

Grant Agreement

Title of Project: "To Reduce Underage and High Risk Drinking"

Purpose of Project: To develop and test an environmental strategy to reduce alcohol sales to underage and intoxicated customers and curtail "predatory" marketing practices in college environments.

<p>Grantor: Pennsylvania Liquor Control Board Bureau of Alcohol Education Northwest Office Building, Room 602 Harrisburg PA 17124-0001 (717) 772-1432</p>	<p>Grantee Institution: FID # [REDACTED] Pennsylvania State University 237 Ritenour Building University Park, PA 16802</p>
<p>Grantee Institutional Approval <i>(full name, title, and address of official authorized to sign for institution):</i> John Hanold, Interim Director The Pennsylvania State University 110 Technology Center Building University Park, PA 16802-7000 (814) 865-1372 (814) 865-10089 osp@psu.edu</p>	<p>Grantee Project Director <i>(full name, title, address, telephone number and fax number):</i> Susan L. Kennedy, PhD Associate Director for Educational Services The Pennsylvania State University 237 Ritenour Building University Park, PA 16802 Phone (814) 863-0461 Fax (814) 865-7212 slk5@sa.psu.edu</p>
<p>Grantor Project Director <i>(full name, title, address, telephone number and fax number):</i> Steven L. Schmidt, Director Bureau of Alcohol Education Pennsylvania Liquor Control Board Northwest Office Building, Room 602 Harrisburg, PA 17124-0001 (717) 772-1432 Fax: (717) 783-2612</p>	<p>Period for Which Support is Requested <i>(total project):</i> From Sept. 2006 Through September 13, 2009 Month Day Year Month Day Year Effective 12/13/2006</p>
<p>Amount of Support Requested <i>(total project):</i> Amount: \$ 250,000.00</p>	<p>Check to be Made Payable to: Vendor No.141597-005</p>

PLCB Use Only

Cost Center: 2668162000

Fund: 2006406000 through 09000

GL: 6343120

Grant/Funds Commitment #: 4100037901

Pennsylvania Liquor Control Board

GRANT AGREEMENT

The Commonwealth of Pennsylvania, Pennsylvania Liquor Control Board (PLCB) has the authority to award this Grant under section 207(k) of the Liquor Code [47 P.S. § 2-207(k)].

The Pennsylvania State University, Educational Services (Grantee), Federal Identification Number [REDACTED] should read these conditions carefully prior to signing this agreement. The Grantee's signature on this form constitutes acceptance in full of all conditions herein. To induce the PLCB to award the Grant requested hereby, the Grantee accepts and agrees to comply with the following conditions in the event that such Grant is awarded. As used throughout this form, the term "Grant" shall include the income, if any, therefrom unless the context otherwise requires.

1. **PURPOSE AND ADMINISTRATION.** The Grant shall be used exclusively for the purposes specified in the services as outlined in the Grantee's proposal and budget, a copy of which is attached hereto and made a part hereof as "Attachment A." The Grantee will directly administer the project or program being supported by the Grant and agrees that no Grant funds shall be disbursed to any organization or entity, whether or not formed by the Grantee, other than as specifically set forth in this Grant Agreement.
2. **USE OF GRANT FUNDS.** Grant funds shall be expended only for goods and services covering activities in the approved Grant within the Grant Agreement period.
 - A. No part of the Grant shall be used to carry on propaganda or otherwise attempt to influence legislation.
 - B. No part of the Grant shall be used to attempt to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive.
 - C. No part of the Grant shall be used for a grant or to fund a grant to another organization without prior written approval of the PLCB.

- D. The Grantee shall repay or reimburse promptly to the PLCB any portion of the Grant that for any reason is not used exclusively for the purposes of the Grant as set forth herein within the time specified in this Grant Agreement or within any approved extension by the PLCB of said time period within fifteen (15) days after such specified time or such extension.
- E. If the PLCB terminates the Grant pursuant to Section 9 herein, Grant funds expended for purposes or items allocatable to the period of time prior to the effective date of termination will be reimbursed.
3. **BUDGET.** Expenditures of the Grant funds must adhere to the specific line items in the Grantee's approved Grant budget, see Attachment A. Transfers among line items (increases and decreases) in the Grant budget are permitted only with written approval of the PLCB.
4. **PAYMENT TERMS.** Payments totaling up to two hundred fifty thousand dollars (\$250,000.00) will be made on a cost reimbursement basis to the Grantee upon the full execution of the Grant Agreement by all required parties. Funds will not be advanced to the Grantee. Request for Reimbursement forms may be submitted monthly or quarterly. Request for Reimbursement forms are attached hereto and made a part hereof as "Attachment B." Actual travel expenses incurred by the Grantee in relation to this Grant will be reimbursed at the discretion of the PLCB in accordance with the Commonwealth's Travel Policy as set forth in Office of Administration Management Directive No. 230.10, as amended.
5. **REPORTS.** The Grantee must submit interim reports on December 31, 2006, March 31, 2007, June 30, 2007, September 30, 2007, December 31, 2007, March 31, 2008, June 30, 2008, September 30, 2008, December 31, 2008, March 31, 2009, and June 30, 2009. A final report must be submitted by October 31, 2009 or within one (1) month of the completion date of the grant project. The PLCB reserves the right to withhold any future Grant funds or any other Grant funds requested for reimbursement until these reports have been received or if the submission of reports is not completed in a timely manner. Failure to submit these reports could result in termination of the Grant by the PLCB. These reports may include the Grantee's Request for Reimbursement forms. Copies of these reports are attached hereto and made a part hereof as "Attachment C."
6. **RECORDS AND AUDIT REQUIREMENTS.** The Grantee shall indicate the Grant separately on its books of account. Accounting procedures must provide for accurate and timely recording of receipt of funds by source, expenditures made from such funds, and unexpended balances. Controls must be established which are adequate to ensure that expenditures charged to the Grant activities are for allowable purposes and that documentation is readily available to verify that the charges are accurate. The substantiating documents, such as bills, invoices, canceled checks and receipts, shall be retained by the Grantee for three (3) years after expiration of the Grant period. Copies of the Request for Reimbursement forms and the required reports shall be retained by the Grantee in its files for a period of not less than three (3) years after expiration of the Grant period.

The Grantee agrees to promptly furnish the PLCB with copies of all Grant related records upon the PLCB's request. The Grantee agrees to make its books and records available to the PLCB and the Auditor General of the Commonwealth of Pennsylvania at reasonable times for review. The PLCB, at its expense, may audit or have audited the books and records of the Grantee insofar as they relate to the disposition of the funds granted by the PLCB, and the Grantee shall provide all necessary assistance in connection therewith. The PLCB may, at its expense, monitor and conduct an evaluation of operations under the Grant, which may include visits by representatives of the PLCB to observe the Grantee program, procedure and operations and to discuss or modify the program with the Grantee's personnel.

7. **PUBLIC REPORTING.** The PLCB will report this Grant as required by law. The PLCB does not usually issue press releases on individual grants; however, should the PLCB elect to do so, it would discuss the press release with the Grantee in advance of distribution. The Grantee may issue its own press announcement but shall obtain approval of the form and content of the announcement from the PLCB before distribution. The Grantee agrees that any publication (written, visual or sound) issued by the Grantee or by any subgrantee or subcontractor describing programs or projects funded shall contain the following statement: **"This project was supported with funds awarded by the Pennsylvania Liquor Control Board."** The Grantee shall send to the PLCB two (2) copies of all publications that it produces that are related to the project supported by the PLCB.
8. **OFFSET PROVISION.** The Grantee agrees that the Commonwealth of Pennsylvania ("Commonwealth") may set off the amount of any state tax liability or other obligation of the Grantee or its subsidiaries to the Commonwealth against any payments due the Grantee under this and/or any contract/grant with the Commonwealth.
9. **GRANT TERMINATION.** Either party to this Grant may terminate the Grant at any time upon thirty (30) days prior written notice to the other party. All reasonable costs incurred by the Grantee until the date of termination shall be reimbursed by the PLCB. However, the Grantee shall not incur any additional costs that are not first approved by the PLCB following the date of the written notice of termination. The PLCB's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year period, the PLCB shall have the right to terminate this Grant. The termination rights in this section are not exclusive and are in addition to any other termination rights provided herein or at law.

If the Grant is terminated prior to the scheduled expiration date, the Grantee shall, upon request by the PLCB, provide the PLCB a full accounting of the receipt and disbursement of funds and expenditures incurred under the Grant as of the effective date of termination. The termination rights in this Section 9 are not exclusive and are in addition to any other termination rights provided herein. The PLCB shall notify the Grantee in writing of the termination of the Grant.

10. **CHANGES AND AMENDMENTS.** Any changes, additions or deletions to the conditions of the Grant, Grant proposal or Grant budget (Attachment A), except for transfers among budget line items, must be made in writing only and must be jointly approved and signed by the PLCB, the Grantee and all other required Commonwealth signatories.
11. **NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE/ADA.** During the term of this Grant, the Grantee agrees as follows:
- A. In the hiring of any employees for the manufacture of supplies, performance of work, or any other activity required under the Grant or any subgrant, the Grantee, subgrantee or any person acting on behalf of the Grantee or subgrantee shall not by reason of gender, race, creed or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
 - B. Neither the Grantee nor any subgrantee nor any person on its behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work or any other activity required under the Grant on account of gender, race, creed or color.
 - C. Grantees and subgrantees shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated, and employees who practice it will be disciplined.
 - D. The Grantee shall not discriminate by reason of gender, race, creed or color against any subgrantee or supplier who is qualified to perform the work to which the contract relates.
 - E. The Grantee and each subgrantee shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the PLCB and the Department of General Services' Bureau of Contract Administration and Business Development for purposes of investigation to ascertain compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause, Section 11. If the Grantee or any subgrantee does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the Contracting Officer or the Bureau of Contract Administration and Business Development.
 - F. The Grantee shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract or subgrant so that such provisions will be binding upon each subgrantee.
 - G. The Commonwealth may cancel or terminate the Grant, and all money due or to become due under the Grant may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause.

- H. Pursuant to the federal regulations promulgated under the authority of The Americans With Disabilities Act, 28 C.F.R. § 35.101 et seq., the Grantee understands and agrees that it shall not cause any individual with a disability to be excluded from participation in this Grant or from activities provided for under this Grant on the basis of the disability. As a condition of accepting this Grant Agreement, the Grantee agrees to comply with the "General Prohibitions Against Discrimination," 28 C.F.R. § 35.130, and all other regulations promulgated under Title II of The Americans With Disabilities Act which are applicable to the benefits, services, programs, and activities provided by the Commonwealth through contracts with outside contractors.
- I. The non-Commonwealth agency Grantee shall be responsible for and agrees to indemnify and hold harmless the Commonwealth from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth as a result of the Grantee's failure to comply with the provisions of Subsection 11.H above.
12. **PUBLIC AVAILABILITY OF INFORMATION.** The Grantee agrees to comply with state requirements relating to the availability to the public of identifiable records or other documents that are pertinent to the receipt or expenditure of Grant funds. The Grantee shall include in any contracts involving Grant funds a condition requiring the contractor to comply with the availability of information requirements and to require its subcontractors to comply with the same. Nothing in this section shall be construed to require disclosure of information expressly made confidential by another statute. The requirements of this Section 12 shall be executed so as to maintain the confidentiality of the applicants for or recipients of the services provided under this Grant.
13. **COPYRIGHT, PLCB USE OF DATA.** Where activities supported by this Grant produce copyrightable works ("works"), title to such works shall vest in the Grantee. The Grantee shall be accorded all rights provided to the owner of the copyright under the Federal Copyright Act. The Grantee agrees to grant a royalty-free, perpetual, irrevocable, non-exclusive license to the PLCB to reproduce, disseminate, publish, display, and prepare derivative works based upon the works including the right to sublicense the works. If the Grantee transfers ownership of all or any portion of the project to another entity, it shall ensure that its successors in interest afford the PLCB the same license as set forth in this Section 13. This Section 13 shall survive the term of this Grant.
14. **PATENTS.** The Grantee and its subcontractors shall retain ownership to patentable items, patents, processes, inventions of discoveries (collectively, the "Patentable Items") made by the Grantee during the performance of this Grant. Notwithstanding the foregoing, the PLCB is granted a non-exclusive, non-transferable, royalty-free license to use or practice the Patentable Items. The PLCB may disclose to third parties any such Patentable Items made by the Grantee or any of its subcontractors under the scope of work for the projects and work assignments that have been previously publicly disclosed. The PLCB understands that any third party disclosure will not confer any license under such Patentable Items.

15. TITLE TO GRANT-FUNDED PROPERTY. Title to non-expendable personal property acquired in whole or in part with Grant funds shall vest in the Grantee. The Grantee shall have possession and use of such property so long as it is being used for project purposes by the Grantee. The Grantee shall notify the PLCB within thirty (30) days whenever non-expendable personal property purchased in whole or in part with Grant funds is no longer used by the Grantee for project purposes. Discontinuance of use of any non-expendable personal property for project purposes by the Grantee shall subject it to reclamation at the option of the PLCB. The Grantee shall exercise due care in the use, maintenance, protection and preservation of such property during the period of use.

16. OTHER LAWS AND REGULATIONS.

The Grantee understands that it is not relieved of or released from the requirements of any other federal, state or local laws or regulations by virtue of its compliance with the conditions contained in this Grant.

