



## PROCEDURE

Policy Name:	Substance Abuse and Sexually Transmitted Diseases
Policy Number:	5328
Applicable Code/Law:	N/A

### Procedural Guidelines

1. During fall quarter the President shall ask the following individuals to recommend names of potential committee members to develop and maintain a continuing program for the prevention of and education about substance abuse and the prevention of and education about sexually transmitted diseases:
  - (a) the Counseling Center Director;
  - (b) the president of the faculty bargaining unit;
  - (c) the chief steward of the bargaining unit(s) representing classified staff;
  - (d) the Student Body Association President.
2. The committee shall consist of no fewer than six members representing college administration, faculty, classified staff, students, and community. Members will serve from fall quarter to the succeeding fall quarters. The President will name the committee chair and members. The committee shall work closely with the office of the Vice President for Student Services.
3. By April 1 of each year the committee will file a report of its progress with the Vice President for Student Services who will retain a copy of the report. By May 15 of each year the committee will submit its plan for the succeeding year's operations to the Vice President for Student Services. The Vice President for Student Services will review the plan.