus, establishing disciplinary procedures for violations, and providing access to counseling, treatment, and rehabilitation resources for students and employees.
Procedure Link

Supporting Health and Safety Policies

Missing Student Procedure OP5109
This policy establishes procedures for responding to reports of missing residential students and supports student health and safety by providing a coordinated response when a student may be at risk due to drug dependency, mental health concerns, or other emergency situations.
Policy Link

Child Abuse Report HR7342
This policy requires designated employees to complete training and report suspected child abuse, including situations involving illegal drug exposure, drug manufacturing, or other substance related harm to minors.
Policy Link

Pay for Regular Non-Faculty Employment Procedure HR7435
This procedure establishes that on-call employees must refrain from consuming alcohol.
Procedure Link

College Business Meals BS6813
This procedure governs College-funded meals and events and prohibits the purchase of alcoholic beverages with College funds except in limited circumstances.
Procedure Link

Program Effectiveness Review

This section evaluates the effectiveness of DMACC's Alcohol and Other Drug (AOD) Prevention Program during the review period. It presents alcohol and drug violation data, Clery Act statistics, disciplinary referrals, participation and utilization data, assessment results, and trend analyses used to determine whether prevention efforts are meeting established program goals and identifies opportunities for improvement.

Student Conduct Violations
0

Employee Conduct Violations
0

Clery Alcohol and Drug Violations
0

Arrests and Referrals
0

Student and Employee Assessment Data
0

Counseling and EAP Use
0

Training Completion Rates
0

Program Participation Data
0

Consistency of Sanction Enforcement Review

This section evaluates whether disciplinary sanctions for alcohol and drug violations were imposed consistently and in accordance with College policies and procedures. Student and employee cases are reviewed to assess the types of violations, sanctions imposed, and the equitable application of disciplinary measures across similar cases.

Student Alcohol Violations and Sanctions
0

Student Drug Violations and Sanctions
0

Employee Alcohol Violations and Sanctions
0

Employee Drug Violations and Sanctions
0

Findings and Conclusions

Des Moines Area Community College (DMACC) conducted a review of its Alcohol and Other Drug (AOD) Prevention Program for the 2024-2026 review period in accordance with the Drug-Free Schools and Communities Act (DFSCA), 34 CFR Part 86. The review evaluated program effectiveness, annual notification practices, available prevention and support resources, policy compliance, and the consistency of disciplinary sanction enforcement.

Findings

The review determined that DMACC maintains a comprehensive Alcohol and Other Drug Prevention Program that includes prevention, education, intervention, and support services for both students and employees. During the review period, the College continued to provide alcohol and drug awareness education through orientation programs, SafeColleges training, counseling services, wellness initiatives, employee assistance resources, student activities, residence life programming, and specialized training within academic programs.

DMACC successfully distributed annual notifications to students and employees during each academic year reviewed. The notifications included the required DFSCA disclosures related to standards of conduct, legal sanctions, health risks, available counseling and treatment resources, and applicable disciplinary actions. The review found that DMACC maintained compliance with the annual notification requirements of the Drug-Free Schools and Communities Act.

The College also maintained and regularly updated policies and procedures that prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs. These policies provide clear expectations, disciplinary processes, and access to prevention and intervention resources.

The committee reviewed available student conduct, employee disciplinary, and Clery Act data for the review period. Based on the information available, no significant trends were identified that suggest widespread alcohol or drug-related concerns requiring substantial changes to the current prevention program. Prevention resources and support services remained available and accessible to students and employees throughout the review period.

Consistency of Enforcement

The review of student and employee disciplinary processes found that alcohol and drug-related violations were addressed through established College procedures. The College maintains documented processes for investigating alleged violations and imposing disciplinary sanctions when appropriate.

Based on the information reviewed, the committee found no evidence of inconsistent application of disciplinary sanctions. Student conduct cases and employee disciplinary matters were managed in accordance with applicable College policies, procedures, and due process requirements. Therefore, the committee concluded that disciplinary sanctions for alcohol and drug violations were enforced consistently during the review period.

