

## Compliance Tips for the Month – November 2019

### M Numbers

Please remember that employee and student M numbers must be kept in secure locations and should not be announced, out-loud, in public spaces on campus. The M number is linked to an employee's name, payroll, Pipeline/Banner system access, and other items. Similarly, student M numbers are linked to their name, financial aid accounts, and other items. For students, M numbers are part of the educational record and fall within the protections of FERPA. Therefore, please take care with the use of Faculty, Staff, Administrator, and Student M numbers.

For additional information and/or questions on this issue, please contact the Office of Compliance and Enterprise Risk Management at [carem@mtsu.edu](mailto:carem@mtsu.edu).

### Annual Ethics and FERPA Training

As a reminder, please complete your annual Ethics and FERPA trainings, which 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.

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](#)

## National Compliance and Ethics Week, November 3 – 9, 2019

In recognition of National Compliance and Ethics week, the following symposium will take place on November 7, 2019. Please note that the last day to RSVP is November 1, 2019, by 4:30pm.

### ***Raising the Bar: Compliance and Ethics in Blue 2019***

In Recognition of National Compliance and Ethics Week

**November 7, 2019 – MTSU Student Union, Ballroom C**

**General Session: 10:00am – 12:30pm**

*Featured Speakers*

**Randy Bechtel and Nathan Opie – Special Agents, Federal Bureau of Investigation**

**Rodney Escobar – Director, State of Tennessee Division of Claims and Risk Management**

**Beverly Watts – Executive Director, Tennessee Human Rights Commission**

**Darrell S. Freeman – Vice Chairman, MTSU Board of Trustees; Executive Chairman, Zycron Industries**

#### **Concurrent Sessions (All Sessions Take Place in the Student Union, Second Floor)**

**Room 225, 1:15pm – 2:15pm:** Clergy Compliance & Campus Patrols, facilitators – Major Jason Morton and Lieutenant Demetrius Smith, University Police

**Room 220, 1:15pm – 2:30pm:** Diversity & Inclusion (Panel Discussion), facilitator – Dr. Cheryl Torsney, Academic Affairs

**Room 221, 2:20pm – 3:20pm:** Active Shooter Preparations, Police Updates, Conceal & Carry, facilitator – Captain Jeff Martinez, University Police

**Room 210, 2:20pm – 3:20pm:** Non-Student Receivables & Tax Compliance, facilitators – Meredith Mooth and James Woulfe, Business & Finance

**Room 218, 2:20pm – 3:20pm:** ADA Accessibility, facilitator – Dr. Lance Alexis, Institutional Equity and Compliance

Middle Tennessee State  
University

Office of Compliance and  
Enterprise Risk Management

RSVP by November 1, 2019 to:  
[carem@mtsu.edu](mailto:carem@mtsu.edu) with "C&E  
RSVP" in the subject line

Compliance & Enterprise Risk  
Management Hotline Number:  
(615) 898-5772

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

*Refreshments will be served*

I AM *true*  
**BLUE**

Thank you.

Gené Stephens, J.D., LL.M.

**Middle Tennessee State University**

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