

December 1, 2021

Dear Garden City Community College employee,

U.S. Department of Education regulations require this **ANNUAL NOTIFICATION** to all students and employees. Please take a few minutes to review this important material.

#### *Code of Conduct*

Garden City Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions. Smoking and smokeless tobacco are not permitted on College property or in College vehicles. Students and employees are expected to abide by all applicable alcohol and drug laws, and to abstain from use of alcohol and illegal drugs while on campus and during school-sponsored activities, unless its use is in accordance with prior written approval from the President and Board of Trustees.

#### *Applicable Legal Sanctions*

Local, state, and federal laws relate to the unlawful possession, use, or distribution of illicit drugs and alcohol. These laws govern such issues as: public drunkenness; purchase, consumption, possession, or transportation of alcohol by a minor; selling or furnishing alcohol to minors; manufacturing, selling, or carrying a false ID; driving under the influence; and illegal trafficking and possession of controlled substances. Penalties for violation of alcohol and drug laws can include fines, court costs, diversion costs, treatment costs, community service, loss of driver's license, and jail time.

#### *Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs*

The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia, psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease; distorted senses; unconsciousness leading to coma; and permanent damage to the liver, heart and central nervous system leading to death. (see [Appendix](#) for more information)

#### *Drug and Alcohol Programs*

All students are eligible for basic assessment and/or referral by the College Health Nurse, CampusWell Counseling office, or the Vice President of Student Services or designee. These individuals can be contacted at the following numbers: College Health Nurse (620) 276-9601; CampusWell Counselor (620) 276-9635, or Vice President of Student Services (620) 276-9683. Employees who choose to contact the Director of Human Resources, CampusWell Counselor, or College Health Nurse regarding substance-related issues are eligible for consultation and referral. Referral to other treatment providers can be found at 800-662-HELP, or at <http://findtreatment.samhsa.gov>.

#### *Disciplinary Sanctions*

Garden City Community College will impose disciplinary sanctions on students and employees for violations of the code of conduct. Sanctions may include fines, suspension, counseling, verbal warning, Performance Improvement Plan, expulsion, or termination of employment as provided in the [Student Code of Conduct](#) or the [Employee Code of Conduct](#) procedures and may include referral for prosecution.

#### *Confidentiality, Questions or Comments*

All information received by Garden City Community College through the drug-free program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and College policies. Any questions or comments regarding this notification may be directed to Kellee Munoz, Director of Human Resources, (620)276-9574, [kellee.munoz@gcccks.edu](mailto:kellee.munoz@gcccks.edu). For additional information, please see Policy Alcohol and Drug Policy and Prevention Program. {link}

Respectfully,

Kellee Munoz  
Director of Human Resources