17. CONTRACTOR RESPONSIBILITY.

- A. The Grantee certifies, for itself and all its subcontractors or subgrantees that, as of the date of its execution of this Grant, neither the Grantee, nor any subgrantees or subcontractors, nor any suppliers are currently under suspension or debarment by the Commonwealth, or any government entity, instrumentality, or authority, and if the Grantee cannot so certify, then it agrees to submit, along with the Grant, a written explanation of why such certification cannot be made. The Commonwealth reserves the right to deny the Grant without liability if the Grantee cannot so certify and the Commonwealth is not satisfied with the explanation.
- B. The Grantee also certifies that, as of the date of its execution of this Grant, it has no tax liabilities or other Commonwealth obligations.
- C. If the Grantee enters into subcontracts or subgrants or employs under this agreement any subcontractor/individuals who are currently suspended or debarred by the Commonwealth or the federal government or who become suspended or debarred by the Commonwealth or federal government during the term of this Grant or any extension or renewals thereof, the Commonwealth shall have the right to require the Grantee to terminate such subcontracts or subgrants or employment.
- D. The Grantee's obligations pursuant to Section 17, Contractor Responsibility, are ongoing from and after its execution of this Grant through the termination or expiration date thereof. Accordingly, the Grantee shall have an obligation to inform the Commonwealth if, at any time during the Grant period, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or any of its subcontractors or subgrantees are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within fifteen (15) days of the date of suspension or debarment.

- E. The failure of the Grantee to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state or the federal government shall constitute an event of default of this Grant.
- F. The Grantee agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of Inspector General for investigations of the Grantee's compliance with the terms of this or any other agreement between the Grantee and the Commonwealth which result in the suspension or debarment of the Grantee. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witnesses and documentary fees. The Grantee shall not be responsible for investigative costs for investigations that do not result in the Grantee's suspension or debarment.
- G. The Grantee may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at <http://www.dgsweb.state.pa.us/debarment.list> or by contacting:

Department of General Services
Office of Chief Counsel
603 North Office Building
Harrisburg, PA 17125
Telephone No: (717) 783-6472
FAX No: (717) 787-9138

18. CONTRACTOR INTEGRITY.

A. Definitions

- 1) "Confidential Information" means information that is not public knowledge or available to the public on request, disclosure of which would give an unfair, unethical, or illegal advantage to another desiring to contract with the Commonwealth.
- 2) "Consent" means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that, where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of execution of this Agreement.
- 3) "Applicant" means the individual or entity that seeks to enter or has entered into this agreement with the PLCB, including directors, officers, partners, managers, key employees, and owners for more than five percent (5%) interest, if applicable.
- 4) "Financial Interest" means:
 - (i) ownership of more than a five percent (5%) interest in any business; or

- (ii) holding a position as an officer, director, trustee, partner, employee, or the like, or holding any position of management.
- 5) "Gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.
- B. The Grantee shall maintain the highest standards of integrity in the performance of this agreement and shall take no action in violation of state or federal laws, regulations, or other requirements that govern contracting with the Commonwealth.
- C. The Grantee shall not disclose to others any confidential information gained by virtue of this Grant Agreement.
- D. The Grantee shall not, in connection with this or any other agreement with the Commonwealth, directly or indirectly, offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any officer or employee of the Commonwealth.
- E. The Grantee shall not, in connection with this or any other agreement with the Commonwealth, directly or indirectly, offer, give, or agree or promise to give to anyone any gratuity for the benefit of or at the direction or request of any officer or employee of the Commonwealth.
- F. Except with the consent of the Commonwealth, neither the Grantee nor anyone in privity with the Grantee shall accept or agree to accept from, or give or agree to give to any person, any gratuity from any person in connection with the performance of work under this Grant Agreement, except as provided therein.
- G. Except with the consent of the Commonwealth, the Grantee shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material on this project.
- H. The Grantee, upon being informed that any violation of these provisions has occurred or may occur, shall immediately notify the Commonwealth in writing.
- I. The Grantee, by execution of this Grant Agreement and by the submission of any bills or invoices for payment pursuant thereto, certifies and represents that it has not violated any of these provisions.

- J. The Grantee, upon the inquiry or request of the Inspector General of the Commonwealth or any of that official's agents or representatives, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Inspector General to the Grantee's integrity or responsibility, as those terms are defined by the Commonwealth's statutes, regulations, or management directives. Such information may include, but shall not be limited to, the Grantee's business or financial records, documents or files of any type or form which refer to or concern this Agreement. Such information shall be retained by the Grantee for a period of three (3) years beyond termination of the Grant Agreement unless otherwise provided by law.
- K. For violation of any of the above provisions, the Commonwealth and/or the PLCB may terminate this and any other agreement with Grantee, claim liquidated damages in an amount equal to the value of anything received in breach of these provisions, claim damages for all expenses incurred in obtaining another contractor to complete performance hereunder, and debar and suspend the Grantee from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth and/or the PLCB may have under law, statute, regulation, or otherwise.
19. **INDEPENDENT CAPACITY.** The Grantee and its agents and employees shall act in an independent capacity and shall not act on behalf of or be deemed to be officers, employees or agents of the Commonwealth or the PLCB.
20. **LIMITATION OF LIABILITY.** The Grantee's liability to the Commonwealth under this Grant shall be limited to the value of the Grant. This limitation will apply, except as otherwise stated in this Section 20, regardless of the form of action, whether in contract or in tort, including negligence. This limitation does not, however, apply to damages for (i) bodily injury (including death), or (ii) damage to real property or tangible personal property for which the Grantee is legally liable.
21. **GOVERNING LAW.** This Grant shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania and the Pennsylvania courts shall have exclusive jurisdiction with respect to this Grant.

The foregoing conditions are hereby accepted and agreed to as of the final date indicated below.

Date 11-7-2006

Grantee Institution: The Pennsylvania State University

By: J. Harold
(Signature of Authorized Official)

Title: J. Harold, Interim Director, Office of Sponsored Programs

Date 11-14-06

Grantor Institution:
Pennsylvania Liquor Control Board

By: [Signature]
(PLCB Project Director)

Title: Director, Bureau of Alcohol Education

Date: 11/22/06

By: [Signature]

Title: Director of Administration

Date: 12/6/06

Office of Comptroller: Raegene L Miller

Title: Chief DR&C

Date: 12/6/06

PLCB Office of Chief Counsel: FSDiehl

Title: Chief Counsel

Date 12/13/06

Office of Attorney General: [Signature]

ATTACHMENT A



August 10, 2006

OSP Number: 115887B

PROPOSAL TRANSMITTAL

"PSU System-wide Alcohol Initiative"

Submitted to: COP: Liquor Control Board
Submitted by: Susan L Kennedy
Contact: Lisa Hipple
Lead Contracts & Proposal Specialist
Office of Sponsored Programs
(814) 863-4720
lah8@psu.edu

Additional Comments:

Without project administration.

Approved By:

J. Harold
Interim Director, Office of Sponsored Programs

The Pennsylvania State University employs individuals and accepts students and graduate research students from a multitude of national backgrounds. As an entity, the University is subject to, and works diligently to obey, federal regulations regarding the export of controlled technologies and data. Sponsor, as an independent entity, is individually responsible for ascertaining its compliance with federal export laws and procedures. If Sponsor anticipates disclosure or provision of controlled technology or data to University as part of the proposed sponsored project, Sponsor should inform University, in writing, of the existence of, and information concerning the scope and extent of, such anticipated disclosures or provisions.

Please reference OSP Number 115887 in all correspondence.

Sent via: E-mail

**PSU System-Wide Alcohol Initiative
July 2006-June 2009
Grant Narrative**

The Penn State Commission for Substance Abuse Prevention's (CSAP) purpose is to foster an environment that does not support the abuse of alcohol, tobacco or other drugs. The Commission serves as an advisory group to Dr. Vicky Triponey, Vice President for Student Affairs, on any matter that affects the use or abuse of alcohol, tobacco, or other drugs in the University Community including but not limited to:

- The evaluation of the efficacy of present University programs, policies, procedures and practices as they relate to an environment which supports the legal and low-risk use of alcohol, tobacco and other drugs;
- The identification of areas in which new or revised policies, programs, and/or procedures are needed to create an environment which supports the legal and low-risk use of alcohol, tobacco and other drugs;
- The recommendation of initiatives which will lead to improved understanding of the life-threatening nature of alcohol and other drug abuse and makes prevention, intervention and treatment of alcohol and other drug related problems a high priority;
- The recommendation of initiatives which foster an academic and work environment that values healthy lifestyle choices concerning alcohol, tobacco and other drug use.

In an effort to successfully fulfill our purpose, CSAP has developed a three-year initiative to reach out to Penn State undergraduate campuses and support their ability to address substance abuse. Throughout the development of the program of work, feedback was provided from campuses representatives to ensure the included initiatives could be implemented throughout the Penn State System. CSAP will provide campuses with support and guide them through the assessment, strategic planning, and implementation processes during the three-year PSU System-Wide Alcohol Initiative.

Most Penn State campuses have limited resources, both human and financial, to address substance abuse on their campus. This grant proposal includes funding for a full-time Community Health Educator who will be responsible for the grant implementation and will guide campuses through the assessment, strategic planning and implementation processes. This staff member will serve as the liaison with the PLCB and ensure the grant objectives are being met.

Assessment

During the first year (2006-2007), three assessment tools will be utilized to evaluate alcohol and other drug programs and the campus environment. Below is a description of each assessment tool:

Council for the Advancement of Standards, Alcohol, Tobacco and Other Drug Programs: CAS Standards represent best practices as formulated by representatives of multiple professional associations concerned with student learning and development in higher education. PSU campuses will conduct a self-assessment of the CAS standards to determine which standards they currently adhere to and which standards could be enhanced.

Community Readiness Assessment:

The Community Readiness Assessment is used to determine the community's needs and develop strategies that meet their needs. This model explores six dimensions of readiness including community efforts, community knowledge of the efforts, leadership, community climate, community knowledge about the issue, and resources related to the issue. The Community Readiness Assessment will be used to ensure that the campuses implement environmental strategies that are realistic for their level of readiness.

College Alcohol Risk Assessment:

The College Alcohol Risk Assessment will identify risks that contribute to alcohol-related problems on each campus. The goals of this model are to gather information on the extent of problems related to alcohol use at each campus and to understand and describe environmental factors within the campus community that promote or discourage high-risk alcohol use among students.

Strategic Planning

Campus representatives will develop strategic plans during the second and third years of the grant period to address substance abuse by utilizing the findings from the completed assessments. The strategic plans will include timelines for implementation of environmental strategies.

We acknowledge that not all campuses will be at the same readiness level and the time it will take for campuses to complete the assessments and strategic plans will vary. CSAP will provide support and training to assist campuses with their strategic planning efforts.

Implementation

Once campuses have developed strategic plans, they will be eligible to receive funding to implement their initiatives. Seed money has been included in the grant to assist with their implementation efforts. In addition to the initiatives campuses develop, CSAP will provide campuses with the opportunity to participate in BASICS training during the first and second years of the grant. CSAP developed an online BASICS program with funding received from the PLCB during the 2004-2005 academic year. This program will be provided to campuses as a resource.

CSAP will administer the American College Health Association National College Health Assessment in Spring 2008 and will utilize the data to create a social norms campaign for each campus to implement during the fall semester.

Throughout the grant period, CSAP will provide training and professional development opportunities for Penn State campuses that emphasize effective prevention and intervention strategies and evaluation methods.

Deliverable Products

The following products will be provided to the PLCB during the grant period. The year the product will be provided is an anticipated date. The exact date of deliverables will be dependent upon the level of readiness at each campus.

Year 1

1. Report of CAS Standards assessment findings for each campus
2. Report of Community Readiness Assessment for each campus
3. Report of College Alcohol Risk Assessment for each campus
4. Documentation of current efforts to address substance abuse
5. Implementation and evaluation plans for campuses that participate in BASICS training
6. Utilization reports from campuses that implement BASICS
7. Quarterly and Annual progress reports

Year 2

1. Strategic plans with implementation and evaluation timelines for campuses
2. National College Health Assessment Results
3. Quarterly and Annual progress reports

Year 3

1. Social norms campaign materials for campuses
2. Utilization report from campuses that implement the social norms campaign
3. Documentation of effective initiatives implemented across the Penn State system
4. Quarterly and Annual progress reports
5. Final Report

**PSU System-Wide Alcohol Initiative
Three-Year Grant Budget**

<u>Budget Item</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>3-Year Total</u>
A. Resource Packets	\$400.00			\$400.00
B. Stakeholder Meetings	\$300.00	\$300.00		\$600.00
C. Travel Expenses	\$700.00	\$800.00	\$700.00	\$2200.00
D. Pre-Conference Meeting		\$4000.00		\$4000.00
E. NCHA Survey		\$7000.00		\$7000.00
F. Social Norms Campaign			\$13,000.00	\$13,000.00
G. Seed Money for campuses		\$34,280.00	\$34,680.00	\$68,960.00
H. Staff Salary and Benefits	<u>\$51,280.00</u>	<u>\$51,280.00</u>	<u>\$51,280.00</u>	<u>\$153,840.00</u>
TOTALS:	\$52,680.00	\$97,660.00	\$99,660.00	\$250,000.00

Grant Narrative

Resource packets

Resource packets will be created to provide campus stakeholders with information about the grant including assessment tools that will be utilized, strategic planning guidelines and environmental management strategies. The information included will be referred to throughout the implementation process of the grant.

Stakeholder Meetings

Stakeholder Meetings will be held on each campus to implement some of the grant initiatives. Some meeting will be held over lunch and funding would be utilized to provide meals to the participants.

Travel Expenses

The Community Health Educator will travel to each campus several times throughout the grant period to guide campus stakeholders through the assessment, strategic planning and implementation processes. This budget item will be used to cover the cost of mileage, lodging, and meals incurred during campus visits.

Pre-Conference Meeting

CSAP will host a Penn State pre-conference meeting before the Spring 2008 PLCB Conference. Registration, lodging and one meal will be provided for those who attend the conference. Many campuses have limited professional development funds available, therefore attendance increases when CSAP is able to provide funding. The pre-conference meeting will be an opportunity for campus representatives to hear about the progress of the grant and discuss any challenges they are facing in regards to substance abuse prevention on their campuses.

NCHA Survey/Social Norms Campaign

The NCHA survey will be administered to provide an accurate picture of student health issues at Penn State. The data obtained will be utilized to create social norms campaign materials for each campus.