Conclusions

The committee concluded that DMACC is in compliance with the requirements of the Drug-Free Schools and Communities Act and maintains an active and comprehensive Alcohol and Other Drug Prevention Program. The College continues to provide educational programming, prevention initiatives, support resources, and policy enforcement that promote a safe, healthy, and drug-free learning and working environment.

The review further concluded that:

- Annual notifications containing all required DFSCA disclosures were distributed to students and employees.
- Alcohol and drug prevention education and awareness efforts remain available across multiple student and employee populations.
- Counseling, wellness, and employee assistance resources are accessible and support individuals seeking assistance related to substance use concerns.
- College policies clearly communicate prohibited conduct and potential disciplinary consequences.
- Disciplinary sanctions for alcohol and drug-related violations are administered consistently and in accordance with established procedures.
- No major deficiencies were identified that would require significant modification of the current AOD Prevention Program.
-

Continuous Improvement Priorities (2026-2028)

To strengthen ongoing compliance and prevention efforts, DMACC will:

- Continue annual distribution of DFSCA-required notifications to all students and employees.
- Maintain and promote counseling, wellness, and Employee Assistance Program resources.
- Continue alcohol and drug awareness education through orientation, SafeColleges training, residence life programming, and other student engagement activities.
- Monitor conduct, disciplinary, Clery Act, training completion, and participation data to identify emerging trends.
- Explore opportunities to enhance assessment of program effectiveness through additional participation, utilization, and survey data.
- Conduct the next biennial review in accordance with federal requirements and institutional compliance processes.

Overall, the committee determined that DMACC's Alcohol and Other Drug Prevention Program remains effective, supports student and employee well-being, and satisfies the requirements of the Drug-Free Schools and Communities Act.

2024 - 2026 DFSCA Biennial Review Meeting Summary

Participants
• Megan Mohrhauser
• Dawn Walker Chalmers
• Chris Scott
• Janel Alleyne
• Amy Knight

Meeting Date
September 2026 (Virtual)

Purpose
The committee met to conduct the Biennial Review. The purpose of the review was to evaluate the effectiveness of DMACC's AOD Prevention Program and determine whether disciplinary sanctions for alcohol and drug violations were consistently enforced.

Items Reviewed

The committee reviewed the following information:
• Annual student and employee notifications
• Student Code of Conduct and employee policies
• Alcohol and drug prevention programming
• Student conduct data
• Employee disciplinary data
• Clery Act statistics
• Counseling and support resources
• Other available assessment and program documentation

Discussion and Findings

Program Effectiveness

Consistency of Sanction Enforcement

Recommendations

Action Plan

Appendices

2025 Annual Consumer Information Notification
Annual Consumer Information Notification distributed to all employees and students on September 11, 2025

Sample Email
DMACC Consumer Information

The DMACC community has access to information and rights including the following:

- Institutional Policies and Procedures
- Title IX and Campus Sexual Violence Elimination (SaVE) Act
- Drug and Alcohol Policies
- Weapons on Campus Policies
- Annual Security and Fire Safety Report
- Safety Tips
- Freedom of Expression
- Family Education Rights and Privacy Act (FERPA)
- Completion and Graduation Rates
- Minors on Campus
- Animals on Campus
- Athletics Reports

Click here to learn more about consumer information that applies to you.

Click here to access SafeColleges training modules.

Stop by or call the DMACC Safety and Security Office (Bldg. 12, 515-964-6500), Ankeny Campus, or the administrative office at any DMACC Campus to receive a paper copy of any DMACC Consumer Information items.

Federal regulations require DMACC to provide prospective students, current students, community members and other stakeholders with Consumer Information.

2025 HR Annual Compliance Notice
Annual Compliance Notice distributed to all employees and students August 28, 2025

Sample Email
Hello DMACC Employees and Students,

Every year, we share important compliance information and resources to help ensure a safe, respectful, and legally compliant workplace for everyone at DMACC. This notice includes updates on policies, required training, and resources you might need throughout the year. You can read the information below, and I've also attached a PDF of the notice. The new information will be posted on the HR page of the myDMACC website at: Annual Compliance Information

Please take a few minutes to review the information. If you have any questions, please reach out to the designated contact person or your supervisor.

