

Compliance Tips for the Month – August 2019

Communications from Government Agencies: Tips To Know Before You Respond

If your department, center, institute, or Division receives an official letter from a federal government agency (“agency”), please ensure that any response to the agency on behalf of the University is reviewed, at a minimum, by the following offices and/or individuals for approval prior to sending the response:

1. Office of University Counsel – Heidi Zimmerman, General Counsel; Jeff Farrar, Associate General Counsel; Sondra Wade, Assistant General Counsel
2. Your Division’s Vice President – Alan Thomas, Vice President for Business and Finance; Dr. Mark Byrnes, University Provost; Dr. Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Joe Bales, Vice President for University Advancement; and Andrew Oppmann, Vice President for Marketing and Communications.
3. Office of Compliance and Enterprise Risk Management – Gené Stephens, Assistant Vice President

Agencies may include, but may not limited to, any of the following federal offices:

1. U.S. Department of Justice (or any of its Divisions or Offices including, but not limited to, the Office of Civil Rights (“OCR”))
2. U.S. Department of State (or any of its Divisions or Offices)
3. U.S. Federal Bureau of Investigations
4. U.S. Department of Education
5. U.S. Immigration and Customs Enforcement

Should you have questions regarding the above Compliance Tip, please contact the Office of University Counsel and/or the Office of Compliance and Enterprise Risk Management.

Use of University Resources: Reminder

As a reminder, MTSU computers, email, and resources only may be used for approved University uses and business. Please also remember that only those with a legitimate educational interest to obtain and/or share student information under FERPA are allowed to do so.

For additional information regarding MTSU's Policies on the acceptable use of University resources, as well as MTSU's policy on Information Privacy, please see the following:

1. Policy 930, Electronic Mail Acceptable Use
2. Policy 121, Privacy of Information
3. Policy 500, Access to Education Records
4. Policy 811, Personnel Records

Finally, and as a reminder, MTSU employee and student email accounts are not to be used to:

1. Send solicitations to employees and/or students involving financial, multi-level marketing schemes (such as pyramid schemes) or requests that are unrelated to the University's official business and/or operations.
2. Send or receive illicit and/or inappropriate pictures (even as a joke).
3. Send mass emails from an individual's or entity's personal or private business to solicit interest in said business when the business is unaffiliated with the University's operations and/or has not been previously approved by members of Senior Management or other approved University policies and processes.

Should you have questions regarding any related ITD Security Policies, please contact ITD at help@mtsu.edu. For other questions or guidance on permissible uses of University resources, please contact the Office of Compliance and Enterprise Risk Management at carem@mtsu.edu.

Records Management Destruction Days

The University's records destruction days are as follows:

1. October 21, 2019 – 8:30am to 1:00pm
2. October 22, 2019 – 8:30am to 1:00pm

An additional email about the location and procedures for preparing boxes for destruction, as well as drop-off and/or pick-up instructions for records destructions documents will be provided in a separate communication the week of August 5, 2019.

In addition, MTSU's internal Records Retention Database has been reopened. Information regarding a future, Records Management Skype-for-Business web training is forthcoming.

Compliance and ERM Hotline Number

For immediate and/or after-hours compliance and enterprise risk management ("ERM") needs, please leave a message at the following hotline number:

(615) 898-5772

Thank you.

Gené Stephens, J.D., LL.M.

Middle Tennessee State University

Assistant Vice-President

Office of Compliance & Enterprise Risk Management

Division of Business and Finance

Cope Administration Building, Room 119

1301 E. Main Street

Murfreesboro, TN 37132

Email: gene.stephens@mtsu.edu

Department Webpage: [CAREM](#)

Phone: 615-494-8812 | Fax: 615-898-5906

I AM *true* **BLUE**.

MIDDLE TENNESSEE STATE UNIVERSITY

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