Seed Money

Seed money will be distributed to campuses once they have completed a strategic plan to address substance abuse. Campuses have very limited financial resources dedicated to substance abuse prevention. This budget item will allow campuses to implement effective strategies that otherwise they would not be able to implement due to a lack of funding. The seed money ensures that campuses will be able to implement initiatives from their strategic plans.

Staff Salary and Benefits

The Community Health Educator will be responsible for the grant implementation and will guide campuses through the assessment, strategic planning and implementation processes. Due to limited staffing on campuses, this is an essential role to ensure the grant objectives are being met. This staff member will be responsible for communicating with campus stakeholders and will serve as the liaison to the PLCB throughout the grant period.

ADDITIONAL BUDGET INFORMATION¹

FUNDING REQUESTED FROM PLCB:

Community Health Educator Salary: \$153,840.00
 Three-Year Fixed Term
 Salary \$40,506/yr
 Benefits \$10,774/yr
 Program of Work Initiatives: \$96,160.00
TOTAL FUNDS REQUESTED: \$250,000.00

PSU CONTRIBUTIONS:

CSAP Salary/Wages Allotment: \$143,487.00
 Health Educator (part-time): \$23,400.00/yr
 Health Educator Benefits: \$1,942.00/yr.
 Staff Assistant (1 part-time): \$11,262.00/yr
 Staff Assistant Benefits: \$2,996.00/yr
 Assoc. Dir. (10%): \$6,500/yr
 Assoc. Dir. Benefits: \$1729/yr
 Program of Work Initiatives: \$166,905.00

Other CSAP Expenses:
 Office Supplies \$750.00
 Postage \$150.00
 Professional Development \$15,000.00
 Educational Materials \$17,430.00

TOTAL PENN STATE CONTRIBUTIONS: \$343,722.00

ESTIMATED FUNDS NEEDED BY YEAR:

2006-2007: \$52,680.00
 2007-2008: \$97,660.00
 2008-2009: \$99,660.00
TOTAL: \$250,000.00

¹Projected over the 3 years of the grant.

**PSU System-Wide Alcohol Initiative
Program of Work
2006-2009
August 2, 2006**

Goal from CSAP 2005-2007 Strategic Plan	Initiative	Time Frame			Current Plan	New Initiative	Resources Needed	Deliverables	Funds Requested Excluding Salary	PSU Contribution
		2006	2007	2008						
		2006	2007	2008						
	Work with the Vice President of Student Affairs and the Chancellors at the campuses to develop a core group of campus stakeholders to address ATOD strategies and initiatives.	Spr. 2006				X	Buy-in from VP and Chancellors			
Evaluate the efficacy of present University programs, policies, procedures and practices as they support an environment that supports the legal and low risk use of alcohol, tobacco, and other drugs.	Conduct an internal review of ATOD guidelines using the Council for the Advancement of Standards in Higher Education (CAS) at all undergraduate campus locations	X				X	Buy-in from campus representatives Community Health Educator Salary	CAS Standards for Alcohol, Tobacco and Other Drug Programs		
	Conduct a Community Readiness Assessment at all undergraduate campuses.	X				X	Community Health Educator Salary	Community Readiness Assessment		
	Conduct an environmental scan using the College Alcohol Risk Assessment.	X				X	Community Educator Salary	College Alcohol Risk Assessment		
	Campus stakeholders meet to review CAS standards and Community Readiness assessment findings. CSAP will provide support conducting these meetings.	X				X	Funding for food Buy-in from stakeholders	Meeting Minutes	\$1000	
	Develop resource packets for the campus stakeholders meetings that include an agenda template, reports of assessment findings and examples of effective prevention and intervention strategies.	X				X	Funding for supplies Community Health Educator salary		\$400	
	Review system-wide policies, procedures, practices (environmental management and science-based strategies) that address alcohol and other drugs and the impact of the surrounding community on these issues.	X	X	X	X					
Recommend and support initiatives which foster a healthy academic and work environment leading to an improved understanding of the life threatening nature of alcohol and other drug abuse.	Facilitate strategic planning and implementation efforts to address substance abuse by utilizing environmental and science-based strategies.		X	X		X	Buy-in from stakeholders Travel Expenses Community Health Educator salary	Strategic Plan for each campus Meeting Minutes	\$1000	\$2700

Goal from CSAP 2005-2007 Strategic Plan	Initiative	Time Frame	Current Plan	New Initiative	Resources Needed	Deliverables	Funds Requested Excluding Salary	PSU Contributions
	Provide campuses with seed money to assist with the cost of implementing their strategic plan with CSAP support	X	X	X	Funding for seed money Community Health Educator salary	Documentation of timelines, and funds needed to implement initiatives from the strategic plan and evaluation methods for each initiative. Completed grant applications and subsequent funding	\$68,960	\$152,205 through mini-grants
	Provide campuses with support and resources to apply for various grants to increase their ability to implement ATOD initiatives	X	X	X	Community Health Educator salary			
	Offer 2 day Training for Campuses in use of BASICS (Health and Counseling Services, Judicial Affairs, Residence Life)	X		X	BASICS manuals Training Materials (Binders, Handouts, etc.) Meals Facilitator stipend and travel expenses (PLCB provides)	Documented plan for implementation and evaluation of BASICS on the campus Utilization Report from campus contact Participant Evaluation of training		
	Design and disseminate Social Norms Campaign for Campus Clusters			X	Fall 2008 Funding for campaign materials (posters, table tents, media) Community Health Educator Salary	Evaluation of awareness and effectiveness of campaign and impact on student drinking behaviors Utilization report from campus contact	\$13,000	Campaign design
	Provide training and professional development opportunities for PSU campuses that emphasize effective prevention and intervention strategies and evaluation methods.	X	X	X	Travel expense (mileage, etc.) Funding for food and facilities Community Health Educator salary	Documentation of effective initiatives implemented at Penn State Campuses Participant evaluation of Pre-conference meeting and conference	\$800	
	PLCB Annual Collegiate Alcohol Initiative Pre-conference meeting of Penn State campus representatives to share information about PSU and the PLCB partnership and discuss ways to institutionalize our efforts.	X		X	Travel expenses (mileage, lodging, meals)	Meeting Minutes	\$4000	\$5000 for Spring 2006 Pre-Conf.
	Administer the ACHA survey	Spr. 2008			Cost of Assessment	Survey Report	\$7000	\$7000

TOTAL: \$96,160.00 \$166,905.00

¹Quarterly and Annual Activity Reports will be submitted to the PLCB from CSAP ²Based on 2005-2006 Operating Budget

ATTACHMENT B

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Request for Reimbursement Form
Submit this form to receive reimbursement.
Make additional copies as necessary**

Time Period: _____

Total amount requested in reimbursement: \$ _____

Research Accountant's Signature: _____

Please indicate the amounts in each line item you are seeking reimbursement (line items are from your original grant application budget page). **Keep all records and receipts for audit purposes.**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Submit this form to:

**PA Liquor Control Board
Bureau of Alcohol Education
Room 602 Northwest Office Building
Harrisburg, PA 17124-0001**

**CC: 2668162000
Fund: 200640 000
GL: 6343120
Grant #/Funds Comm. #:
Vendor #: 141597-216**

ATTACHMENT C

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due December 31, 2006**

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.

3. Attach minutes of any meetings that occurred during this period.

4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.

5. List budget expenditures during this period. Provide details for each expenditure.

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due March 31, 2007

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.

3. Attach minutes of any meetings that occurred during this period.

4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.

5. List budget expenditures during this period. Provide details for each expenditure.

1901853002
Journal ✓

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Request for Reimbursement Form**

Time Period: 12/13/06 - 4/30/07

Total amount requested in reimbursement: \$7,207.48

Research Accountant's Signature: Carol A. Howe
Carol A. Howe, Senior Accountant
cxh5@psu.edu 814-865-2675

Please indicate the amounts in each line item you are seeking reimbursement (line items are from your original grant application budget page). Keep all records and receipts for audit purposes.

Staff Salary and Benefits \$7,207.48

Total \$7,207.48 ✓

COPY

L. P. For
Approved

Submit this form to:

5-16-07

**PA Liquor Control Board
Bureau of Alcohol Education
Room 602 Northwest Office Building
Harrisburg, PA 17124-0001**

**CC: 266816200
Fund: 200640000
GL: 6349120 6600800
Grant #/Funds Comm. #: 4100037901
Vendor #: 141597-216**

2007 MAY 30 PM 3:00

PLCB COMPTROLLER
DOC. REV. CONTROL

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
January 1, 2007-April 30, 2007

May 10, 2007

1. Name of organization: University Health Services/Commission for Substance Abuse Prevention,
Pennsylvania State University

Report submitted by: Susan Kennedy, PhD and Anna Zacher, MPH

Phone number: (814) 863-0461

2. List all activities that occurred during this period.

- Made campus visits to meet key staff and to understand the needs, interests and barriers at those campuses with respect to the grant and alcohol issues in general;
- Reviewed and summarized campus activities that comply with Drug Free Schools and Campuses Act
- Met with administrators, Directors of Student Affairs and other key staff regarding the grant activities and the changes in Drug-Free Schools and Campuses regulations;
- Recruited Commission for Substance Abuse Prevention (CSAP) Liaisons from every campus to ensure representation of all campuses and to have a point person on each campus who will be responsible for the activities of the PLCB grant initiative;
- Selected, compiled, revised and created online versions of the various tools for the needs assessment process;
- Completed application for Office of Research Protections approval of the project (and received approval as of April 27, 2007); and
- Held Penn State meeting before the PLCB Annual Conference to introduce the grant project and activities to the campus representatives in attendance and conducted brief training with campus staff members on the use of the needs assessment tools.

3. Attach minutes of any meetings that occurred during this period.

Please see attached minutes for the following meetings that occurred during this period:

CSAP Meeting- January 10, 2007

PLCB Workgroup meeting- January 11, 2007

PLCB Workgroup meeting- February 1, 2007
PLCB Workgroup meeting- March 1, 2007
CSAP Meeting- March 21, 2007
PLCB Workgroup meeting- April 5, 2007
CSAP Meeting- April 11, 2007

4. Attach a list of key collaborators on this project.
Include name, organization, address and phone number.

Please see attached list.

5. List budget expenditures during this period. Provide details for each expenditure.

The budget expenditures were as follows:

Salary for Community Health Educator	\$4,906.10
Benefits for Community Health Educator	\$1,381.38
Wages for CHE before hired full-time	<u>\$920.00</u>
Total expenses for this reporting period	\$7,207.48

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due June 30, 2007**

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.

3. Attach minutes of any meetings that occurred during this period.

4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.

5. List budget expenditures during this period. Provide details for each expenditure.

RECEIVED

JUL 10 2007

BU BUREAU OF ALCOHOL EDUCATION

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Request for Reimbursement Form

logged ✓

Time Period: 5/01/07 - 6/30/07

Total amount requested in reimbursement: \$7,577.80

Research Accountant's Signature: *Carol A. Howe*
Carol A. Howe, Senior Accountant
exh5@psu.edu · 814-865-2675

Please indicate the amounts in each line item you are seeking reimbursement (line items are from your original grant application budget page). Keep all records and receipts for audit purposes.

Staff Salary and Benefits	\$7,385.84
Travel Expenses	\$191.96
Total	\$7,577.80

COPY

Approved
[Signature]
7-11-07

Submit this form to:

PA Liquor Control Board
Bureau of Alcohol Education
Room 602 Northwest Office Building
Harrisburg, PA 17124-0001

CC: 266816200
Fund: 200640000
GL: ~~6348120~~ 6600800
Grant #/Funds Comm. #: 4100037901
Vendor #: 141597-216
PSU #: 189-44 (88VV)

to C 7-11-07

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
May 1, 2007-June 30, 2007**

July 5, 2007

1. Name of organization: University Health Services/Commission for Substance Abuse Prevention, Pennsylvania State University

Report submitted by: Susan Kennedy, PhD and Anna Zacher, MPH

Phone number: (814) 863-0461

2. List all activities that occurred during this period.

- **Completed design and programming of the online Community Readiness Assessment;**
- **Sent email invitations to Commission for Substance Abuse Prevention (CSAP) members and liaisons to request that they complete the Community Readiness Assessment online and have collected 55 responses to date;**
- **Met with Penn State Campus Nurses at their annual meeting and gave a presentation regarding the grant activities and the changes in Drug-Free Schools and Campuses regulations;**
- **Met with PLCB Workgroup to discuss the design of and administration process for the student health survey to be conducted in the fall (in lieu of proposed ACHA survey);**
- **Updated University and campus information for Drug Free Schools and Campuses Act annual notification requirement.**

3. Attach minutes of any meetings that occurred during this period.

Please see attached minutes or materials corresponding to the following meetings that occurred during this period:

Nurses' Annual Meeting- May 18, 2007

PLCB Workgroup meeting- May 18, 2007

PLCB Workgroup meeting- June 28, 2007

4. Attach a list of key collaborators on this project.
Include name, organization, address and phone number.

Please see attached list.