Thanks for everything you do to keep DMACC a great place to work and learn!

2025-2026 DMACC Annual Compliance Notice

Policies and Procedures: You are responsible for following DMACC policies and procedures. Click on the links below to review this information.
Board Policies
HR Procedures
DMACC Policy & Procedure Website

Nondiscrimination Statement:
Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group, or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family, or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. A lack of English language proficiency will not be a barrier to admission or participation in career and technical education programs.

Individuals who believe they have experienced discrimination may file a complaint using the College's Discrimination Complaint Procedure using the Discrimination Complaint Form for Employees & Applicants form. The form is available on the HR Forms page or from the Deans' offices, the Judicial Officer, or the EEO/AA Officer in the Human Resources department.

For questions or concerns related to the Americans with Disabilities Act (ADA), please contact the Section 504/ADA Coordinator:
Sharon Bittner, Dean of Learning Support Services
Address: 2006 S. Ankeny Blvd, Building 6, Ankeny, IA 50023
Phone: 515-964-6857
Email: sgbittner@dmacc.edu

For Title IX-related questions or concerns, contact the Title IX Coordinator:
Address: 2006 S. Ankeny Blvd, Building 1, Ankeny, IA 50023
Email: Title9@dmacc.edu

If you have questions or complaints about this policy, you may also contact the U.S. Department of Education's Office for Civil Rights:
Director: Office for Civil Rights, U.S. Department of Education
Address: Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582
Phone: (303) 844-5695
Fax: (303) 844-4303
TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

DMACC Academic Pathways:
Entrance requirements for specific programs can be found on the Program Requirements & Graduation page: Agriculture, Animals, & Natural Resources, Building Trades & Transportation, Business, Design, Media, & the Arts, Education, Communication, & the Humanities, Engineering &, Manufacturing, Health Science & Fitness, Information Technology, Math & Science, Public & Community Service

DMACC Affirmative Action Officer:
Amanda Easton, Executive Director of Human Resources
2006 S Ankeny Blvd, Building 1
Ankeny, IA 50023
Email: adeaston@dmacc.edu
Phone: 515-964-6301

DMACC Disability Services and DMACC Section 504/ADA:
The Disability Services Office is located at:
2006 S Ankeny Blvd, Building 6, Room 10B
Ankeny, IA 50023
Sharon Bittner, Dean of Learning Support Services
Email: sgbittner@dmacc.edu
Phone: 515-964-6857

DMACC Disability Services Coordinator:
Jennifer Argo, Disability Services Coordinator (including pregnancy-related accommodations)
Email: jdargo@dmacc.edu
Phone: 515-964-6850
For more information, please visit DMACC Disability Services.

Employee Assistance Program:
DMACC benefits-eligible employees have access to a free and confidential Employee Assistance Program (EAP) through Lincoln Financial Group. Whether you're looking for help with

counseling, legal concerns, financial planning, finding child or elder care, or many other services, EmployeeConnect Plus is here to support you.
Online: Visit www.GuidanceResources.com and register using the Organization Web ID: Lincoln
By phone: Call 855-327-4463 to speak directly with a Guidance Consultant

Employee Wellness Reimbursement Update:
DMACC offers a one-time reimbursement for a fitness or exercise membership each fiscal year to all Regular employees. Currently, the maximum reimbursement amount is $240. Since the college already partially subsidizes memberships at Trail Point, those memberships are not eligible for reimbursement under this program. To request reimbursement, complete the Request for Fitness-Exercise Membership Reimbursement form, which is available on the HR Forms page.

Family and Medical Leave Act (FMLA):
The FMLA allows eligible employees to take up to 12 weeks of unpaid, job-protected leave annually for certain family and medical reasons. You may be eligible if you have worked at DMACC for at least 12 months and have worked at least 1,250 hours in the last year. To learn more about how FMLA may apply to your situation, please refer to the HR3720 - Family and Medical Leave (FMLA) Procedure.

Protect Your DMACC Username, Password, and ID Number:
Your DMACC credentials and access information contain sensitive, personal information — please do not share them with anyone. If you believe your DMACC information has been stolen or misused, contact DMACC Tech Support immediately at techsupport@dmacc.edu or 515-965-7300.

