

Compliance Tips for the Month – January 2020

Obtaining Additional Insurance – State of Tennessee’s Certificate of Self Insurance

As a reminder, the University and its employees are insured by the State of Tennessee’s self-insurance program. The State’s Certificate of Self-Insurance (“COSI”) can be found [here](#).

Please be aware that third party’s **cannot be added** to the COSI. The COSI is to be utilized by the University and other State agencies to provide proof of coverage only.

If your department or division requires additional liability insurance beyond the general liability, automobile liability, property, professional malpractice, and workers’ compensation and employer liability coverage provided in the COSI (such as for events, tournaments, program licensure, or other reasons), and your department or division does not already have the additional insurance coverage (i.e. the University has not already been paying for the additional insurance), please contact the Office of Compliance and Enterprise Risk Management at caerm@mtsu.edu, or you may contact me directly at gene.stephens@mtsu.edu.

Before additional insurance (outside of the COSI) can be obtained, the State’s Claims and Risk Management Division requires the following:

1. A justification letter (on University letter-head) for the purchase of the additional insurance (the Office of Compliance and Enterprise Risk Management will assist you with drafting the letter).
2. Three insurance quotes (quotes can also be obtained from the State’s insurance broker Aon or another insurance brokerage firm).
3. The justification letter must be reviewed by the State’s Board of Claims pursuant to T.C.A. § 9-8-108(a)(4) – Provides that the Board of Claims:

“Shall review and approve insurance policies designed to pay claims against the state or its employees arising from contract or tort. This responsibility includes the authority to coordinate the purchase of insurance between the various departments, agencies, and institutions, and all other entities created by the state other than counties and municipal corporations in order that adequate protection be given at the least possible cost;”

Once the Board of Claims reviews the request for additional insurance, and approves the request, the additional insurance may be purchased. Please note that meetings of the Board of Claims may take up to three weeks to schedule by the State Claims and Risk Management Division. Therefore, please plan accordingly if you know that additional insurance will be needed for your area or event.

For more information regarding the State's COSI and/or additional insurance needs, please contact the Office of Compliance and Enterprise Risk Management.

Records Management

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 RDARetention@mtsu.edu.

In addition, if you are a Records Coordinator for your department or division, and your area needs to store boxes, please utilize the Box Label template that has been updated and revised, which is located in the Database under "Box Label."

Finally, if you have physical, paper document destruction needs prior to the annual destructions days in Fall 2020, please contact RDARetention@mtsu.edu, so that we may provide guidance and/or assistance and how to properly destroy documents in compliance with the State Records Management Division requirements.

Should you have additional questions regarding Records Management, please contact RDARetention@mtsu.edu, or any of the following individuals:

- Gené Stephens (Asst. VP., Compliance and ERM, and Records Officer – Office of Compliance and ERM, gene.stephens@mtsu.edu)
- Donna Baker (University Archivist – Albert Gore Research Center, donna.baker@mtsu.edu)
- Hector del Callar (Office of Compliance and Enterprise Risk Management, hector.delcallar@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.

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 happy new year.

Sincerely,

Gené Stephens, J.D., LL.M.

Middle Tennessee State University

Assistant Vice-President

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Division of Business and Finance

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I AM *true* **BLUE.**

MIDDLE TENNESSEE STATE UNIVERSITY

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