5. List budget expenditures during this period. Provide details for each expenditure.

The budget expenditures were as follows:

Salary for Community Health Educator	\$5,834.00
Benefits for Community Health Educator	\$1,551.84
Travel Expenses	<u>\$191.96</u>
Total expenses for this reporting period	\$7,577.80

**PSU System-Wide Alcohol Initiative
List of Key Collaborators**

Name	Organization	Address	Phone Number
Susan Kennedy, PhD	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Anna Zacher, MPH	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Brian Mauro, PhD	Student Affairs Penn State Lehigh Valley	8380 Mohr Lane Fogelsville, PA 18051	(610) 285-5021
Barry Bram, MEd	The Center for Student Engagement Penn State University Park	209 Hetzel Union Building University Park, PA 16802	(814) 863-4624
Amy Neil	Penn State Outreach News Bureau and Public Information	301 Outreach Building University Park, PA 16802	(814) 865-7600
Dennis Heitzmann, PhD	Center for Counseling and Psychological Services, Penn State University Park	221 Ritenour Building University Park, PA 16802	(814) 865-0966
Rob Turrisi, PhD	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste. 208 State College, PA 16801	(814) 865-7808
Kim Mallett, PhD	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste. 208 State College, PA 16801	(814) 863-3731
Rachel Bachrach, MS	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste 208 State College, PA 16801	(814) 865-5344
Pat Hinchey, PhD	Education Department Penn State Worthington Scranton	201 Dawson, PSU Worthington Scranton Ridge View Avenue Dunmore, PA 18512	(570) 963-2594
Andrea Dowhower, PhD	Student Affairs Research and Assessment, Penn State University Park	222 Boucke Building University Park, PA 16802	(814) 863-1809
Lee Ahern, MS	Communications Department Penn State University Park	115 Carnegie Building University Park, PA 16802	(814) 865-3074
John W. Graham, PhD	Biobehavioral Health Department Penn State University Park	315 Health & Human Development East University Park, PA 16801	(814) 863-0200

**PLCB Workgroup Committee
Meeting Minutes
May-June 2007**

Committee members: Susan Kennedy, Anna Zacher, Rob Turrisi, Kim Mallett, Pat Hinchey
Advisors and partners: Rachel Bachrach, Andrew Dowhower, Lee Ahern, John Graham

Date	Topic	Discussion	Decision
5/18/2007	Online tools and invitation process	<p>Due to time constraints at the end of the academic year, it was decided that we would not try to complete all the online assessments now. Instead we are starting with the Community Readiness Assessment (as it is a logical first step) and will conduct the other assessments in the early fall.</p> <p>Rachel completed the programming of the Community Readiness Assessment, and invitations were sent out at the beginning of the month. Anna and Rachel are sending out reminders to help maximize the number of respondents.</p>	<p>Rachel will keep Anna updated on who has responded so Anna can help with follow up and reminders.</p>
	Student health survey	<p>We discussed the various aspects required to administer our own tailored, PSU-specific student health survey in lieu of the ACHA survey:</p> <ul style="list-style-type: none"> • Reviewed draft timeline for survey design and administration. • Rob's office will administer and manage the survey. • Andrea's office will pull the samples (which will be representative of each individual campus' characteristics) and will coordinate with Rob's group to avoid over-sampling. • John reviewed the strategy behind a planned missing data design and the potential benefits and challenges. He thought that it could work well at UP and other large campuses but not as well at smaller campuses. Therefore, we will need to prioritize the need for questions (especially at smaller campuses) and see how close we are to the goal survey length of 20 minutes. At that point, we can decide whether it will be beneficial to pursue a planned missing data design and at which locations. • We will need to look at the final length of the survey to decide what size incentive would be fair- possibly \$5? • Expenses for the survey administration would include: stationery, printing, and mailing costs (estimated at \$2-3/person surveyed), funding for the survey programmer, sampling and incentives. 	<p>Next meeting: June 28 1-3</p> <p>We will review the various potential survey questions to decide which ones we would like to use.</p> <p>Lee will send Fetal Alcohol Spectrum Disorder questions to Anna and Susan for inclusion in list of potential questions.</p> <p>We need further discussion on where to get funds for incentives and on what to fund.</p>
6/28/2007	Survey questions	<p>We reviewed the survey questions compiled from various sources, such as the University of Minnesota student survey, PULSE Student Drinking and Student Smoking surveys, Pennsylvania Youth Survey, Young Adult Alcohol Problems Screening Test, the Goals Project Survey, and the 2007 State and Local Youth Risk Behavior Survey. At this time, it was decided not to pursue the use of any ACHA questions so that we would not need to be concerned about paying to use any of their questions.</p> <p>We were able to thoroughly review the Alcohol, Tobacco and Other Drug questions as well as the Demographics and Fetal Alcohol Spectrum Disorder questions. We will consult others on the fit of questions in other topic areas related to Healthy Campus 2010 initiatives.</p>	<p>Anna will send the information required for clarification on several questions. Then Rachel will begin programming the selected questions (with any corresponding edits). Susan will solicit input from others on the remaining topic areas. Any questions selected will be forwarded to Rachel for inclusion.</p> <p>No next meeting was scheduled. We will follow up via email to decide next steps.</p>

Pennsylvania State University System-Wide Alcohol Initiative



Anna Zacher, MPH &
Susan Kennedy, PhD

University Health Services & Commission
for Substance Abuse Prevention

May 18, 2007

Commission for Substance Abuse Prevention (CSAP)*

• VISION:

- Build a community responsive to the life threatening nature of alcohol, tobacco, and other drug abuse.
- Make prevention, intervention and treatment of substance abuse and related problems a priority.

• MISSION:

- Provide leadership based on prevention of alcohol, tobacco, and other drugs.

*FORMERLY KNOWN AS CPATODA

Purpose of CSAP

- To foster an environment that does not support the abuse of ATOD
- To serve as an advisory group to Dr. Vicky Triponey, VP for Student Affairs, on matters that affect the use/abuse of ATOD in the University Community, including:
 - evaluation of the efficacy of present University programs, policies, procedures and practices
 - identification of areas in which new or revised policies, programs, and/or procedures are needed
 - recommendation of initiatives for ATOD prevention, intervention and treatment

CSAP Membership

- Chair: Brian Mauro
- Past Chair: Barry Bram
- Chair Elect: Amy Neil

- General membership includes faculty, staff and/or students from many of the PSU campuses
- Participation in CSAP is open to University community members from any campus

PLCB Grant

- 3 years of funding from the PA Liquor Control Board
- Defines process of campus assessment, strategic planning and program/policy implementation
- Funds full-time Community Health Educator to:
 - Guide campuses through process
 - Serve as PLCB liaison to ensure that grant objectives are met

Campus Activities for Spring & Fall 2007

- Develop core group of campus stakeholders to address ATOD issues
- Conduct campus assessments and collect baseline data using standard tools:
 - College Alcohol Risk Assessment
 - Community Readiness Assessment
 - Council for Advancement of Standards (CAS) in Higher Education guidelines
 - ACHA/NCHA survey in Fall
- Review findings with campus stakeholders

Key Stakeholders

- To facilitate development of campus stakeholder group, developed form to:
 - inventory current members
 - help identify new potential members
- May want to complete in hard copy first
- Data can be entered online by:
 - entering PIN
 - following guided steps

Use the following URL to access the online version of this form: <http://www.campuswellness.org/Forms/KeyStakeholdersForm.aspx>

College Alcohol Risk Assessment

- Used to identify environmental factors that contribute to alcohol-related problems on campus
- Modified to cut down on number of measures
- Created online version for easy data entry and reporting

Use the following URL to access the online version of this form: <http://www.campuswellness.org/Forms/CollegeAlcoholRiskAssessmentForm.aspx>

Community Readiness Assessment

- Used to determine community's needs and to develop strategies to meet needs
- Ensures that campuses implement realistic environmental strategies for their stage of readiness so they will achieve results
- Created online version for easy data entry and reporting

Use the following URL to access the online version of this form: <http://www.campuswellness.org/Forms/CommunityReadinessAssessmentForm.aspx>

Professional Standards for Higher Education Alcohol, Tobacco & Other Drug Programs

Council for the Advancement of Standards in Higher Education, 2006

- Campuses conduct self-assessment to determine:
 - which standards are currently being achieved
 - which standards could be enhanced
- Need to recruit people to be evaluators

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due September 30, 2007**

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.

3. Attach minutes of any meetings that occurred during this period.

4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.

5. List budget expenditures during this period. Provide details for each expenditure.

RECEIVED

OCT 23 2007

BUREAU OF ALCOHOL EDUCATION

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Request for Reimbursement Form

Time Period: 7/01/07 - 9/30/07

Total amount requested in reimbursement: \$11,314.44

Research Accountant's Signature:

Carol A. Howe
Carol A. Howe, Senior Accountant
cxh5@psu.edu 814-865-2875

Please indicate the amounts in each line item you are seeking reimbursement (line items are from your original grant application budget page). Keep all records and receipts for audit purposes.

Staff Salary and Benefits

\$11,314.44

Total

\$11,314.44

COPY

Approved
[Signature]
10-23-07

Submit this form to:

PA Liquor Control Board
Bureau of Alcohol Education
Room 602 Northwest Office Building
Harrisburg, PA 17124-0001

CC: 2688162000
Fund: 2006407000
GL: 6600800
Grant #/Funds Comm. #: 4100037901
Vendor #: 141597-216
PSU #: 189-44 (88VV)

-1/5 C 10-23-07

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
July 1, 2007-September 30, 2007

October 18, 2007

1. Name of organization: University Health Services/Commission for Substance Abuse Prevention,
Pennsylvania State University

Report submitted by: Susan Kennedy, PhD and Anna Zacher, MPH

Phone number: (814) 863-0461

2. List all activities that occurred during this period.

- Finalized the design of and administration process for the student health survey to be conducted (in lieu of proposed ACHA survey) and created all corresponding documents and resources to create the online survey, select a random sample to be surveyed, recruit and track participants, provide incentives, etc.;
- Submitted application to the Penn State Institutional Review Board for approval to conduct the student health survey (NOTE: received approval on October 18, 2007);
- Held BASICS trainings for PSU staff at the New Kensington (9/14) and Harrisburg (9/21) campuses – total of 18 Penn State staff members from 8 campuses trained;
- Sent email invitations to Commission for Substance Abuse Prevention (CSAP) members and liaisons to request staff to serve as Council for the Advancement of Standards assessment (CAS) reviewers and are working on recruiting at least one member from each campus;
- Planned online CAS training using Adobe Connect to facilitate participation of recruited reviewers from across the Commonwealth;
- Met with Penn State Campus Chancellors at their annual meeting, gave a presentation regarding the grant activities and the changes in Drug-Free Schools and Campuses regulations and requested their support in carrying out the grant activities;
- Analyzed Community Readiness Assessment data and presented overview of results at a CSAP meeting;

3. Attach minutes of any meetings that occurred during this period.

CSAP Meeting- September 12, 2007

No PLCB Workgroup meetings took place during this period as we were in the process of finalizing the student health survey and getting Institutional Review Board approval.

4. Attach a list of key collaborators on this project.
Include name, organization, address and phone number.

Please see attached list.

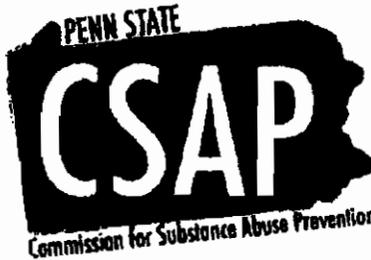
5. List budget expenditures during this period. Provide details for each expenditure.

The budget expenditures were as follows:

Salary for Community Health Educator	\$8,994.00
Benefits for Community Health Educator	<u>\$2,320.44</u>
Total expenses for this reporting period	\$11,314.44

**PSU System-Wide Alcohol Initiative
List of Key Collaborators**

Name	Organization	Address	Phone Number
Susan Kennedy, PhD	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Anna Zacher, MPH	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Brian Mauro, PhD	Student Affairs Penn State Lehigh Valley	8380 Mohr Lane Fogelsville, PA 18051	(610) 285-5021
Barry Bram, MEd	The Center for Student Engagement Penn State University Park	209 Hetzel Union Building University Park, PA 16802	(814) 863-4624
Amy Neil	Penn State Outreach News Bureau and Public Information	301 Outreach Building University Park, PA 16802	(814) 865-7600
Dennis Heitzmann, PhD	Center for Counseling and Psychological Services, Penn State University Park	221 Ritenour Building University Park, PA 16802	(814) 865-0966
Rob Turrisi, PhD	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste. 208 State College, PA 16801	(814) 865-7808
Kim Mallett, PhD	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste. 208 State College, PA 16801	(814) 863-3731
Rachel Bachrach, MS	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste 208 State College, PA 16801	(814) 865-5344
Pat Hinchey, PhD	Education Department Penn State Worthington Scranton	201 Dawson, PSU Worthington Scranton Ridge View Avenue Dunmore, PA 18512	(570) 963-2594
Andrea Dowhower, PhD	Student Affairs Research and Assessment, Penn State University Park	222 Boucke Building University Park, PA 16802	(814) 863-1809
Lee Ahern, MS	Communications Department Penn State University Park	115 Carnegie Building University Park, PA 16802	(814) 865-3074
John W. Graham, PhD	Biobehavioral Health Department Penn State University Park	315 Health & Human Development East University Park, PA 16801	(814) 863-0200



**Meeting Minutes
September 12, 2007
9:30-11:00am
519 Wartik Lab**

Members Present: Roy Baker, Bobby Casiano, Spring Cooper, John Fritz, Dennis Heitzmann, Dwayne Hilton, Susan Kennedy, Linda LaSalle, Hillary Lewis, Brian Mauro, Sam Monismith, Tyrone Parham, Darcy Rameker, Linda Tobin, Anna Zacher.

Campus Liaisons Present: Carl Asick, Stephanie Chastain, Linda McDade, Tara Morgan, Debbie Pawelski, Jackie Warnick-Piatt

Annual Report

Brian Mauro is in the process of writing the CSAP annual report for 2006-2007.

University-wide Initiative (PLCB grant) Update

Anna Zacher reported to the group on the status of this initiative:

- Updated program of work and timeline (distributed via email before the meeting)
- In process of conducting needs assessment at all undergraduate campuses:
 - Community Readiness Assessment: Conducted in May, but a few campuses did not have anyone complete the assessment so we have no data on those campuses. There is still time to fill this out, but please let Anna know soon if you would like to submit a response.
 - A Student Health Survey will be sent out to students at all 20 undergraduate campuses in October. The sample includes only undergraduate students over the age of 18 who are enrolled in six or more credit hours. Questions will cover alcohol, tobacco and other drugs, mental and sexual health, nutrition and exercise and more. The plan for the survey is currently under review by the IRB committee for approval.

- College Alcohol Risk Assessment (forthcoming)
- Key stakeholders inventory (forthcoming)
- Council for Advancement of Standards (CAS): Currently setting up training on conducting the CAS assessment.
- BASICS: PLCB sponsored, *BASICS* training provided at New Kensington on September 14 and at Harrisburg on September 21.