Copyright Reminder:
DMACC complies with Article I, Section 8 of the U.S. Constitution and adheres to the U.S. Copyright Act in the use of copyrighted materials. All students, faculty, and staff are expected to respect intellectual property rights and use such materials responsibly, while also following applicable laws. The use of copyrighted content in ways not permitted by law, official guidelines, or license agreements is strictly prohibited. For more details, please refer to MC323 - Copyright Compliance Board Policy.

For questions, please contact:
Christine Whitney, Director of Library Resources
Email: cwhitney@dmacc.edu
Phone: 515-964-6328

To learn more, visit DMACC's Copyright Information Guide.

Family Educational Rights and Privacy Act (FERPA):
FERPA training is mandatory for all DMACC employees and is assigned through the Safe Colleges training system. FERPA grants students specific rights regarding their educational records, and it's important that we all understand and uphold these protections. Please be sure to

review the FERPA Information page of the DMACC website and complete your mandatory FERPA training in the Safe Colleges training system.

Mandatory Reporter Training Regarding Child Abuse:
All DMACC credit instructors (including adjuncts) and employees who regularly work with children are designated as mandatory reporters under Iowa law. These individuals are required to complete Mandatory Reporter Training every three years.

Training is available through the following platforms:
Area Education Agency (AEA) online training system at AEA Learning System | Mandatory Reporter Training
Iowa Department of Health and Human Services at Mandatory Reporter Information | Iowa Department of Health & Human Services

Please submit all training certificates and questions to Human Resources:
Email: humanresources@dmacc.edu
Phone: 515-964-6301

1st Amendment/Freedom of Speech:
1st Amendment/Freedom of Speech training is mandatory for all DMACC employees and is assigned through the Safe Colleges training system.

Bloodborne Pathogens Exposure Control Plan:
The most current version of DMACC's Bloodborne Pathogen Exposure Control Plan is available online: Bloodborne Pathogen Exposure Control Plan. Departments or lab areas that maintain paper copies of the plan are responsible for ensuring those copies are updated to reflect the latest version. The Safety Office reviews and updates the plan at least annually.

If you have suggestions for improvements or changes to the plan or related engineering controls, please contact:
Nathan Braymen, Safety Coordinator
Email: ntbraymen@dmacc.edu
Phone: 515-964-6214

Bloodborne Pathogens (BBP) Training:
Employees in positions with potential exposure to bloodborne pathogens are required to complete BBP training every year. BBP training is available through the Safe Colleges training system.

If you need additional BBP training options, please contact Human Resources:
Email: humanresources@dmacc.edu
Phone: 515-964-6301

Title IX:
Title IX is a federal civil rights law that prohibits gender discrimination (including pregnancy and parental status) in educational programs and activities. It applies to all aspects of campus

life, including: Admissions, Financial aid, Academics, Athletics, Career services, Counseling, Medical services, Employment, Events and activities

Under Title IX, all forms of sex-based discrimination are prohibited, including but not limited to: Sexual harassment, Sexual assault, Relationship or partner violence, Stalking, Sexual exploitation, Pregnancy-related discrimination, Retaliation related to any of the above

DMACC is committed to upholding the principles of Title IX and fostering a safe, respectful, and inclusive environment for all students and employees. This includes maintaining a campus free from discrimination, harassment, intimidation, and violence. You can help support a discrimination-free community by promoting the principles of consent in all relationships and learning about Title IX.

If you experience or witness misconduct or retaliation, please report it promptly to Campus Security or the Title IX Coordinator.

For more information, visit:
DMACC Title IX website
Title IX: Pregnancy, Birth, and Parenting
ES4612 - Title IX Non-Gender Discrimination/Pregnancy, Childbirth, and Lactation Procedure

DMACC Title IX Coordinator:
The DMACC Title IX Coordinator is located at:
2006 S Ankeny Blvd, Building 1
Ankeny, IA 50023
Email: Title9@dmacc.edu

Title IX Employees of Authority:
All DMACC employees are considered mandatory reporters and are required to report any Title IX issue to the Title IX Coordinator.

