

AGENDA ITEMS for DAAPP MEETING

In Feb. 2022

1. Introduce HR representative.
2. Define our roles, if possible.
3. Go over input or comments regarding the documents sent out already.
4. Discuss the following:
 - (a) Divide into teams with specific assignments.
 - (1) One team to go over the disclosure statement. Find the flaws in it.

We may have one statement for GCC. However, it will be divided into 3 areas of responsibility, one for HR for procedures involving employees, another for students under Student Support, and contractors and vendors under Environmental Health and Safety. GCC needs to identify which specific office will be handling the student procedures. Find out what is needed to satisfy the federal government.

Here's a hypothetical question: Who handles a situation where a GCC employee is involved with alcohol or drugs in a classroom/program/event setting while going to school at night after hours? Will it be HR or Student Support? Will the standards and the sanctions be the same?
 - (2) One team to look at substance abuse prevention/education for GCC as a whole. This team will need to work with GBHWC, TOHGE, and OASIS for local resources and trainings. This should include trainings, posters, presentations, and referrals. Need to clearly identify who on campus will be conducting the referrals. Also need to identify who will be doing the educational part.
 - (3) GCC is mandated by the federal government to ensure, document, and certify on an annual basis that all students receiving credit and

that all employees received a copy of GCC's policies, procedures, and information on resources, sanctions, and health risks on drugs and alcohol. Who is going to be responsible for this? Who will gather all this information? Since this involves employees and students that means that HR and Admissions will be involved. My suggestion is this can be done online for both students and employees. So, MIS may have to be involved as well. Again, who is going to be in charge of this? Our little team does not have the authority or resources to do all of this.

5. Open up for discussion.
6. We can begin doing educational/prevention actions while we are sorting things out. If we wait until things are sorted out, months may go by and we will be in violation. If we start doing things now, we will be showing signs of good faith and attempts of compliance.
7. Identify who will be on what sub-team or group. Identify who will be sub group leader.
8. Schedule for next meeting.