Mini-grant Program Update and Call for Reviewers

Anna announced that nine campuses were awarded 2007-2008 mini grants totaling \$41,000.00. The student mini-grant applications are currently being accepted until October 5, 2007. Applications are available on the CSAP website at:

Members are needed for the review process of these applications. At the meeting, the following people volunteered: Tyrone Parham and Jackie Warnick-Piatt. Amanda Knerr has volunteered since the meeting. However, additional volunteers are needed. If interested, please contact Anna Zacher:

Flyers have been distributed to all campuses through the CSAP liaisons and/or DSA/DSES, and Anna can send the file to anyone else who would like to post flyers on campus. Brian Mauro will send out a student mini-grant reminder to the Student Affairs listserv.

Smoking Policy Matrix and Related Action

Linda LaSalle announced that the Erie, Hazleton and Harrisburg campuses responded to the inquiries regarding smoking policies. Other campus information was obtained from the campuses' respective websites. Any revisions or updates to the matrix (distributed via email) can to be sent to Linda LaSalle:

Bobby Casiano stated that many of the campuses are interested in moving forward with Smoke Free initiatives. As recommended by the Smoking Policy Review Committee (SPRC), members agreed that the best course of action would be to have this activity initiated at the individual campus locations. The suggestion was made that a letter be drafted to Billie Willits recommending the addition of new members to the currently three-person SPRC. Linda Tobin will draft the letter. Brian suggested adding this item onto the next DSA meeting agenda.

Campaign for Alcohol free Sports TV

Dennis Heitzmann informed the group that this campaign is looking for Penn State endorsement, and he asked the group to think about whether or not we want to make a

statement of endorsement to President Spanier. We will re-visit this issue at the next meeting. In the meantime, research is being done to benchmark with other universities on the endorsement list to help inform our decision.

Gambling Issues at Penn State

Dennis brought to the attention of the group a letter from a student expressing concern about gambling problems within the University. The group identified the following concerns/recommendations:

- Gambling is not in our strategic plan, but it does go hand in hand with substance abuse
- Dennis will review the report previously done under Bill Asbury
- Casinos near PSU campuses could contribute to a problem as students work there
- Athletics has specific policy regarding gambling- should it be global?
- Could IT track access to web-based gambling through the PSU server to gauge activity levels?
- Add a question to the health survey on the academic impact of gambling at PSU (done)
- Invite the student to a future meeting

Bylaws Revisions

Thirteen members voted to approve the new bylaw revisions; no opposing votes were received. Liz will post the revised bylaws to the CSAP website.

New Members

Brian welcomed the following new members to the Commission: Roy Baker, Spring Cooper, Hillary Lewis, Issam Khoury, Dominique La Rochelle.

Announcements

Amy Neil is leaving the University. As she is our chair-elect for this year (Chair in 2008-2009), new leadership is currently being sought. Please forward suggestions to Brian Mauro:

Ken Healy made an announcement about the new administration at the PLCB, which is currently revamping and re-packaging itself to the Commonwealth. The name of the

Bureau of Alcohol Education has been changed to the Bureau of Responsible Alcohol Management Services. Additionally, they will no longer be in the business of elementary age education so supplies of these materials will be available only for as long as they last.

Anna: MADD is conducting advocacy against states that are considering changing the legal drinking age to 18 years of age. Visit the campaign website at:

The Underage Drinking Enforcement Training Center (UDETTC) offers audio conferences on topics related to underage drinking prevention programs and strategies. Conference dates, as well as recordings of past conferences, can be found on the website at:

Respectfully submitted,
Elizabeth Barton
Staff Assistant, CSAP

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due December 31, 2007**

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.
3. Attach minutes of any meetings that occurred during this period.
4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.
5. List budget expenditures during this period. Provide details for each expenditure.

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Request for Reimbursement Form**

Time Period: 10/01/07 - 12/31/07

Total amount requested in reimbursement: \$21,812.66

Research Accountant's Signature: Carol A. Howe
Carol A. Howe, Senior Accountant
cxh5@psu.edu 814-865-2675

Please indicate the amounts in each line item you are seeking reimbursement (line items are from your original grant application budget page). Keep all records and receipts for audit purposes.

Staff Salary and Benefits	\$12,572.44
Travel Expenses	245.22
Student Health Survey	8,995.00
Total	\$21,812.66

COPY

*Approved
Lou Rizzo
1-23-08*

*Kenneth Healy
1-23-08*

Submit this form to:

PA Liquor Control Board
Bureau of Alcohol Education
Room 602 Northwest Office Building
Harrisburg, PA 17124-0001

CC: 266816200
Fund: 2008407000
GL: 6600800
Grant #/Funds Comm. #: 4100037901
Vendor #: 141597-216
PSU Invoice #: 88VV-4
PSU #: 189-44 (88VV)

RECEIVED

JAN 23 2008

BUREAU OF ALCOHOL EDUCATION

To C 1-24-08

Fry, Mary

From: Healy, Kenneth
Sent: Wednesday, November 14, 2007 2:39 PM
To: 'Anna Zacher'
Cc: Poe, William; Fry, Mary
Subject: Approved RE: Budget adjustment for PLCB grant

Anna, your request for transferring funds from one line item to another within the PLCB grant is approved.

Ken Healy.

-----Original Message-----

From: Anna Zacher [mailto:AMZ14@sa.psu.edu]
Sent: Wednesday, November 14, 2007 1:30 PM
To: khealy@state.pa.us
Subject: Budget adjustment for PLCB grant
Importance: High

Hi Ken,

As we briefly discussed at the CSAP meeting today, I wanted to ask your permission to make some adjustments to the allocations in our PLCB grant budget. Please let me know if this change can be approved so we can move forward with paying the associated charges.

Currently, in the budget approved in our contract, we have \$7,000 allocated to the student health survey. Since we changed our process from using the ACHA-administered survey to creating and administering one internally within PSU, we have some additional personnel and administrative costs that must be paid by grant funds. Therefore, we would like to move an additional \$2,000 from the Pre-Conference Meeting line item to the survey budget. In order to compensate for the money removed from the Pre-Conference line, CSAP will contribute an additional \$2,000 towards the expenses for the Pre-Conference meeting so that we are still able to follow through with our commitment to support campus staff attendance at that meeting.

Please let me know if you have any questions on this. I'm glad to help facilitate whatever else needs to be done so we can close out the survey administration process.

Thanks!
Anna

Anna Zacher, MPH
Community Health Educator
Penn State University Health Services
237 Ritenour Building
University Park, PA 16802
Phone: 814-865-5455
Fax: 814-865-7212

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
October 1, 2007-December 31, 2007

January 18, 2008

1. Name of organization: University Health Services/Commission for Substance Abuse Prevention,
Pennsylvania State University

Report submitted by: Susan Kennedy, PhD and Anna Zacher, MPH

Phone number: (814) 863-0461

2. List all activities that occurred during this period.

- Anna Zacher and Brian Mauro presented at the Fall 2007 meeting of the Directors of Student Affairs/Enrollment Services on October 26th. They gave updates about the student health survey and other upcoming PLCB grant project activities and reminded the directors about the changes to Drug Free Schools and Campuses legislation.
- At least one representative from every undergraduate campus was selected or nominated to participate in the Council for the Advancement of Standards (CAS) assessment process. Reviewers from 18 of the 20 campuses attended a training regarding the CAS process via *Adobe Connect*, aka *Breeze* on November 9th. The training was conducted by Dr. Eric White, Director of the Division of Undergraduate Studies at Penn State, who has experience conducting CAS reviews in the area of Academic Advising. The overall reaction to *Adobe Connect/Breeze* was very favorable, and a recording of the majority of the training is available online at: <https://breeze.psu.edu/p33062753/>
 - Campuses have been partnered together to complete the assessments, and the teams are in the process of scheduling their campus visits. No exact deadline has been set, but campuses are urged to complete their assessments by February in order to move on to creating their strategic plans.
- A new CSAP Alcohol Subcommittee/PLCB Advisory group was formed. It will incorporate the members of the PLCB Workgroup as well as some new members, including: Amanda Knerr, Spring Cooper, Dominique LaRochelle, Carl Asick, Essie Auker and Bobby Casiano. The group held its first meeting on December 14 and is working on strategies to best support the campuses with their PLCB activities as well as their general programming around alcohol and other drug use.

- The Penn State Student Health Survey was conducted during the first few weeks of November, and the target sample sizes were reached at all 20 participating campuses. The data analysis has been in progress since the survey closed. Although it was planned that the data analysis would be completed before the winter break, there was a setback with the SPSS licensing. Therefore, it is estimated that campuses will receive their individualized data summary reports by the end of January.
- The "Key Stakeholders" inventory was sent out and completed in December. Many of the campus staff found it helpful in reviewing the composition of their campus-community partnership and in determining who else to recruit to participate. They are now working on following up with the stakeholders they identified.

3. Attach minutes of any meetings that occurred during this period.

Please see attached minutes for the following meetings:

CSAP Meeting- October 10, 2007

CSAP Meeting- November 14, 2007

CSAP Meeting- December 12, 2007

CSAP Alcohol Subcommittee/PLCB Advisory group meeting- December 14, 2007

4. Attach a list of key collaborators on this project.

Include name, organization, address and phone number.

Please see attached list.

5. List budget expenditures during this period. Provide details for each expenditure.

The budget expenditures during this quarter were as follows:

Salary for Community Health Educator	\$9,994.00
Benefits for Community Health Educator	\$2,578.44
Travel Expenses	\$245.22
Student Health Survey	<u>\$8,995.00</u>
Total expenses for this reporting period	\$21,812.66



Meeting Minutes
October 10, 2007
9:30-11:00am
519 Wartik Lab

Members Present: Bekka Coakley, Spring Cooper, John Fritz, Ken Healy, Dennis Heitzmann, Dwayne Hilton, Libby Hoover, Susan Kennedy, Amanda Knerr, Linda LaSalle, Hillary Lewis, Dominique LaRochelle, Peggy Lorah, Brian Mauro, Sam Monismith, Tyrone Parham, Darcy Rameker, Anna Zacher, Elaine Zarichnak.

Campus Liaisons Present: Carl Asick, Pete Coleman, Tara Morgan Modeski, Stephanie Chastain.

Minutes reviewed and approved.

PLCB/University Wide Initiative

1. Readiness Assessment results: Anna announced that the individual results reports to the campuses will be ready shortly. On average, most campuses are in the "Preparation" stage of community readiness, meaning that they are preparing to make changes with regard to alcohol and drug issues. However, some of the campuses had only one person fill out the assessment, which severely limits those campus' information for strategic planning. Anna encourages those campuses to have additional representatives fill out the assessment. Anna can be contacted at: amz14@psu.edu.
2. CAS training: Volunteers are needed to serve as part of the assessment team for CAS. An online "Adobe Connect" training will be available to any attendees at their own computer in early November. Ken Healy mentioned that CAS reviewers for the state university process said that it was a great learning experience. Pete Coleman announced that Alice Holland would serve.
3. Student health survey: The student health survey is in the approval stage by IRB. It is hoped that the process will be completed soon so that the survey can take place this month.

Student Mini-Grants Program Update

Anna and Dominique reported that 8 applications have been received. There are currently 6 volunteer grant reviewers, and a meeting of the review committee is currently being scheduled. Decisions should be announced soon.

Gambling Issue

Data on this issue will be gathered via the student health survey, and this information will inform what to do next. Linda mentioned a higher education article on gambling issues, which she will have copied and distributed to the group.

Campaign for Alcohol Free Sports TV

Dominique contacted Tracy Downs, manager of the campaign. The strategy of the campaign is "strength in numbers" to influence commitment of campuses, although no follow up is conducted to ensure that campuses implement their commitments. For Penn State Erie, Brian Stringer, the athletic director, signed on. John Fritz will gather additional information for the next meeting. Sam Monismith made a motion that CSAP write a letter to encourage President Spanier to endorse this initiative. Hillary Lewis seconded the motion. Hillary suggested that she speak with Spanier for his opinion and that UPUA sign off on the letter to offer additional support. Dominique will draft a letter and forward to Hillary. .

CSAP on the road

The DSA meeting will be held October 25 and 26. CSAP members will be present to talk about the student health survey, the changes to Drug Free Schools and Campuses legislation and smoking policies. CSAP members have also presented at the Faculty Senate, CCSG and the Chancellors' meeting.

Dennis stated that there was a lot of interest at the Chancellors' meeting about smoking policy. It was proposed that a letter on smoking policy be sent to the Chancellors to advise them that they can impose a stricter policy than AD32 but that, at a minimum, each campus must comply with AD32.

Future CSAP Guests

Gail Hurley will attend the December meeting.

During the November meeting, CSAP members will brainstorm questions to ask Gail.

Future guests:

1. Billie Willits, VP of Human Resources, in charge of the smoking committee.
 - a) Tie in the letter from CSAP, being drafted by Linda Tobin, to the invitation.
 - b) Brian will touch base with Linda Tobin and extend an invitation to Billie Willits.
2. A representative from Hershey re: their smoke free campus policy and any implementation challenges
3. A representative from Judicial Affairs regarding their recent changes in sanctioning related to alcohol and drugs.

Brian asked the group to advise him of any other future guest ideas: xbm1@psu.edu

Formation of Sub-Groups

Tobacco

Elaine Zarichnak, Linda LaSalle, John Fritz, Peggy Lorah, Hillary Lewis, Libby Hoover, Sam Monismith

Alcohol – PLCB Advisory

Amanda Knerr, Spring Cooper, Dominique LaRochelle, Carl Asick

Announcements

Anna mentioned a Morbidity and Mortality Weekly Report (MMWR) article that reports that the alcohol used most frequently by high school students is hard liquor. This is in contrast with recent media reports about the dangers of “alcopops” and their marketing to underage drinkers. Link to the article: <http://cdc.gov/mmwr/preview/mmwrhtml/mm5629a3.htm>

Respectfully submitted,

Elizabeth Barton

Staff Assistant, CSAP



Meeting Minutes
November 14, 2007
9:30-11:00am
519 Wartik Lab

Members Present: Bobby Casiano, Bekka Coakley, Spring Cooper, John Fritz, Dennis Heitzmann, Dwayne Hilton, Ken Healey, Susan Kennedy, Amanda Knerr, Linda LaSalle, Hillary Lewis, Dominique La Rochelle, Peggy Lorah, Brian Mauro, Sam Monismith, Tyrone Parham, Anna Zacher, Elaine Zarichnak.

