

# COMPLIANCE MATTERS



PRAIRIE VIEW  
A&M UNIVERSITY

Office of University Compliance Newsletter

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## Spotlight: Title IX

Title IX of the Education Amendments of 1972 protects people from sex and gender discrimination, including sexual misconduct, in educational programs and activities at institutions that receive Federal financial assistance. The Prairie View A&M University (PVAMU) Office of Title IX is committed to providing an environment free from discrimination on the basis of sex and gender. Many resources are provided to faculty, staff, and students to address concerns related to sex and gender discrimination that may negatively impact community members educational and career progress.

The Office of Title IX Compliance is responsible for ensuring the university's compliance with federal, state and local laws related to sex-based discrimination and harassment. Sex-based discrimination refers to disparate treatment on the basis of sex, sexual orientation, gender identity or pregnancy. Sexual harassment includes, sexual assault, stalking, dating/domestic violence and sexual exploitation.

To report a Title IX sex-based discrimination incident in the educational environment, you can contact the University Police Department (UPD) or the Office of Title IX Compliance. As a PVAMU employee, you are responsible for reporting **all** known information about an incident of sexual misconduct or sex-based discrimination, including the names of the parties involved, to the Title IX Coordinator. Students also have the option to file an anonymous report. Anonymous reporting can be completed by filling out the form online: [Anonymous Reporting](#). A report can also be filed with an external agency. To learn more about reporting sexual misconduct or sex-based discrimination, please visit the [Title IX webpage](#) for more information.



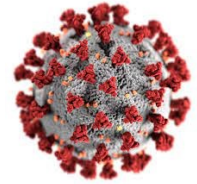
Join advocates, activists, survivors, and supporters who are getting involved in 2021 Sexual Assault Awareness Month this April on Instagram. Also, be on the lookout for the hashtag:

**#PVGOSTEAL**

Wear teal throughout the month of April to show your support.



# COVID-19 UPDATE



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**⚠** If you have been diagnosed with the novel coronavirus (COVID-19), call Student Health Services at 936-261-1410 or the Coronavirus Hotline at 936-261-9000. You are not permitted on any university campuses until Student Health Services clears you. If you suspect that you have been in contact with someone with COVID-19, call 211 from your cell phone immediately, and then call Student Health Services or the Coronavirus Hotline.

## Get Tested!

Testing for employees is available on campus through Curative. The Texas A&M University System continues to rely on Curative because it offers a closed, secure supply chain, a simple test that does not require medical intervention and associated PPE, quick turnaround and a reasonable level of efficacy.

If you test positive for COVID-19, stay home, report your results to the COVID-19 Hotline (936-261-9000), and receive instructions for isolation/quarantine; employees must be cleared prior to returning to work.

If you are feeling sick or ill, contact your supervisor and **stay home**. You are responsible for protecting yourself and others. [Special Campus Announcement](#)

## Curative Kiosk

The Curative Kiosk is located outside of the Memorial Student Center (MSC). The kiosk normally operates Monday through Friday between 8:00 a.m. and 4:00 p.m. Make an appointment [here](#).

[Memo: Spring 2021 COVID-19 Testing & Updates](#)

## What if I Test Positive?

PVAMU requires a 10-day isolation/quarantine period for any student or employee who tests positive for COVID-19 or comes in contact with someone who is a confirmed positive.

Individuals who come in contact with a confirmed positive person will be required to take a COVID-19 test on day 7 of the 10-day isolation period. You will be advised to monitor the symptoms for the full 14-day period following the contact.

Impacted students who choose to isolate or quarantine on campus will be given information from the Housing & Residential Life Staff.

## COVID-19 Vaccine Information

Everyone over 16 is now eligible for the COVID-19 vaccine in the state of Texas. Be sure to check your campus announcements for on-campus vaccine events and sign up for your vaccination appointment today.

[Sign up for an appointment through AccessHealth Waller County.](#)

To learn more about COVID-19 in the state of Texas, please visit the state of Texas COVID-19 information page [here](#).

[Reported COVID-19 cases on campus](#)

## CITE Mission Statement

The Center for Information Technology Excellence (CITE) will set the standard for impeccable customer service by managing, maintaining and operating information technology equipment and systems dedicated to assisting the University to achieve its first class status in teaching research and service through efficient and effective delivery of network and administrative computing in compliance with applicable laws, policies, rules and regulations.

## CITE Services

CITE provides the campus community a diverse set of technology services including development, monitoring, and maintenance of the campus data network, telephone system, computer systems and servers, computer labs and desktop support. ITS provides the following services:

- Academic Technology Services
- Enterprise Administrative Services
- Technical Services

## Email Safety

On February 4, 2021, Prairie View A&M University experienced a major cybersecurity event which immobilized all major network systems. It is important to remember that malicious links should never be clicked on. If you feel that you have received a suspicious email, notify ITS immediately by sending an email to [informationsecurity@pvamu.edu](mailto:informationsecurity@pvamu.edu). **Do NOT** reply to the original email you received.

Other items to look out for include: grammatical errors, suspicious links/attachments or any attempt to update your password or verify your account information. For more information about Email Safety, please see the [Phishing Email Quick Tips](#).

## Password Reset

All staff, faculty and students can reset their password using the online [Password Reset Instructions](#). If you are unable to reset your password using the link, you will need to contact ITS at (936) 261-2525 to have your password reset.