Title IX Training:
Title IX Awareness and Disclosure Training is mandatory for all DMACC employees and is assigned through the Safe Colleges training system.

Questions about Title IX training requirements should be directed to:
Title IX Coordinator
Email: Title9@dmacc.edu

Campus Safety and Security Information:
DMACC is committed to providing a safe and secure learning environment for all students, faculty, and staff.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA), DMACC publishes an Annual Security and Fire Safety Report. These federal laws require colleges and

universities to disclose specific information related to campus safety and security. The report includes: Campus safety policies and procedures, Crime statistics for the past three years, Fire safety information for on-campus housing (if applicable), Resources and support services that are available to the campus community

Crime statistics are compiled using data from DMACC security records and incident reports, as well as information from local law enforcement agencies for designated geographic areas. Once collected and reviewed, the data is included in the Annual Security and Fire Safety Report and submitted to the U.S. Department of Education.

The Annual Security and Fire Safety Report is available on the website at: DMACC Annual Security and Fire Safety Report

A paper copy of this report is available at the Office of the Director of Public Safety on the Ankeny Campus, Building 12, or by contacting:
Brian Endrizal, Director of Public Safety
Email: bendrizal@dmacc.edu
Phone: 515-964-6612

Payroll Information:
Update Your Personal Information: If you've had any changes to your address, phone number, email, or emergency contact, please take a moment to update your information in Banner Self-Service. To update your information:
Log in to myDMACC
Scroll to Tools in the left-hand column
Click Banner Self-Service
Click Personal Information

Employee Dashboard: The Banner Self-Service Employee Dashboard is your go-to resource for managing key employment information. Through the dashboard, you can:
Enter your time worked and/or leave usage
View pay stubs
Check your leave balances
Access your W-2 and other payroll information.
To get started, log in to myDMACC, navigate to the Tools section, and select Banner Self-Service.

Time entry or leave instructions and payroll information are available at: myDMACC | Payroll Information.

Direct Deposit: All employees are required to enroll in direct deposit for payroll. You may choose any financial institution for your deposit. To set up or make changes to your direct deposit, please complete the Direct Deposit Authorization Agreement form. This form is available in the payroll section of the HR Forms page.

W-2s: Employees will receive W-2 forms electronically through the Banner Self-Service Employee Dashboard. If you prefer a paper copy, you can request one in January, when the 2025 W-2s are available.

Did you know that DMACC participates in the State's 403(b) and 457(b) tax-deferred retirement savings plan? These plans are offered through the Retirement Investors' Club (RIC) and allow you to save for retirement with pre-tax or post-tax (Roth) contributions.
Contribution Limits for 2025:
Up to $23,500 annually (subject to IRS adjustments)
If you're age 50 or older, you may contribute an additional $7,500
If you are 60 to 63, you may contribute an additional $11,250 in place of the $7,500 catch-up limit.
This applies only to the 403(b) plan. For 403(b) plans only, you may be eligible for an extra $3,000 catch-up contribution if you have 15+ years of service and haven't yet used the full $15,000 lifetime limit.

Learn more:
Iowa Department of Administrative Services Providers & Investments (PSE)
403(b) Info: Iowa Department of Administrative Services Education-Related Employees (ERE)
457(b) Info: Iowa Department of Administrative Services DMACC RIC
Contact the Retirement Investors' Club with questions at 866-460-4692.

Drug-Free Schools and Communities Act (DFSCA) - Alcohol/Tobacco/Substance Use Disorder Information:
DMACC strives to provide an educational environment that promotes the health and safety of students, faculty, and staff. Accordingly, DMACC complies with Drug-Free Schools and Communities Regulations (eCFR Part 86). Visit the Drug and Alcohol Abuse Prevention page for more information.