Campus Liaisons Present: Carl Asick, Stephanie Chastain, Kelly ShROUT

Minutes reviewed and approved.

PLCB/University Wide Initiative

CAS training and review process:

Representatives from 18 of the 20 undergraduate campuses joined the CAS assessment training via *Adobe Connect*, aka *Breeze*, conducted by Eric White. Campuses will partner together to complete this process; Anna Zacher and Spring Cooper are available for support. No exact deadline has been set, but campuses are urged to complete their assessments by February in order to move on to creating their strategic plan. The overall reaction to *Adobe Connect/Breeze* was very favorable.

Student Health Survey – response rates and next steps:

The survey response target has been reached at all but one campus. Starting data analysis is the next step, and hopefully a data report for each campus will be available before winter break. The data should be incorporated into each campus strategic plan and into social norms marketing campaigns, where applicable.

Upcoming activities:

A “Key Stakeholders” inventory will be sent out prior to winter break. The inventory is a short checklist for each campus to use in reviewing the composition of its campus-community partnership and in determining who else to recruit. .

“College Alcohol Risk Assessment” (CARA) – Currently the process to recruit participants is in development, and the assessment will likely begin early in the next semester. The goal is to get a wide range of perspectives on the local environmental factors that influence alcohol use at each campus and to incorporate that information into the strategic planning process.

Student Mini-Grant Program Update

Dominique reported that a total of ten student mini-grant applications were received. Of these 10, seven mini-grants were awarded.

The recipients are as follows:

1. United Campus Ministry (UCM), \$250
2. Feminist Majority Leadership Alliance (FMLA), \$550
3. Lehigh Valley Service Club, \$250
4. Wilkes-Barre Volleyball Team, \$150 (*Pending an additional \$400*)
5. Human Development and Family Studies (HDFS) Club, Shenango Campus, \$300
6. Students Campaigning Against Tobacco (SCAT), \$444.60
7. Delta Sigma Phi, \$550

Campaign for Alcohol Free Sports TV

Hillary and Dominique drafted a letter to President Spanier outlining CSAP’s support of this initiative. A copy of the letter was passed around to the group in attendance at University Park so that people could make comments/edits. Hillary stated that the University Park Undergraduate Association (UPUA) would be voting at their general assembly meeting tonight on whether or not to sign onto the letter. Brian Mauro will sign the letter on behalf of CSAP. John Fritz mentioned as an FYI that Tim Curley and Graham Spanier are not in favor of supporting this initiative at this time. However, the group agreed that the letter of support from CSAP and UPUA should still be sent to President Spanier.

Gail Hurley at the December CSAP Meeting

Suggestions were taken from members for questions/talking points for the discussion with Gail Hurley:

- Briefing on the smoking policy change difficulties
- How to best partner with the Office of the Vice President
- Detail the priorities of both CSAP and the Office of the Vice President
- How she sees the vocal, visible and visionary role of her office and any strategies she may have to motivate others as well
- Data on the number of *student visits to the ER for alcohol related reasons for all campus locations, including trends
- Should a dedicated staff person be identified at all campus locations as a point person pertaining to drug and alcohol issues?

-Brian will provide the CSAP Program of Work to Gail at his meeting with her prior to the full group meeting.

-*Linda will share the 2006-2007 Partnership report with CSAP once completed.

Sub-Committees

Liz will arrange meetings of the alcohol and smoking sub-committees. Each of the committees will identify a person to convene the meetings. Liz will advise the full group once these meetings have been scheduled in case others would like to join as well.

Bobby Casiano was added to the alcohol committee. The committees will report back to the full group at the December meeting.

Tobacco

Elaine Zarichnak, Linda LaSalle, John Fritz, Peggy Lorah, Hillary Lewis, Libby Hoover, Sam Monismith

Alcohol – PLCB Advisory

Amanda Knerr, Spring Cooper, Dominique LaRoche, Carl Asick, Susan Kennedy, Anna Zacher, Bobby Casiano

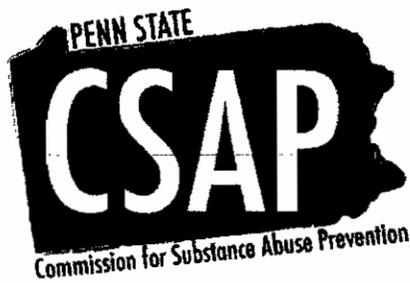
Chair-Elect

Amanda Knerr has assumed the responsibility of CSAP Chair-Elect for the remainder of 2007-2008. Then Amanda will become the CSAP chair for 2008-2009.

Respectfully submitted,

Elizabeth Barton

Staff Assistant, CSAP



**Meeting Minutes
December 12, 2007
9:30-11:00am
519 Wartik Lab**

Members Present: Bekka Coakley, Spring Cooper, John Fritz, Dennis Heitzmann, Susan Kennedy, Amanda Knerr, Dominique La Rochelle, Peggy Lorah, Brian Mauro, Sam Monismith, Tyrone Parham, Darcy Rameker, Linda Tobin, Anna Zacher.

Campus Liaisons Present: Carl Asick, Stephanie Chastain.

Guests: Gail Hurley, Stephanie Conti, Bill Rickus, Nicole Tile.

Minutes reviewed and approved.

PLCB/University Wide Initiative

Student Health Survey – Target responses were achieved from all campuses, and the survey is now closed. Spring is working on the data analysis and shared an interesting preliminary finding: when looking at the alcohol-related consequences experienced by students (i.e., hangovers, missed classes, fights), the highest numbers of consequences were reported by students at University Park and Wilkes-Barre. Although it was planned that the data analysis would be completed before the winter break, there was a setback with the SPSS licensing; as soon as this is resolved, the analysis can be finished, hopefully very soon after winter break. Sam Monismith inquired whether the survey would provide information on trends regarding the consumption of distilled and non-distilled alcoholic beverages; Anna will check into this.

Key Stakeholders Inventory – The online data submission is due by December 19th. Only one person per campus needs to submit the information. The inventory is a short checklist for each campus to use in reviewing the composition of its campus-community partnership and in determining who else to recruit to participate.

Council for the Advancement of Standards (CAS) – The scheduling process is currently underway with the expectation that the assessment will begin early after winter break. In addition to providing key information for strategic planning, this process will also aid campuses in completing the 2008 Drug Free Schools and Campuses review.

College Alcohol Risk Assessment (CARA) – This assessment will likely begin early in the spring semester once most of the other assessments have been completed. The goal is for each campus to get a wide range of perspectives on the local environmental factors that influence alcohol use on campus and to incorporate that information into the strategic planning process.

Smoking Policy and Sub Committee Update

Anna reported that both the Penn Stater and Nittany Lion Inn now have gone completely smoke-free voluntarily. Concern about the economic impact of banning smoking at these establishments was a main reason for the smoking committee's rejection of CSAP's recommendations. Therefore, this could be a good time to approach the smoking policy issue again since this perceived barrier is now removed.

Linda Tobin met with Billie Willits, who is apparently not the person chairing the smoking committee. Linda was given a couple of names to contact to inquire if they are the correct person. Billie was, however, supportive of the idea of expanding the smoking committee.

The CSAP tobacco sub-committee, consisting of Peggy Lorah, Linda LaSalle, John Fritz, Sam Monismith, Libby Hoover and Elaine Zarichnak, met recently. The group is currently reviewing the smoking policies at individual campuses and looking at what each campus is doing/planning to do as well as at any roadblocks that the campuses encounter along the way. Sam Monismith added that, when changes are made, it is very important to get as much student participation into the process as possible. The group plans to meet again after winter break.

Alcohol Sub-Committee Update

This group's first meeting will take place on Friday, December 14th from 1:00-2:00pm, and the group will report out at the next CSAP meeting.

AlcoholEdu Update

A brief update was provided by Susan Kennedy. An announcement has been sent out to all of the chancellors and DSA/DSEs, as well as to all CSAP members. AlcoholEdu will be a requirement, but there are no sanctions planned for those who do not complete the program. The contract is currently being finalized with Outside the Classroom, and the technology aspects of the program are being worked out. Starting in January Rachel Irwin will be working with Linda LaSalle on this project. More information about implementation will be available in February.

News and Other Announcements

- The American Public Health Association has adopted a Framework Convention on Alcohol Control, modeled after the one for tobacco control currently being implemented.

- An NBC affiliate in New York has re-instated hard liquor advertising, which has been voluntarily avoided on network television stations for more than a decade.
- Dennis and Brian presented information on CSAP's work, including the Program of Work and environmental strategies being implemented, to the Student Life Committee of the Faculty Senate. They also made recommendations that the group partner with organizations like CSAP.
- Linda, Andrea Dowhower and Philip Burlingame will be presenting an informational report to the full Faculty Senate in March. As a result, the Faculty Senate is expected to propose and endorse a proclamation regarding alcohol use.
- A recent CNN report stated that there has been a decrease in high school teens' alcohol usage but a 30% increase in prescription medication abuse among teens.
- A current Facebook group features photos that young women (often underage) post of themselves in various stages of inebriation. Anna will send out the link to the group. There was also recently a 20/20 special on Facebook and YouTube focused on the issue of how quickly information can spread and the associated difficulty with removing or retracting posted information.
- There was mention made of a Wisconsin newspaper entitled "Booze News."
- Invite Maureen Claver to a future meeting?

Guest: Gail Hurley

Gail Hurley, interim Vice President of Student Affairs, attended this meeting to gain knowledge and information from the group with which to orient the new vice-president and ease his/her transition. The following were suggestions made by the group for how the Office of the Vice President could be helpful to CSAP:

- Provide support for the PLCB grant processes by ensuring that the campuses are aware of how important it is to complete the grant activities and that support/resources to address limitations will be available.
- Prepare an endorsement of AlcoholEdu as well as a statement to respond to any potential student pushback. CSAP could assist in these activities.
- Support smoking policy changes, such as becoming a smoke-free University, and assist CSAP in making the proper connections to identify people to move these efforts forward.
- Publicize/emphasize the role and importance of CSAP in addressing alcohol-related issues University-wide.
- Acknowledge the commitment of the volunteer members of CSAP.
- Send appointment letters from the Office of the Vice President to new members.
- Make members' supervisors aware of the importance of the commitment their employees have made.

Respectfully submitted,

Elizabeth Barton

Staff Assistant, CSAP

**CSAP Alcohol Sub-Committee Meeting
December 14, 2007**

Topic	Discussion	Decision
CSAP's activities around alcohol use/abuse prevention	<ul style="list-style-type: none"> • Mini-grants → BASICS implementation • PLCB project • AlcoholEdu 	Where else can CSAP focus its efforts? What other types of activities can CSAP sponsor?
Priority topic areas	<ul style="list-style-type: none"> • Process for alcohol violation referrals: More consistent process/policy @ all campuses? • Staff support: Designated D&A person at the campuses and/or regional health educators for implementation of PLCB strategic plans • Faculty Senate Student Life Committee and State of Alcohol report (March) → appeal to faculty to play a role: <ul style="list-style-type: none"> ○ Dickinson College — positive impact of faculty involvement ○ Curriculum integration? • Developing a coalition/partnership: <ul style="list-style-type: none"> ○ Training and manuals (online?) ○ Connecting with local consortia and coalitions in geographic area • AlcoholEdu vs. Alcohol 101+ <ul style="list-style-type: none"> ○ Some campuses use Alcohol 101+ for low-level offenses like “in the presence of” • Marijuana Intervention Program (MIP): set up a process tracking BASICS implementation process, if other campuses are interested • Best practice/evidence-based/theory-based interventions: <ul style="list-style-type: none"> ○ Online training (Connect or modules) ○ PSU campus sharing at PLCB conference meeting ○ Specific strategy sharing meeting at CSAP (“roundtable”) ○ Student Affairs Staff Development Day: poster presentations, especially from CSAP mini-grantees; presentation n AIP1 new format ○ Drive-in conference à la JA or Res Life, sponsored by Office of VP &/or CSAP • Assistance in developing assessments, collecting data, analyzing data for evaluation: <ul style="list-style-type: none"> ○ Sharing of already evaluated projects 	Need to prioritize from this list and decide how to move forward with chosen activities
Next meeting	<ul style="list-style-type: none"> • January 15, 2008 from 10:15-11:15am, Susan's office (237 Ritenour) 	

**PSU System-Wide Alcohol Initiative
List of Key Collaborators**

Name	Organization	Address	Phone Number
Susan Kennedy, PhD	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Anna Zacher, MPH	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Spring Cooper, PhD	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Dominique LaRochelle	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Brian Mauro, PhD	Student Affairs Penn State Lehigh Valley	8380 Mohr Lane Fogelsville, PA 18051	(610) 285-5021
Dennis Heitzmann, PhD	Center for Counseling and Psychological Services, Penn State University Park	221 Ritenour Building University Park, PA 16802	(814) 865-0966
Rob Turrisi, PhD	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste. 208 State College, PA 16801	(814) 865-7808
Kim Mallett, PhD	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste. 208 State College, PA 16801	(814) 863-3731
Rachel Bachrach, MS	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste 208 State College, PA 16801	(814) 865-5344
Pat Hinchey, PhD	Education Department Penn State Worthington Scranton	201 Dawson, PSU Worthington Scranton Ridge View Avenue Dunmore, PA 18512	(570) 963-2594
Andrea Dowhower, PhD	Student Affairs Research and Assessment, Penn State University Park	222 Boucke Building University Park, PA 16802	(814) 863-1809
Lee Ahern, MS	Communications Department Penn State University Park	115 Carnegie Building University Park, PA 16802	(814) 865-3074
Amanda Knerr	Office of Residence Life Penn State University Park	135 Boucke Building University Park, PA 16802	(814) 863-1710

Rachel Rollo, MEd Candidate	The Center for Student Engagement Penn State University Park	209 Hetzel Union Building University Park, PA 16802	(814) 933- 6664
Essie Auker	Counseling and Psychological Services Penn State Altoona	104D Sheetz Health Center 3000 Ivyside Park Altoona, PA 16601	(814) 949- 5540
Carl Asick	Counseling and Psychological Services Penn State Harrisburg	W-117 Olmsted Building 777 West Harrisburg Pike Middletown, PA 17057	(717) 948-6025
Bobby Casiano	President, Council of Commonwealth Student Governments	315 HUB-Robeson Center University Park, PA 16802	(814) 863-0697

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due March 31, 2008**

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.
3. Attach minutes of any meetings that occurred during this period.
4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.
5. List budget expenditures during this period. Provide details for each expenditure.

logged ✓

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Request for Reimbursement Form**

RECEIVED
APR 23 2008
BUREAU OF ALCOHOL EDUCATION

Time Period: 1/01/08 - 3/31/08

Total amount requested in reimbursement: \$11,314.44 *OK*

Research Accountant's Signature: *Carol A. Howe*
Carol A. Howe, Senior Accountant
cxh5@psu.edu 814-865-2675

Please indicate the amounts in each line item you are seeking reimbursement (line items are from your original grant application budget page). Keep all records and receipts for audit purposes.

