

**Minutes of Biennial Drug and Alcohol Program Review, December 22<sup>nd</sup>, 2015**  
(Held Following Director's Meeting at Austin Campus)

The Drug Free Schools and Campuses Regulations (34 CFR, Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on the premises and as part of any activities.

CyberTex Institute of Technology acknowledges a legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the school fulfills the requirements of the Federal regulations.

The following school officers of the Biennial Review Committee were present at the meeting:

Iqbal Sheikh, President  
Matthew Zarling, Killeen Campus Director  
Ali Azam, Chief Administrator Officer  
Mudassir Shaikh, Austin Campus Director

**Materials Reviewed:**

- \* The Higher Education Amendments of 1998 (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226)
- \* Alcohol and other Drug Policy documents distributed to all faculty, students and staff.
- \* State laws regarding drug and alcohol abuse.

**POLICY:**

School policies on alcohol and drugs are posted in each campus at various locations accessible to staff and students.

**Federally Mandated Policy:**

Distribution:

The Federally Mandated Policy about alcohol and other drugs is distributed annually to each staff member and student.

For Years 2013, 2014

\* The Alcohol and Drug Free Campus Policy was distributed to all staff through email notice, on school bulletin boards and school website. The policy was distributed to all current and prospective students via school catalog, on school bulletin boards and school website.

\* The Policy was also placed on the School Website and may be viewed by all.

The following determinations were made at the conclusion of the review:

\* *Effectiveness of the policy and changes to the program, if needed.*

The policy was deemed effective since no violations had occurred in the past two years. However, since the last time the policy was developed many Drug Counseling and Treatment centers have opened in Bell County where Killeen Campus is located. The Alcohol and Drug Free Campus Policy has been updated to include new locations for Killeen Campus.

\* *Ensuring that the sanctions developed are enforced consistently.*

\* Since no violations had occurred in the past two years, no sanctions were imposed on staff or students.

\* *The number of drug- and alcohol-related violations and fatalities occurring on each campus or as part of their activities that are reported to campus officials*

None were reported.

\* *The number and type of sanctions the school imposes on employees as a result of such violations or fatalities.*

Since no violations had occurred in the past two years, no sanctions were imposed on staff or students.