

## Compliance Tips for the Month – December 2019

### Email and Website Change

The Office of Compliance and Enterprise Risk Management (Office) has a revised email address and webpage:

Email: [caerm@mtsu.edu](mailto:caerm@mtsu.edu)

Webpage: [www.mtsu.edu/caerm](http://www.mtsu.edu/caerm)

Please make note of the above changes when communicating with the Office.

### Auto Accident Reporting Reminders

As the weather continues to change in the coming months, please ensure that you remember the State's accident reporting procedures if you are driving a State car, or your own personal car, on State or University business. Specifically, all State vehicles (or your personal vehicle if you are utilizing your car for State or University business) must be equipped with the State's Damage Notification Card, which is available [here](#). In addition, if you are involved in an accident while driving a State/University vehicle or while driving your own vehicle on University business, you must follow the State's reporting instructions, which are available [here](#). Finally, please remember to contact the State of Tennessee's Accident Call Center at (855) 253-0629, as well as report the accident to the University Counsel's office.

Should you have additional questions on the State's Auto Accident Reporting requirements, please contact at [caerm@mtsu.edu](mailto:caerm@mtsu.edu).

### Records Management Training

If you have been designated as a Records Coordinator for your department or division and require training on any part of MTSU's Records Retention/Management Database (Database), please submit your training requests within the Database under the "Submit Request" menu item and complete the information requested. For additional questions about how to submit your training request in the Database, please email [RDAreteion@mtsu.edu](mailto:RDAreteion@mtsu.edu).

## Annual Ethics and FERPA Training

As a reminder, please complete your annual **Ethics and FERPA trainings**. The links to **both** trainings are provided below for your convenience.

Complete the training by no later than **February 7, 2020**. Certificates of Completion are available at the end of the full Ethics training, as well as at the end of the FERPA training, for your documentation. Training completions are additionally tracked by username for use by Division VPs and department managers. If you have difficulty obtaining a Certificate of Completion, please contact [caerm@mtsu.edu](mailto:caerm@mtsu.edu).

### **Ethics (for all full-time and part-time employees):**

- [Ethics Main Video](#)
- [Scenario #1](#)
- [Scenario #2](#)
- [Scenario #3](#)

### **FERPA (for all full-time and part-time employees, as well as student workers):**

- [FERPA Training Video](#)

Thank you, and have a great holiday and Winter break.

Sincerely,

Gené Stephens, J.D., LL.M.

**Middle Tennessee State University**

Assistant Vice-President

Office of Compliance & Enterprise Risk Management

Division of Business and Finance

Sam H. Ingram Building, Suite 101

2269 Middle Tennessee Blvd.

Murfreesboro, TN 37130

Email: [gene.stephens@mtsu.edu](mailto:gene.stephens@mtsu.edu)

Department Webpage: [CAERM](#)

Phone: 615-494-8812

**Compliance and ERM Hotline:** 615-898-5772

I AM *true* **BLUE.**

MIDDLE TENNESSEE STATE UNIVERSITY