Lou Piza
Approved

COPY

Staff Salary and Benefits	\$11,314.44
Total	\$11,314.44

KMH
4-23-08

Submit this form to:

**PA Liquor Control Board
Bureau of Alcohol Education
Room 602 Northwest Office Building
Harrisburg, PA 17124-0001**

**CC: 2668162000
Fund: 2006407000
GL: 6600800
Grant #/Funds Comm. #:4100037901
Vendor #: 141597-216
PSU Invoice #: 88VV-5
PSU #: 189-44 (88VV)**

to C
4-28-08

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
January 1, 2008-March 30, 2008

April 17, 2008

1. Name of organization: University Health Services/Commission for Substance Abuse Prevention,
Pennsylvania State University

Report submitted by: Susan Kennedy, PhD and Anna Zacher, MPH

Phone number: (814) 863-0461

2. List all activities that occurred during this period.

- Data analysis was completed for the Student Health Survey for the Student Health Survey conducted in November. Each campus received a summary report of their individual campus data as well as a supplemental report containing additional analysis of the alcohol section from the survey. Further assistance with any additional data analysis will be provided to individual campuses upon request.
 - Project staff are also creating a meta-analysis report to highlight key findings from various sections of the Student Health Survey. These data will focus on the topic areas addressed by the Healthy Campus 2010 initiative, which includes objectives related to high-risk alcohol use. This report will be shared with Penn State administrators as well as other key stakeholders in the greater Penn State community.
- The remaining needs assessments were started and are nearly complete. All campuses have at least begun their Council for the Advancement of Standards (CAS) assessment process and the College Alcohol Risk Assessment (CARA). Campuses are encouraged to complete the assessments in April so that they can move forward with working on their strategic plans.
- Project staff coordinated the CAS assessment for University Park and participated in the assessment at the Penn State Altoona campus. At University Park, meetings were set up to get input from four groups of campus and community stakeholders: Administrators, Enforcement (Judicial Affairs & Police), Prevention Programs, and Treatment Services.

- From the comments made by these groups, staff then completed the ratings for each of the criterion measures. Once the entire CAS document was completed, it was sent out to all the stakeholders for any additional input.
- The new CSAP Alcohol Subcommittee/PLCB Advisory group continued to meet monthly to work on strategies to best support the campuses with their PLCB activities as well as their general programming around alcohol and other drug use. The committee designed and administered a survey to find out about each campus' policies/practices around alcohol poisoning.
 - The survey showed that, although there is a specific policy for how suspected alcohol poisoning is handled at residential campuses, there are some inconsistencies in how those policies are followed.
 - Residential Life will be following up with their staff at the campuses to clarify the policy and ensure that the policy is clarified with other campus stakeholders.
- A meeting was planned for all Penn State representatives attending the PLCB conference in April. The focus will be on preparing for the strategic planning process and on the Department of Education's Core Elements for successful prevention programs.

3. Attach minutes of any meetings that occurred during this period.

Please see attached minutes for the following meetings:

CSAP Meeting- January 9, 2008

CSAP Meeting- February 13, 2008

CSAP Meeting- March 5, 2008

CSAP Alcohol Subcommittee/PLCB Advisory group meeting- January 15, 2008

CSAP Alcohol Subcommittee/PLCB Advisory group meeting- February 11, 2008

CSAP Alcohol Subcommittee/PLCB Advisory group meeting- March 19, 2008

4. Attach a list of key collaborators on this project.

Include name, organization, address and phone number.

Please see attached list.

5. List budget expenditures during this period. Provide details for each expenditure.

The budget expenditures during this quarter were as follows:

Salary for Community Health Educator	\$8,994.00
Benefits for Community Health Educator	<u>\$2,320.44</u>
Total expenses for this reporting period	\$11,314.44



Meeting Minutes
January 9, 2008
9:30-11:00am
519 Wartik Lab

Members Present: John Fritz, Dwayne Hilton, Libby Hoover, Amanda Knerr, Dominique La Rochelle, Brian Mauro, Sam Monismith, Tyrone Parham, Linda Tobin, Anna Zacher, Elaine Zarichnak.

Campus Liaisons Present: Carl Asick, Pete Coleman, Stephanie Chastain, Alice Holland, Kathy Iannamorelli, Nicole Lowry, Kelly Shrout, Essie Auker

Campuses Present via Video Conference: Altoona, Behrend, Berks, Fayette, Harrisburg, New Kensington, Shenango.

Minutes reviewed and approved.

PLCB/University Wide Initiative

Update:

- The Key Stakeholder Inventory was completed by the end of winter break.
- The data analysis for the Student Health Survey is still underway and hopefully will be completed by the end of next week.
- Each campus should now be in the process of scheduling their CAS (Council for the Advancement of Standards) reviews with their partner campus. Anna gave an overview reminder of the process for preparing for the CAS review:
 - With colleagues on your campus, respond to the “Overview Questions” for each section on the CAS document.
 - Try to compile examples or documents that support your responses to those questions since these will help provide evidence for your ratings on the individual criterion measures.
 - Meet with representatives from your partner campus. Review with them your answers to the overview questions and your compiled evidence. Discuss each criterion measure with them and come to consensus about the rating for each.
 - If you have questions along the way, please contact Anna (amz14@psu.edu or 814-865-5455). It is better to get clarification early than to have to go back and re-do something done incorrectly. You can also review the recorded training session from November by going to: <https://breeze.psu.edu/p33062753/>.

An ANGEL group will be created sometime early in the spring semester to allow for an ongoing dialogue of the assessment and strategic planning processes. We will announce when the group is ready for use.

Mini-grant Program

Anna reported that progress reports have been received from all campus mini-grant recipients, and she is currently working on issues with some campuses. The student mini-grant progress reports have also all been received, and Dominique is following up on those projects.

Smoking Sub-Committee Update

The CSAP tobacco sub-committee, consisting of Peggy Lorah, Linda LaSalle, John Fritz, Sam Monismith, Libby Hoover and Elaine Zarichnak are currently in the process of scheduling their next meeting. Linda Tobin will join the group. The executive committee suggested that the group schedule a future meeting with Maureen Claver to discuss the Smoking Policy Review Committee membership and progress.

Alcohol Sub-Committee Update

This group consisting of Amanda Knerr, Spring Cooper, Dominique LaRochelle, Carl Asick, Susan Kennedy, Anna Zacher, and Bobby Casiano met and identified the following possible activities for CSAP to undertake to support alcohol prevention programming:

- A streamlined, consistent process for alcohol referrals at all campuses throughout the commonwealth
- Staff support specifically for drug and alcohol issues, possibly a regional person for each area of the state if not possible for each campus
- Offering of training and manuals regarding how to develop/maintain campus-community partnerships
- Compare Alcohol 101Plus and AlcoholEdu and compile evidence of their effectiveness in addressing risky alcohol use.
- Consider implementing the Marijuana Intervention Program simultaneously with the Alcohol Intervention Program (AIP) at campuses that have begun to implement AIP.
- Share best practices and theory/evidence based strategies among the campuses
- Assist campuses in developing assessments and collecting and analyzing data for evaluation and have campuses share information about projects that have already been evaluated.

News and Announcements

- a) The video "How Far," developed by the Altoona campus to address risky alcohol use, is currently available at no charge to all PSU campuses, along with a facilitator guide for discussion; a brochure and letter to introduce the video and take orders will be sent out to campuses within a week or so. Essie stated that Altoona uses the video for FITCAP and

also at some local high school to college transition programs. Questions and feedback about the video should be directed to Joy Himmel or Essie Auker. Libby Hoover from the Dubois campus stated that the video is used during orientation and was very well received. Additionally, Dubois will be using the video during the spring 1st year seminars.

- b) Penn State Beaver was requested to submit documentation to the Department of Education for a Drug Free Schools and Campuses (DFSC) review. This underscores the need for campuses to use the CAS review process to prepare for a potential review of their own campus in the future.
- c) Appointment letters are in process for new CSAP members and liaisons
- d) CSAP is also going to be recruiting new members. Please forward names of interested people to Brian. Dwayne announced that Debbie Jemo from Hazleton would like to join.
- e) The CSAP award nomination process will begin during the month of February. Members should begin now to think about deserving nominees.
- f) The PLCB conference will be held April 10 – 11, 2008. Those wishing to attend will be able to register online in approximately one week, and an announcement will be sent out when online registration is ready. This year the registration fee has been waived. The conference will take place in the same location as last year, the Holiday Inn in New Cumberland. Lodging will be \$64.00 per night. CSAP will again assist with the lodging cost for the first night for those members wishing to attend the CSAP pre-conference breakfast meeting. More details on this to follow soon.

Respectfully submitted,
Elizabeth Barton
Staff Assistant, CSAP



Meeting Minutes
February 13, 2008
9:30-11:00am
519 Wartik Lab

Members Present: Bekka Coakley, John Fritz, Susan Kennedy, Amanda Knerr, Ken Healy, Linda LaSalle, Dominique La Rochelle, Anna Zacher, Elaine Zarichnak.

Campus Liaisons Present: Joy Himmel, Kathy Iannamorelli, Tara Morgan, Kelly Shroul,

Campuses Present via Video Conference: Altoona, Behrend, Fayette, New Kensington, Shenango.

Alcohol.Edu Update

Linda LaSalle updated the group about a 3 year grant funded by the Knight Foundation for the Alcohol.Edu project, an electronic, online, alcohol education program. A pilot of the program will be conducted with first-year students for summer 2008. Penn State system-wide implementation will begin Fall 2008. Parents and students will receive a letter announcing the program. Students will receive a follow-up email with instructions to access to program. The program contains content about blood alcohol level, the impact of alcohol on the brain, as well as sexual assault and consent. The program is customized to the individual student based on their self-reported drinking behavior. Rachel Urwin is the project coordinator. Rachel and Linda anticipate that the project will not place significant time demands on campus staff. All aspects of the program (communication, logistics, tracking compliance, etc.) will be handled at University Park. The program is mandatory. If possible, Linda will provide a link to the demo version. Also, Linda shared with the group that Andrea Dowhower will be doing an assessment of the program.

PLCB Conference and Penn State Meeting

Anna Zacher reminded the group that this year's PLCB Conference will be held on April 10-11 in the Harrisburg area. The meeting of all Penn State representatives attending the conference will take place the evening of April 10th from 6:30-9:00pm and will include dinner. The meeting will include an update on the PLCB grant activities and an introduction of the strategic planning process. The location of the Penn State meeting will be announced at a later date. In the meantime, any staff planning to attend the Penn State meeting should R.S.V.P. to Liz Barton (enb2@sa.psu.edu).

To register for the PLCB conference (which is free), please follow this link: <http://www.lcb.state.pa.us/edu>. For a hotel reservation, please call the Harrisburg Holiday Inn and Conference Center directly at (717) 774-2721. (The hotel room cost at the conference rate is \$64.00. Please be sure to mention the conference to obtain this rate.)

PLCB Grant

- College Alcohol Risk Assessment (CARA) – This is the LAST needs assessment for the grant, and it measures the perception of environmental risk factors. It is a key opportunity for student participation, in addition to getting input from staff, faculty and administrators. Dominique sent out an email describing the process and containing the Word version of the assessment so that campuses can start collecting data now. The data will be entered online. There are two sections which do not have to be done at the same time. The first section entails observations made around campus about the visibility of factors like alcohol advertising, social events, Greek Life (if applicable), and prevention activities. The second section involves observations of student drinking environments, such as restaurants, bars, parties, etc. Please point out to respondents (especially students that the data is anonymous. Please send the names and email addresses of the participants to Anna Zacher (amz14@psu.edu). She will have the database generate an invitation email, with the online survey links and a PIN, to each participant. When giving the assessment to people to complete, the suggestion was also made to include Anna's email address on the paper so that participants can contact Anna directly with their name and email address. **Goal Deadline: March 31st**.
- CAS Review – Reminder to contact Anna (amz14@psu.edu; 814-865-5455) with any questions.
- Student Health Survey – Campus-specific reports containing the basic statistics for the Student Health Survey have been sent out. The analysis provided thus far is just the most fundamental. If you need additional analyses, please contact Anna so that can be arranged. Additionally, if your campus has SPSS, the file with your campus data can be sent to you so you can conduct further analysis yourself.
- Strategic Planning: The process will be introduced at the Penn State meeting on the night of April 10th at the PLCB conference and will then be followed up with training through Adobe Connect/Breeze in April. This training will be recorded so that campuses can refer to it later if their strategic planning continues into the fall semester.

