

## **Procedure Use of Alcohol on Campus**

Columbus Technical College (CTC) abides by the Technical College System of Georgia (TCSG) State Board Policy 3.3.6 as follows:

The possession, service, sale, and consumption of alcoholic beverages on CTC campuses shall be in strict compliance with all federal, state, and local laws. All persons coming onto the campus, or sites owned or operated by CTC, must comply with these laws. Procedures to ensure compliance with the TCSG Policy have been developed by the college President.

No State or Federal funds may be used to purchase alcohol for service at a technical college; the prohibition does not apply to purchase of alcohol for the exclusive use in a college's culinary arts programs, provided the technical college has adopted written procedures to regulate the purchase, storage and use of alcohol in these programs.

### **Procedures in the Culinary Arts Program**

CTC is committed to upholding local, state, and federal laws relating to the consumption of alcohol and to ensuring the proper use of alcoholic beverages.

#### Applicability

These procedures are applicable to all CTC faculty, staff members, and students in the Culinary Arts program.

#### Overview

The comprehensive procedures set forth herein are intended to protect the learning environment, to promote the safety of the college, and to reinforce the college's mission of offering quality technical education programs through traditional and distance delivery formats including a variety of workforce development services and adult education programs.

#### Responsibility of Compliance

Responsibility for compliance with this procedure, whether on campus or off-site, rests with the Dean of Academic Affairs from the Division of Professional and Technical Services, who manages the Culinary Arts program or his/her designee. The designee must be the primary full-time Culinary Arts instructor of record for the course that requires alcoholic beverages for instruction. Additionally, when using alcoholic beverages, the responsible person bears certain responsibilities as described in the Faculty and Staff Member Responsibility segment of this document.

#### Faculty and Staff Member Responsibility

Faculty and staff members are agents of the college. As such, they are expected to uphold the standards disseminated by this procedure through the maintenance of a workplace free of alcohol abuse and to behave in a responsible manner around these substances.

### Purchasing Procedures

All purchases of alcoholic beverages should be made using a food wholesaler. In the event an alcoholic beverage is not offered by a food wholesaler, all purchases should be made "on account" with the following information detailed on a purchase order:

1. Documentation showing the purchase was for instructional use; and
2. Documentation of steps to ensure the alcohol is completely used, disposed of, or properly secured between usage to prevent consumption in non-classroom or for non-instructional purposes.

### Storage

All alcoholic beverages will remain in a secure enclosure and separate from other culinary food items. It is the responsibility of the Dean of Academic Affairs from the Division of Professional and Technical Services, who manages the Culinary Arts program, or his/her designee to ensure that alcoholic beverages remain secure at all times. In addition, the responsible dean or designee will ensure that access to alcoholic beverages is strictly limited to full-time Culinary Arts faculty, or other parties designated by the college's President.

### Dispensing

Alcoholic beverages will be dispensed solely by full-time faculty in the Culinary Arts program, and alcohol will be dispensed in a volume not to exceed that which is specified in recipes being used in an instructional capacity. Any remaining alcohol will be immediately returned to secure storage.

### Consumption and/or Use

Alcoholic beverages may be consumed in food products prepared in the context of instructional activities. All recipes requiring alcohol will be approved by the Dean of Academic Affairs from the Division of Professional and Technical Services, who manages the Culinary Arts program, or his/her designee. Alcohol may neither be consumed alone as a beverage nor as an ingredient in a mixed beverage.

### Off-Site Events

No alcohol will be served or consumed by students, faculty, or staff of CTC at off-site events.

### Consequences/Infractions

Students who violate this procedure are subject to the disciplinary procedures and sanctions detailed in the Student Code of Conduct. Faculty and staff violations of this procedure are subject to the disciplinary procedures and sanctions detailed in the TCSG Policy Manual.

### **\*\*Attention\*\***

Nothing contained in this procedure will relieve any person of civil or criminal liability, or the responsibility to comply with any law, regulation, or statute.

### **Exceptions**

Any exceptions to this procedure are at the sole discretion of and must be approved by CTC's President. However, the President's decision to deviate from this procedure and

all accompanying procedures must comply with the guidelines established by the TCSG Commissioner.