MIDDLE TENNESSEE STATE UNIVERSITY
Office of Compliance and Enterprise Risk Management

Compliance Tips for the Month – October 2020

Reminder: Annual FERPA and Ethics Training

As a reminder, completion of the annual FERPA and Ethics video trainings are due by no later than **October 30, 2020**. The link to the training landing page is below.

MTSU Online Training Landing Page

Additionally, and as a further reminder:

1. Completion of the FERPA training is mandatory for:
    a. Full-time employees
    b. Part-time employees
    c. Student-workers
    d. Graduate Assistants/Fellows

2. Completion of the Ethics training is mandatory for:
    a. Full-time employees
    b. Part-time employees

3. Training completions are tracked for compliance purposes, and department/division managers can request access to the tracking database to monitor training completions for their areas.

Auto-Accident Reporting

As we approach the colder winter months, please remember the State's accident reporting procedures if you are:

1. Driving a State car for State/University business
2. Driving your own personal car on State/University business
3. Utilizing a State/University owned golf cart on University business

In addition, all State vehicles must be equipped with the State's Damage Notification Card, which is available here.

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.

Please also remember to contact the State of Tennessee's Accident Call Center at (855) 253-0629 within **24 hours** of the accident, as well as report the accident to the Office of University Counsel. As a further reminder, an employee's department will be required to pay financial penalties assessed to MTSU by the State Department of Treasury in the amount of $1000 per accident for any calls made outside of the required 24 hour notification period.

If you have additional questions on the State's Auto Accident Reporting requirements, please contact at carem@mtsu.edu.

Annual Records Destruction Days

The University's annual Records Destruction Days will take place on the following dates and times:

1. October 26, 2020 from 9:00am – 1:00pm
2. October 27, 2020 from 9:00am – 1:00pm

Please contact your department's or division's designated Records Coordinator for procedures regarding the destruction days.

If you are a Records Coordinator for your area, and missed the Records Management virtual training held on Tuesday, September 29, 2020, which provided instructions about the annual Records Destruction Days, please contact RDAretention@mtsu.edu or caerm@mtsu.edu for additional information.

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