Public Issues Forum

Susan Kennedy informed the group of the Public Issues Forum on Alcohol that will take place on March 25th at 6pm in the State College Borough Building. The State College Area School District sponsors forums in which 3 or 4 different positions are examined. The goal is for the participants not to come to consensus, but rather to find "common ground." Action plans are often an outcome of these forums. University Park Partnership and other organizations will be participating, and students, faculty, staff and community members are encouraged to attend. If CSAP members are interested in the forum as an approach to bringing communities together to examine common ground on any issue, please contact Susan Kennedy: slk5@psu.edu. The website for the National Issues Forum: <http://www.nifi.org/>

Alcohol Sub Committee Update

Amanda Knerr provided this group's update. The committee has put together an 8 question survey that is going out later today to Residence Life, campus health nurses, the DSA's, DSES's, and CSAP Liaisons at all campuses across the Commonwealth. The group is also pulling together materials, books, etc. for the Penn State meeting at the PLCB conference and to help guide the strategic planning process.

Smoking Committee Update

An update from this group will be provided after their next meeting on February 19th at 10:00am, Room 237 Ritenour.

CSAP Awards and Mini-Grant Committees

Amanda announced that 3-5 volunteers are needed to serve on the CSAP Awards Committee and the CSAP Mini-Grant Committee. Participation is open to anyone who can be available to participate in meetings by phone. The commitment of time is minimal. Interested parties should contact Anna Zacher: amz14@psu.edu or Liz Barton: enb2@sa.psu.edu.

Respectfully submitted,
Elizabeth Barton
Staff Assistant, CSAP



Meeting Minutes
March 5, 2008
9:30-11:00am
519 Wartik Lab

Members Present: Ken Healy, Patricia Hinchey, Libby Hoover, Susan Kennedy, Amanda Knerr, Linda LaSalle, Hillary Lewis, Dominique La Rochelle, Sam Monismith, Tyrone Parham, Bill Rickus, Anna Zacher, Elaine Zarichnak.

Students: Mark Anthony Burnett, CCSG Student Affairs Director and Nicole Devenish, BBH student.

Campus Liaisons Present: Marcess Williams, Kathy Iannamorelli, Carl Asick, Stephanie Chastain, Kelly Shrout

Campuses Present via Video Conference: Beaver, Behrend, Dubois, Fayette, Harrisburg, New Kensington, Shenango.

Campuses Present via Telephone: Worthington-Scranton

Alcohol.Edu Update

Linda and Rachel Urwin provided an update to the group. Currently, a technology piece is being worked out concerning students' ability to access the program with their Friends of Penn State account. As soon as all of the details are finalized, the group will be informed. Please note that the documents passed around at today's meeting are in the *draft* stage. Please do not share the documents until they are finalized. The FAQ for staff will be distributed widely to:

- campus DSA/DSEs, along with newsletters and frequent updates
- the DUS conference the end of March
- the DSA meeting in May
- online on the CSAP website

The student FAQ will be made available:

- on the Penn State AlcoholEdu website (healthystudent.psu.edu), currently in the development stage
- in a letter to parents and students advising them to complete AlcoholEdu
- in FTCAP communications
- on the Welcome Week To-Do List (at all campuses)

A core advisory committee has met once to review the documentation and provide feedback, and the group will be meeting again in April.

PLCB Grant: Needs Assessment Update

CAS Assessment: Several of the campuses reported having finished the process, and there are a few reporting being close to completion. Anna reminded campuses to submit the worksheet from the CAS packet with their strategic plan.

Sam Monismith asked about the process for completing the Drug Free Schools and Campuses biennial report. Although the request goes to the DSA/DSES, it is often another staff member who completes the report, and the role varies by campus. Members are encouraged to think about ways to improve this process and provide feedback to Susan Kennedy.

CARA: Remember to send names and e-mail addresses of participants to Anna amz14@psu.edu so that they can receive the online links for data entry and their PIN. It is essential that students, as well as staff/faculty/administrators, complete this assessment.

Student Health Survey: Anna reminded everyone that additional data from the survey is available. Just let her know if your campus is interested in any further analyses or in receiving the SPSS data file for your campus.

PLCB Conference

Please remember to R.S.V.P. to Liz Barton enb2@sa.psu.edu if you plan to attend the Penn State meeting on April 10th from 6:30-9:00pm. The meeting will include dinner, an opportunity for networking and information sharing with your PSU colleagues, and an update on the PLCB grant activities and strategic planning process.

CSAP Awards and Mini-Grants

The **CSAP Awards Program** is intended to recognize individuals and organizations that promote and apply evidence-based, environmental management strategies for preventing substance abuse within the Penn State community, including (but not limited to) the following:

- Alcohol and other drug free options, student leadership opportunities, or community service
- Social norm campaigns
- Intervention programs, including tobacco cessation and alcohol intervention efforts
- Policy change
- Enhanced enforcement efforts
- Peer advocacy

The link to the awards nomination forms on the CSAP website, which will be updated shortly with this year's forms, is: http://csap.psu.edu/awards_apps.shtml. Forms are also attached to the email with the minutes. **Nominations are due on March 28.**

Volunteers are sought for the awards committee; the group will meet during the week of March 31 to review the award nominations. Volunteers for the committee thus far are:

- Amanda Knerr
- Nicole Devenish (BBH student)
- Elaine Zarichnak
- Kelly Shroul

Additional volunteers are needed. If you would like to volunteer, please e-mail Dominique at djl274@psu.edu

*Note: CSAP awards have been recognized as an official awards program of the university.

CSAP Campus and Student Mini-Grants: The goal of the mini-grant programs is to fund effective and promising initiatives to reduce high-risk drinking and prevent tobacco and other drug use among Penn State students and to guide campuses and/or students in the development of successful programs. Applications will be available soon on the CSAP website and will be sent out to the CSAP list via email. Applications for **campus mini-grants are due on April 18**, and **student mini-grant applications are accepted on a rolling basis from April 18 until October 3**.

Volunteers, especially campus representatives, are needed for the mini-grant review committee. If interested, please e-mail Dominique at djl274@psu.edu.

PA House Bill 725

Ken Healy provided an overview of this bill to the group and answered questions about how the requirements might impact PSU campuses. Ken also gave an overview of Senate Bills 1283, 1284 and 1285.

Smoking and Alcohol Sub-Committee Updates

The CSAP Smoking Sub-Committee has met and arranged for members of the Smoking Policy Review Committee to attend their next meeting on April 7th at 4pm in Room 28 Ritenour. The CSAP Alcohol Sub-Committee's next meeting will be March 19th at 3pm in Room 237 Ritenour.

Announcements

On March 25, 2008, from 6-9 pm in the State College Borough Building, a Public Issues Forum, "Alcohol Making the Difficult Choices," will be held. The State College Area School District sponsors forums in which 3 or 4 different positions are examined. The goal is for the participants not to come to consensus, but rather to find "common ground." Action plans are often an outcome of these forums. The University Park Partnership and other organizations will be participating. Students, faculty, staff and community members are encouraged to participate. To register for the forum please e-mail promotinghealth@psu.edu. If members are interested in being a facilitator for the forum, please contact Susan Kennedy: slk5@psu.edu.

April 3, 2008: Penn State Dubois will host a town meeting regarding alcohol issues.

There will be a Rural Symposium on Enforcing Underage Drinking Laws on May 15th and 16th in State College. This two-day event will demonstrate the importance of utilizing all aspects of the community to impede drinking among our youth. Learn what resources are available to assist in your efforts at the local level.

Online registration is now available at: <http://www.lcb.state.pa.us/edu/site/default.asp>

Respectfully submitted,

Elizabeth Barton

Staff Assistant, CSAP

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**CSAP Alcohol Sub-Committee Meeting
January 15, 2008**

Attendees: Susan Kennedy, Anna Zacher, Amanda Knerr, Carl Asick, and Essie Auker

Topic	Discussion	Decision
Priority topic areas	<ul style="list-style-type: none"> • Reviewed list of priorities named last meeting • Essie added: Need a process for dealing with students who are intoxicated but not necessarily at the level requiring medical attention in the emergency room; at Altoona, these students are currently “given back” to friends to be watched <ul style="list-style-type: none"> ○ At Lock Haven, EMTs are available to monitor students who are intoxicated ○ Amanda reported that Residence Life’s policy is to call in EMTs to decide on the level of care needed 	Poll Liaisons about: (1) what each of their campuses does to alert students about the signs of alcohol poisoning and (2) what their procedure is for dealing with intoxicated students. If a campus’ policy is not consistent with the overall policy, why not?
PLCB Pre-conference PSU meeting	Suggestions: <ul style="list-style-type: none"> • Focus on sharing and skill building • Give handouts of information for updates on research (i.e. AlcoholEdu) and on policy clarification (i.e. treatment and referrals) • Strategic planning training and update on PLCB project and next steps • Have the meeting the night before the conference instead of a breakfast meeting (to allow for more time)? • Incorporate CEUs for addictions counselors 	Need to get more information on the schedule for both days of the conference Plan to survey liaisons about the best time/day for the meeting as well as their preferred topics
Next meeting	Monday, February 11 from 10:15-11:15am	

**PSU System-Wide Alcohol Initiative
List of Key Collaborators**

Name	Organization	Address	Phone Number
Susan Kennedy, PhD	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Anna Zacher, MPH	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Spring Cooper, PhD	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Dominique LaRochelle	University Health Services Penn State University Park	237 Ritenour Building University Park, PA 16802	(814) 863-0461
Brian Mauro, PhD	Student Affairs Penn State Lehigh Valley	8380 Mohr Lane Fogelsville, PA 18051	(610) 285-5021
Dennis Heitzmann, PhD	Center for Counseling and Psychological Services, Penn State University Park	221 Ritenour Building University Park, PA 16802	(814) 865-0966
Rob Turrisi, PhD	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste. 208 State College, PA 16801	(814) 865-7808
Kim Mallett, PhD	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste. 208 State College, PA 16801	(814) 863-3731
Rachel Bachrach, MS	Prevention Research Center Pennsylvania State University	204 E. Calder Way, Ste 208 State College, PA 16801	(814) 865-5344
Peggy Lorah, PhD	Center for Women Students, Student Affairs Penn State University Park	204 Boucke Building University Park, PA 16802	(570) 963-2594
Andrea Dowhower, PhD	Student Affairs Research and Assessment, Penn State University Park	222 Boucke Building University Park, PA 16802	(814) 863-1809
Lee Ahem, MS	Communications Department Penn State University Park	115 Carnegie Building University Park, PA 16802	(814) 865-3074
Amanda Knerr	Office of Residence Life Penn State University Park	135 Boucke Building University Park, PA 16802	(814) 863-1710

Rachel Rollo, MEd Candidate	The Center for Student Engagement Penn State University Park	209 Hetzel Union Building University Park, PA 16802	(814) 933- 6664
Essie Auker	Counseling and Psychological Services Penn State Altoona	104D Sheetz Health Center 3000 Ivyside Park Altoona, PA 16601	(814) 949- 5540
Carl Asick	Counseling and Psychological Services Penn State Harrisburg	W-117 Olmsted Building 777 West Harrisburg Pike Middletown, PA 17057	(717) 948-6025
Bobby Casiano	President, Council of Commonwealth Student Governments	315 HUB-Robeson Center University Park, PA 16802	(814) 863-0697

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**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due June 30, 2008**

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.

3. Attach minutes of any meetings that occurred during this period.

4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.

5. List budget expenditures during this period. Provide details for each expenditure.

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due September 30, 2008

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.

3. Attach minutes of any meetings that occurred during this period.

4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.

5. List budget expenditures during this period. Provide details for each expenditure.

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due December 31, 2008**

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.

3. Attach minutes of any meetings that occurred during this period.

4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.

5. List budget expenditures during this period. Provide details for each expenditure.

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due March 31, 2009**

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.
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4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.
5. List budget expenditures during this period. Provide details for each expenditure.

Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
Interim Report
Due June 30, 2009

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.
3. Attach minutes of any meetings that occurred during this period.
4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.
5. List budget expenditures during this period. Provide details for each expenditure.

**Sole Source Grant
Pennsylvania Liquor Control Board
Pennsylvania State University
FINAL REPORT**

(Due October 31, 2009 or within one month of the completion date of the grant project)

(Date)

1. Name of organization: _____

Report submitted by: _____
(Project Director)

Phone number: _____

2. List all activities that occurred during this period.
3. Attach minutes of any meetings that occurred during this period.
4. Attach a list of key collaborators on this project. Include name, organization, address and phone number.
5. List budget expenditures during this period. Provide details for each expenditure.
6. What was the outcome of your project?

-
7. How many people attended your event?

 8. Was there any publicity? (If so, attach copies of articles, etc.) Was feedback positive or negative?

 9. Would you do this again? If not, why not.

 10. Provide any other information that you feel is relevant.
-



CRP - IPA Vendor Status Report

CRP Main Menu Vendor Status Parameters

Vendor Name	CRP Number	Vendor No	Vendor EIN/SSN	Business or Individual	CRP Type	Reason Code	Vendor Status
-------------	------------	-----------	----------------	------------------------	----------	-------------	---------------

No row returned.

Vendor Number like %141597%
Vendor Name like Penn State
Ordering User Vendor Name Ascending, CRP Number Ascending, Vendor No Ascending
 LCBSUP10

CONTRACTOR RESPONSIBILITY CERTIFICATION

I, the Designated Senior Manager, hereby certify the above-referenced contractor/subcontractor has been determined to be a responsible contractor in accordance with the procedures in Management Directive 215.9, Contractor Responsibility, as amended April 16, 1999.

I also certify that the contractor has certified in writing for itself and all its subcontractors that neither the contractor nor any subcontractors nor any suppliers as defined in Management Directive 215.9

are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality or authority (and that it has no tax liabilities or other Commonwealth obligations).

I further certify that if federal funds are funding a portion of this contract, I have determined in accordance with procedures set forth in Section 7(a)(2)(C) of Management Directive 215.9, that the contractor has not been suspended or debarred by the federal government.

Authorizing Signature

TM