

COMPLIANCE AND ETHICS WEEK ANSWER KEY

Higher Education, Higher Standards: Broncos Embrace Compliance

November 5, 2024

ALL DAY

CAN YOU BUILD THE COMPLIANCE PUZZLE

Answer: Higher Education, Higher Standards: Broncos Embrace Compliance

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Higher Education, Higher Standards: Broncos Embrace Compliance

November 6, 2024

ALL DAY

WHO DOES THAT?

1. First name
2. Last name
3. Status
4. Your office is developing an online training that will be required for employees with certain job titles. You need to learn more about resources to ensure it is accessible to participants. Who do you call?
 - FSU-IT
5. Eek! You lost your work laptop that had a couple years of your office's records saved on it. You are concerned about the information getting into the wrong hands. Who should you call?
 - Police and Public Safety
6. Your office wants to introduce a new agreement for employees to sign electronically. You will be responsible for managing the content of the form and responses, and would like to ensure they are stored outside of DocuSign for proper records retention. Who should you call?
 - Information Technology Services
7. You work in a department that is beginning a new outreach initiative in which elementary school children will visit campus on educational field trips. Who should you call?
 - Protection of Minors on Campus
8. You are told that academic personnel have allegedly committed a violation of university policy. The Faculty Code is confusing to you. You don't really know who you need to contact. Who should you call?
 - Office of Academic Affairs
9. A co-worker of yours is being sexually harassed by one of your colleagues and he wants the University to do something about it. He reported it anonymously, but nothing happened to the person who is harassing him and you're all still on the same work shift. Which office can you contact to understand your coworker's options in this situation?
 - Office of Title IX Coordinator
10. You received an email asking you to confirm your contact information for FSU 2-factor authentication system. You are prompted to scan a QR code that takes you to a UW login page. Before you fill in your password, you realize that this may be a form of phishing. To which office would you report this email?
 - Office of Information Security
11. You discover a storage area filled with paper boxes in your office that you did not previously know about. You have no idea what any of it is, and you don't have any idea of where to start. Who do you call?
 - Legal Affairs
12. You receive a public records request in your email from an external source. Who can help?
 - Legal Affairs
13. You become aware of concerns by faculty and staff in your department regarding undergraduate students who are under the age of 18, aka "minors", and whether they need to be treated differently from other University undergraduate or graduate students. Who can help?

- Protection of Minors on Campus
14. Your student, who is lactating, has been taking extended breaks and missing more class time. As their instructor, which office should you contact to help you address this?
- Title IX Office
15. You have to respond to a question about FSU accessibility requirements when completing paperwork for a federal grant. Who do you call?
- Office of ADA Coordinator
16. You notice an employee giving a ride to a friend in a state vehicle to Walmart. Do you need to report the employee?
- Yes, the employee is misusing the state vehicle.
17. A student has been disrupting your class by creating daily TikTok videos for the past month. To whom should you report this behavior?
- Office of Student Conduct
18. You want to buy a new tool for storing sensitive student data for your office. Who do you call to make sure you are aware of all the things you should consider?
- Information Technology

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November 7, 2024

ALL DAY

Compliance Capture

1. First name
2. Last name
3. Status
4. A golf cart is blocking an accessibility ramp
 - Be Mindful of the parking of gold carts. Gold carts should not be blocking entrance or handicap ramps
5. Your roommate has covered the smoke detector in the room.
 - Remove the covering and make a report to the RA.
6. A new employee makes a copy of a customer's credit card front and back.
 - Remind the employee that copying a credit card is not permitted.
7. Your roommate conceals a bottle of alcohol on your side of the room.
 - Make a report to the RA.
8. Your friend sent you a screenshot of text messages from an ex asking what you can do.
 - Call the non-emergency number to FSU Police and Public Safety (910) 672-1775
 - Contact Title IX at titleix@uncfsu.edu
 - File a report on the Title IX / Compliance webpage
 - All the above
9. You witnessed one student wearing a name badge, taking a test that has a different name on it?
 - Tell the professor about the cheating, and the professor will contact Academic Affairs.