Standards of Conduct
DMACC is committed to maintaining a safe, healthy, and drug-free environment for all students and employees. The manufacture, possession, use, or distribution of illegal substances is strictly prohibited on any College property or at any College-sponsored activity. No employee or student may be on College property under the influence of alcohol, drugs, or other illegal substances if it impairs their ability to perform their duties or disrupts the normal operations of the College. The College will take appropriate action, to the extent possible, to ensure a work and learning environment free from the influence of drugs and other illegal substances. (BS5551 – Compliance with Drug Free Schools and Campuses Act Procedure)

Compliance with DMACC's drug-free workplace policy is a condition of employment.
Any workplace-related violation that results in a criminal conviction must be reported to the Human Resources department. Before an employee who has been convicted of such a violation may be reinstated — or as a condition of continued employment — they must complete a drug use disorder assistance or rehabilitation program. Educational resources on drug and alcohol use disorder prevention are available to both employees and students on the DMACC Drug and Alcohol Abuse Prevention page.

In accordance with DMACC's Student Conduct, Discipline, and Appeals Procedure (ES4630) and Tobacco-Free Campus Procedure (ES4635), the following behaviors are strictly prohibited:

Alcohol
Using, possessing, misusing, or being under the influence of alcohol or other intoxicating beverages on College property or at College-sponsored events, unless specifically authorized by College regulations or officials.

Controlled Substances
Manufacturing, processing, selling, delivering, providing, using, purchasing, misusing, or possessing any narcotic drug, marijuana, or other addictive, dangerous, or controlled substance on College property or at College-sponsored functions.
Drug paraphernalia is also prohibited.

Tobacco and Electronic Smoking Devices
In alignment with the Iowa Smoke-Free Air Act and public health guidance, the use of all tobacco products—including smokeless tobacco, smoking tobacco, and electronic smoking devices (e-cigarettes)—is prohibited on all DMACC campuses and facilities.

For more information, please refer to:
F804 – Tobacco and E-Cigarette Use on College Property Policy
HR3322 - Tobacco and E-Cigarette Use on College Property Procedure

Applicable Legal Sanctions and Penalties
Iowa Alcohol-Related Penalties
Underage Possession, Purchase, or Consumption
Under Iowa Code 123.47, individuals under the age of 21 are prohibited from purchasing, attempting to purchase, possessing, or consuming alcoholic beverages. Penalties include:
First Offense:
Simple misdemeanor; $200 fine
Second Offense:
Simple misdemeanor; $500 fine
May also result in loss of driving privileges for up to one year or a substance use disorder evaluation
Third and Subsequent Offenses:
Simple misdemeanor; $500 fine
Mandatory suspension of driving privileges for up to one year

Operating While Intoxicated (OWI)
Under Iowa law, it is illegal to operate a motor vehicle with:
A blood alcohol concentration (BAC) of 0.08% or higher
Any amount of a controlled substance in your system

Penalties include:

Additional information available at: Iowa Department of Transportation | Suspensions & Revocations
First Offense (Serious Misdemeanor):
Minimum 48 hours in jail
Fine of $1,250 (may be reduced to $1,000 if no injury/property damage occurred)
License revocation for at least 180 days
Substance use disorder evaluation, drinking driver education, and other prevention programs
Second Offense (Aggravated Misdemeanor):
Minimum seven days in jail
Fine of at least $1,875
One-year license revocation
Continued education and treatment requirements
Third or Subsequent Offense (Class D Felony):
30 days to five years in prison
Fine between $3,125 and $9,375
Six-year license revocation
Mandatory treatment and education programs

Zero Tolerance for Drivers Under 21
Under Iowa's Zero Tolerance Law, individuals under 21 found operating a motor vehicle with a BAC of 0.02% or higher (but less than 0.08%) will face:
Minimum 60-day driver's license revocation

Federal and State Drug Penalties
Under Iowa law, drug possession penalties escalate with repeat offenses:
First Offense: Classified as a serious misdemeanor, punishable by up to one year in jail and a fine of up to $2,560.
Second Offense: Considered an aggravated misdemeanor, with penalties of up to two years in prison and a fine of up to $8,540.
Third or Subsequent Offense: Elevated to a Class D felony, carrying up to five years in prison and a fine up to $10,245
Iowa Code, Chapter 124 contains additional information on controlled substance violations and penalties.
The Iowa Department of Public Safety Division of Narcotics Enforcement website provides additional information.
Information on federal drug convictions and penalties

Iowa Marijuana Possession Penalties
First Offense: A serious misdemeanor, punishable by up to six months in jail and/or a fine of up to $1,000.
Second Offense: Still a serious misdemeanor, with up to one year in jail and/or a fine between $430 and $2,560.
Third or Subsequent Offense: An aggravated misdemeanor, with up to two years in prison and/or a fine between $855 and $8,540

Health Risks

Information about health risks and effects of illicit drug use is available at the U.S. Drug Enforcement Administration website. The Centers for Disease Control (CDC) provides information on health risks associated with alcohol use disorder at CDC | Alcohol Use.

