



MIDDLE TENNESSEE STATE UNIVERSITY
Office of Compliance and Enterprise Risk Management

Compliance Tips of the Month

Annual Records Destruction Days - Reminder

MTSU's annual Records Destruction days will be held on October 22 and 23, 2018. Prearranged pick-up of boxes should be arranged from September 28 – October 18, 2018, by contacting Receiving and Moving. Destruction of records must be approved by the Records Officer, Mrs. Carroll Lewis, prior to the annual destruction dates.

For additional information on the Annual Records destruction procedures, please contact RDAttention@mtsu.edu or Carroll.Lewis@mtsu.edu.

Updated Conflict of Interests Disclosure Form

Policy 12 – *Conflict of Interests*, provides a Disclosure Form for employees to utilize to report conflict of interests (COI). The COI Disclosure Form has been updated to include a signature line for employee signatures, and requires documentation and/or explanations for any COIs disclosed.

A copy of the updated [COI Disclosure Form](#) can be found on the CAREM Department webpage under [Conflict of Interests](#). The COI Disclosure Form also can be found within [Policy 12](#) on the University's Policy page.

Ethics

An annual Ethics training is being distributed for the month of October. The training takes only seven to eight minutes to complete and is required by all employees. The Ethics training was developed to further enhance the University's overall Compliance and Institutional Risk Management program. The training contains three scenarios for review and is ADA accessible.

For additional information about the Ethics training, please contact the Office of Compliance and Enterprise Risk Management at carem@mtsu.edu.

**Compliance Event, November 6th, in Recognition of National
Compliance and Ethics week**

National Compliance and Ethics week occurs the week of November 4-10, 2018. In recognition of Compliance and Ethics week, MTSU will host its first Compliance and Ethics event on November 6, 2018, entitled *Compliance in Blue: Discussions on Compliance Topics in Higher Education*.

The event will be held in the Student Union's Parliamentary Room 201, from 10am to 12:15pm (General Session), and with concurrent sessions taking place from 12:30pm to 1:15pm, and 1:30pm to 2:15pm. The General Session will feature an interview with Board Trustee Ms. Christine Karbowskiak who serves as the Chief Risk Officer, Chief Administrative Officer, and Executive Vice President of Bridgestone Americas, Inc. Ms. Karbowskiak also serves as the Chair of the Audit and Compliance Committee of the MTSU Board of Trustees.

In addition to Ms. Karbowskiak, University General Counsel Heidi Zimmerman and Provost Mark Byrnes also will be interviewed on compliance and ethics topics in higher education. Concurrent training sessions will be held in adjoining meeting rooms and will include the following:

- Session 1, 12:30pm—1:15pm: *P-Card Compliance*, facilitated by Manager Ann Lee Whitefield
- Session 2, 12:30pm—1:15pm: *ADA/Accessibility in the Classroom and Beyond*, facilitated by Director Kevin States
- Session 3, 1:30pm—2:15pm: *Travel Claims*, facilitated by Director Ben Jones
- Session 4, 1:30pm—2:15pm: *Campus Safety Topics*, facilitated by Captain Jeff Martinez

Light refreshments will be served at the event, and space is limited. If you are interested in attending MTSU's first Compliance and Ethics event, please RSVP to carem@mtsu.edu. When providing an RSVP, please indicate which of the concurrent sessions you would like to attend so that we can ensure there is adequate seating for each session.

Newsletter

The Fall Semester Issue of *Compliance in Blue* – MTSU's Compliance and Risk Management Newsletter, is now available and can be accessed [here](#).

Have a great Fall.

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