

Alcohol and Other Drugs Meeting Minutes: 2-26-2026

Drug Free Campus Committee — Feb. 26, 2026 Virtual

Members Present

- Rosemary Coffman, PhD; Executive Director, Student Success & Wellbeing
- Linda Torres-Mann, LPC-S, LCDC; Mental Health Therapist
- Sarah Cummings; Manager, Employee Relations (HR)
- Nick Wade; Coach and Athletic Director
- Jordan Smith; Program Manager, Workforce and Community Development
- Sterling LaBoo; Director, SAMHSA Suicide Prevention Grant
- Tiffany Winchester; Coordinator, Veterans Center
- Corporal Steve Ocanas; Baytown PD — Crime Prevention Unit
- Reanna DeGeorge, LCDC, LPC Assoc; Faculty, Addiction Counseling
- Jose Martinez; Director Student Conduct & Compliance
- Michael Pounds; Coordinator, First Year Experience
- Dianna Poullard; Corporal, Security Officer
- Francisco Ramirez; BACODA — Coalition Coordinator
- Don Taylor; Student, Addiction Counseling
- Karen Bruce; Student, Peers Against Tobacco
- Marco Garcia; Re-entry Services (HCLC) / Addiction Counseling Student
- Corporal Henry Collette; Commissioned Security Officer

Review of Membership and Purpose of the Committee

This committee consists of college employees, students, and community partners. The purpose of the group is to provide education and support to the campus regarding our Drug Free Campus policy and statement and to provide oversight of the goals and activities for the Biennial Review. Participants were provided time to introduce themselves. We welcomed Francisco Garcia, the new BACODA Coalition Coordinator.

As part of the Drug Free Campus Program, Lee College has an Alcohol, Tobacco, and Other Drug (ATOD) Prevention and Policy Statement. This is updated each year and outlines health risks, legal sanctions and available support services. For this spring meeting, there were no updates to this document.

Ongoing Prevention, Education, and Support

Information was shared on ongoing education activities. This includes information shared to all new students at the New Student Orientation, support through the SAMHSA Suicide Prevention Grant, MHFA training available to all LC employees, policy notifications, and work to support our tobacco-free campus policy.

- As part of NSO information is shared on Fentanyl as required by the state.
- The SAMHSA Suicide Prevention Grant will end on August 31. The College is working on how the work can be sustained.

- MHFA training for the spring is happening on March 27 for the spring semester with just under 30 participants registered.
- As part of a previous recommendation from the Biennial Review, policy notifications are being sent out to cross credit students as well as the credit students and employees.
- Assessments are offered to students as needed. For this academic year, we have conducted one with another one pending.
- We continue to promote our tobacco-free campus policy with the help of Peers Against Tobacco, The Texas Quitline, and the Eliminate Tobacco Use working group. Information was shared from the ETU website in which Lee College was featured for the Great American Smoke Out activity (<https://eliminatetobaccouse.org/>)

Upcoming Activities for 2025/26

Information was shared for the remainder of this academic year to include the following

- Spring Fling (Mar 26) — Henna not Hookah table hosted by Peers Against Tobacco
- Wellness Wednesday (April 15) — Substance use and Prevention
- Wellness Walk (April 22) in the planning stage and happening on Earth Day, featuring tables along the Navigator Trail with wellness topics.
- Summer Bash (June 26) — Our annual event promoting substance use prevention and positive mental health. We will be inviting the Baytown PD SIDNE go carts (<https://baytown.org/503/Distracted-Driving>) and the UTMB simulator for the event.

Biennial Review / Update and Reminders

Information was presented regarding the mandatory Biennial Review which is completed every 2 years. With this Report, the College provides information on all policies related to ATOD and how the policies are enforced; prevention and education activities; and information on notifications. Additional discussion included the following:

- Jose presented information on the Annual Security Report and how the ATOD statement is part of this Report.
- The Biennial Review includes a list of our strengths regarding compliance as well as compliance concerns.
- For each report, recommendations are made for improvements based on compliance concerns.
 - # Recommendations are made on how to improve on any weaknesses that are identified and how the recommendations from the previous review were addressed.
- Historically, there appears to be a lack of reporting of policy violation in relation to Alcohol, Tobacco, and Other Drugs It's unclear of the accuracy of the violations and where the violations are occurring. Discussion included the following:
 - # We discussed how we may use an anonymous reporting form that can be used for anonymous reporting. This would be mainly for tobacco or marijuana use (which appears to be happening in restrooms). Corporal Ocanas noted that the majority of violations found through crime stoppers come from the tip line that he oversees. Michael stated that the anonymous report would be helpful since there have been issues regarding vaping in the game room area. An example

of a report form was noted from UT Rio Grand Permian Basin — Reporting Tool | Tobacco-Free Campus

- # Dianna did state that there is a form that the LC security office has to document when a student is found to be in violation of the tobacco free policy. It's unclear how often this is used.
- # Linda suggested having more psychoeducational workshops for support. She also has worked with Reanna to perhaps have support meetings on campus for those in recovery.
- # Coach Wade stated that there will be a Resident Assistant (RA) hired for the athletic dorms that will help with the reporting of issues that happen in this area.

Biennial Review / Update and Reminders

Completion for Fall 2026 Semester (Fall 2024 through Summer 2026). The writing of the report will include involvement of key stakeholders or departments to include Human Resources, Conduct, Athletics, Addiction Counseling, Student Activities (Wellbeing). This group will provide support and feedback in reviewing the draft and determining recommendations for the next two years. Specifically activities include:

- Review and report all education and prevention activities
- Documentation on when and how notifications that are sent out regarding the ATOD policy statement.
- Identify campus policies regarding ATOD; note violations and if the college was in compliance.
- Review of 2024 Biennial Review Recommendations, responding on actions taken toward the recommendations.

Adjournment / Next Meeting

This committee will meet again in the fall semester with a date and time to be announced. We continue to strive for membership from key stakeholders.

Respectfully Submitted,

Rosemary Coffman, PhD, CRC
Executive Director, Student Success and Wellbeing

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