Drug- and Alcohol-Related Resources
Substance Use Disorder Resources
DMACC benefits-eligible employees can access substance use disorder resources through the Employee Assistance Program (EAP) provided by Lincoln Financial Group. EmployeeConnect Plus can be accessed online at www.GuidanceResources.com (an Organization web ID is required for registration: Lincoln) or by calling 855-327-4463 to speak with a Guidance Consultant. Questions about the EAP can be directed to the DMACC Benefits Coordinator at 515-964-6372.

DMACC counselors may provide education and prevention programming to students upon request and are available on a confidential basis to assist students with substance use disorder assessment, evaluation, and referrals for treatment. Visit the DMACC Counseling Department page for additional information. Additional consumer information regarding drug and alcohol use disorder prevention can be found on the DMACC Drug and Alcohol Abuse Prevention page.

Disciplinary Sanctions
Students: The unlawful manufacture, possession, use, distribution, and/or misuse of illicit drugs or alcohol by students may result in sanctions that can include expulsion from DMACC. For more information and potential sanctions, refer to the DMACC Student Code of Conduct.

Employees: The unlawful manufacture, possession, use, distribution, and/or misuse of illicit drugs or alcohol by DMACC employees may result in discipline up to and including discharge. More information is available by viewing the DMACC employee HR3235 Discipline and Discharge Procedure.

Biennial Review Committee Meeting Agenda

Purpose
To evaluate the effectiveness of DMACC's Alcohol and Other Drug (AOD) Prevention Program, assess the consistency of disciplinary sanction enforcement, identify strengths and areas for improvement, and develop recommendations for the next biennial review cycle.
Suggested Participants:
• Student Affairs
• Human Resources
• Campus Public Safety
• Counseling Services
• Employee Assistance Program Representative (if available)
• Student Conduct
• Institutional Research
• Compliance/Clery Coordinator
• Academic Affairs
• Campus Leadership Representative

Agenda
Welcome and Overview
• Review purpose of the Biennial Review
• Review DFSCA requirements
• Discuss goals and expected outcomes of the meeting

Review of AOD Prevention Programs and Services
• Student prevention and education programs
• Employee prevention and wellness initiatives
• Counseling and support resources
• Community partnerships and referral resources
• New programs implemented during the review period

Annual Notification Review
• Review annual student notifications
• Review annual employee notifications
• Confirm methods and dates of distribution
• Identify opportunities to improve communication and awareness

Review of Campus Data and Trends
• Student conduct violations
• Employee disciplinary actions
• Clery Act alcohol and drug statistics
• Counseling use data
• EAP utilization data (aggregate)
• Training and program participation data
• Survey results or other assessment findings

Assessment of Program Effectiveness
• What is working well?
• What outcomes demonstrate success?
• What challenges or gaps have been identified?
• Are current prevention efforts reaching intended audiences?

Consistency of Sanction Enforcement
• Review student sanctions
• Review employee sanctions
• Determine whether sanctions are applied consistently
• Identify any concerns or recommendations

Recommendations and Future Priorities
• Policy revisions
• Additional training or education needs
• Resource and staffing needs
• Data collection improvements
• New prevention strategies
Action Plan Development
• Assign responsible departments
• Establish implementation timelines
• Identify assessment measures for future evaluation

Summary and Next Steps
• Review key findings
• Confirm recommendations
• Determine responsibilities for drafting the Biennial Review report
• Establish timeline for final review and approval

Meeting Deliverables:
• Findings regarding program effectiveness
• Findings regarding consistency of sanction enforcement
• Recommended program and policy improvements
• Action plan for the next biennium
• Documentation for inclusion in the DFSCA Biennial Review Report