## Responsibilities

All users of the PVAMU community are responsible for:

- Honoring the acceptable use policies of networks accessed through the PVAMU internet and email services
- Abiding by existing federal, state and local telecommunications and networking laws and regulations
- Following copyright laws regarding protected commercial software or intellectual property
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of PVAMU's network resources.
- Using logical, professional, ethical, University policy and other applicable laws, guidelines and procedures to maintain the security of sensitive information.

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# COMPLIANCE UPDATES



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The following policies regulations, rules and university administrative procedures (UAP's) have been created or updated since February 2021. Additions and changes are typically made due to a scheduled review, a relevant change in law or statute or for clarification purposes.

To ensure that you always have the most up-to-date information regarding policies, regulations, rules or UAP's be sure to bookmark the [System Policy and Regulation Library](#) and the [PVAMU Policy Library](#).

## Organization of System

[02.03 System Administration](#) (February 4, 2021)

## States of Mission and Objectives

[03.02 Academic Mission Statements and Program Inventory](#) (February 4, 2021)

## Ethics

[07.03.01.P1 Political Campaign Events on Property Under the Control of PVAMU](#)  
(March 2, 2021)

## Civil Rights Protections and Compliance

[08.01.02 Civil Rights Protections for Individuals with Disabilities and Certain Other Employees](#)

(February 26, 2021)

[08.01.01.P1 Civil Rights Compliance](#) (February 12, 2021)

## General Finance

[21.01.11 Working Funds](#) (February 24, 2021)

## Tuition and Fees

[26.99.01 Student Health Insurance](#) (February 8, 2021)

## Compensation and Benefits

[31.01.06 State Employee Organization Membership Fees](#) (January 26, 2021)

[31.01.09 Overtime](#) (March 11, 2021)

## Employee Relations

[31.01.02 Complaint and Appeal Process for Nonfaculty Employees](#) (March 15, 2021)

## Facilities Planning and Construction

[51.04.01 Chancellor's Delegation of Authority on Construction Projects](#) (March 2, 2021)

[Policy Library](#)



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## EVERFI Training Across Campus

EVERFI, an online training platform, is being utilized for various trainings across campus. These trainings include FERPA, Clery, Title IX and Ethics for our faculty/staff and trainings related to Alcohol/Other Drugs and Title IX for our students. All trainings that are completed for employees/faculty/staff will be uploaded into TrainTraq to be included on employee training transcripts.

### Here are some frequently asked questions related to EVERFI:

#### Q: How will I receive notification of my training assignment?

An email will be sent from Automated-message@EVERFI.net with a subject line "Online Course Assigned To You By Prairie View A&M."

#### Q: What courses will I be required to complete?

All employees will be assigned FERPA, Clery, Tools for an Ethical Workplace, and Bridges: Building a Supportive Community (Title IX). FERPA & Tools for an Ethical Workplace will be required every two years. Clery and Title IX training will be required on an annual basis.

#### Q: What if I do not complete my required trainings?

Your supervisor will be provided status reports of individuals that have not completed training.

#### Q: Who do I contact if I have technical issues with EVERFI?

Click on "Tools" and "Help" within the training to speak with an EVERFI specialist and receive help on a particular training.

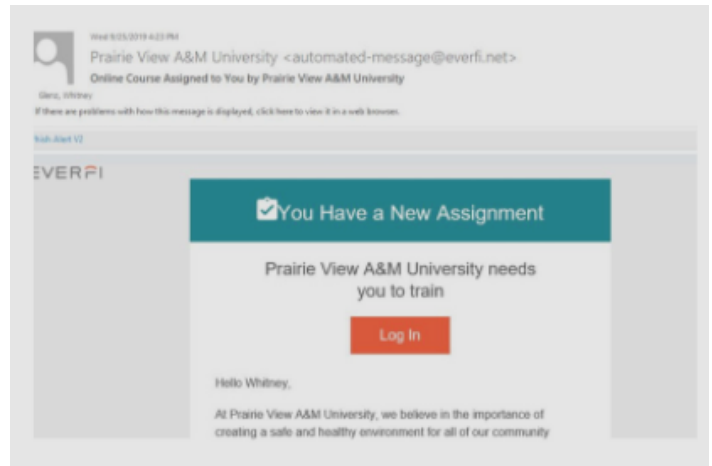
#### Q: What do I do if I can't login?

Contact (936) 261-2126 for assistance

## How will I receive my EVERFI Training Assignment?

You will receive an email from: [Automated-Message@EVERFI.net](mailto:Automated-Message@EVERFI.net).

It will be titled: **Online Course Assigned to you by Prairie View A&M University**



## How do I log in?

Visit the EVERFI [login page](#) and click:



You can find additional resources and information related to EVERFI by visiting the EVERFI [webpage](#).



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# COMPLIANCE TEAM

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## Meet the Compliance Team

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**Looking for archived compliance newsletters?**  
They can be found online: [Archived Compliance Newsletters](#)

**Looking for the athletic compliance newsletters?**  
They can be found online: [Athletics Compliance Newsletters](#)

**If you have a suggestion for the newsletter, or have information you want to include in future newsletters, please feel free to email Melissa De Witt at [mcdewitt@pvamu.edu](mailto:mcdewitt@pvamu.edu)**

The Office of University Compliance shall strictly adhere to all state and federal laws and regulations, system policies and opportunity for all persons regardless of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.

**[Office of University Compliance](#)**