

Compliance Tips for the Month – March 2020

Fraud, Waste, and Abuse Prevention

As a reminder, and to secure and safeguard MTSU's data and financial assets from fraud, waste, and abuse, please remember the following risk management tips:

- Avoid saving student educational records on an unsecured, external, portable thumb drive, which could be lost or stolen. Instead, save student educational records on a secure, internal, MTSU ITD-protected drive, which also ensures the University's compliance with FERPA.
- Pay close attention to phishing and spoofing emails requesting payment and/or use of University/State funds.
- Remember that if you receive a fictitious email or suspicious phone call requesting financial or personal information, notify MTSU ITD department at ITD.help@mtsu.edu.
- Do not send sensitive and financial information over the internet without authenticating the legitimacy of a vendor.
- If sensitive information must be transmitted electronically, please utilize ITD's Secure Send attachment feature. If you do not have the Secure Send software, please contact ITD at ITD.help@mtsu.edu.
- Avoid including a P-Card number on any public document that will be routed throughout a department. For questions about P-Card Compliance, please contact Manager Ann Lee Whitefield at ann.whitefield@mtsu.edu.

To report an incident or issue involving fraud, waste, and abuse of State resources, please contact the following resources:

- MTSU Audit and Consulting Services, reportfraud@mtsu.edu, or call (615) 898-2914.
- A senior administrator or officer of MTSU.
- An MTSU supervisor, department head, or Division Vice President.
- The State of Tennessee Comptroller's Fraud, Waste, and Abuse Hotline at 1-800-232-5454, or at comptroller@tn.gov/hotline.

The University's Office of Audit and Consulting Services is charged with investigating all allegations of fraud, waste, and/or abuse. For additional information, please contact Audit and Consulting Services at audit@mtsu.edu.

Additional training resources on fraud, waste, and abuse prevention and awareness are available [here](#) by the Office of Compliance and ERM.

Auto Liability – Notification Requirements Reminder

If you, as a State employee, are involved in an automobile accident while driving a State vehicle OR your personal vehicle on State business, please remember to report the accident within the State's required 24 hour period, which will help the University avoid the assessment of financial penalties.

The State Accident Reporting Call Center number is 1-855-253-0629.

Please note that an employee's department will be required to pay financial penalties assessed by the State Department of Treasury, \$1,000 per incident, for any calls made outside of the required 24 hour period for which MTSU is assessed a fine.

For additional information regarding the Auto Liability notification requirements, please contact the Office of Compliance and ERM at caerm@mtsu.edu, or contact the Office of University Counsel at 615-898-2025.

Compliance and ERM Newsletter

The Office of Compliance and ERM's Spring 2020 Newsletter is available [here](#).

Summer Camp Safety and Risk Management Seminars

As the Summer Camp season approaches, the Office of Compliance and ERM will hold Camp Safety and Risk Management Seminars ("Seminars") on March 24, 2020, from 1pm – 2pm as well as on April 1, 2020, from 2pm – 3pm. Locations for the two Seminars are forthcoming.

The Seminars will cover the following topics:

- Minors on Campus
- ADA Accessibility
- University Policing, Conceal and Carry, and General Campus Safety
- Insurance and Risk Management for Camps

Department Webpage: [CAERM](#)

Department Email: Caerm@mtsu.edu

Compliance and ERM Hotline: 615-898-5772



I AM *true* **BLUE.**

MIDDLE TENNESSEE STATE UNIVERSITY