

# COMPLIANCE MATTERS



PRAIRIE VIEW  
A&M UNIVERSITY

Office of University Compliance Newsletter

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## Spotlight: Clery Act & Annual Security Report

The annual security and fire safety report (ASR) is available to all current and prospective students and employees on the University Compliance website yearly on October 1st.

The Clery Act requires all colleges and universities that receive federal funding to provide the report on an annual basis. The report contains the statistics of campus crime for the preceding three calendar years and efforts made by the university to improve campus safety. Statistics must include information about incidents that occur on campus, public property within or adjacent to campus and in or on non-campus buildings or property that the

institution owns or controls. Prairie View A&M University's Clery Compliance Officer, Craig Nunn, has updated the website with the requirements, resources for CSA's and victims and Frequently Asked Questions.

## FAQ's

### Who are the Campus Security Authorities (CSAs)?

Individuals, who by virtue of their university responsibilities and under the Clery Act, are designated to receive and report criminal incidents so that they may be included and published in the university's ASR. If you are unsure if you are a CSA, contact Craig Nunn at [clnunn@pvamu.edu](mailto:clnunn@pvamu.edu).

### What are the CSAs responsibilities?

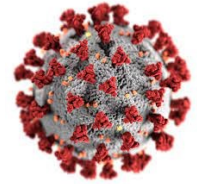
To promptly report clery-related crimes or alleged crimes that occur within the university's geographical area through the [online form](#). If unsure, to report it.

1. To encourage individuals to report crimes to campus police and in emergency cases to call 911.
2. To provide victims with a list of available resources, even if the person does not want an investigation conducted.
3. To ensure the allegation or crime is reported whether or not the reporter, victim or suspect chooses to remain anonymous or does not disclose identifiable information.

### Are faculty and staff who are involved with student travel and have the responsibility for students on short trips or study abroad activities required to comply with any Clery requirements?

Yes! Faculty and staff involved with student travel, having the responsibility for students on short trips or study abroad activities need to be aware of their duties and obligations under the Clery Act as they are by definition CSAs. The best practice is for employees to submit incidences regarding allegations of Clery-reportable crimes received during the course of short trips or study abroad activities to the Clery Coordinator as soon as they become aware and complete the "Short-term or Repeated Use Locations" form. Additional guidance can be found [here](#).

# COVID-19 UPDATE



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## KEEP WORKING • KEEP LEARNING • KEEP RESEARCHING

### Vaccine Incentive Program

To further mitigate the spread of the coronavirus, Prairie View A&M University strongly encourages vaccination as the best way to protect our fellow Panthers, faculty and staff from getting the virus and becoming severely ill. COVID-19 vaccines are available through Health Services in the Student Health Center during scheduled and advertised events. Additional vaccine locations can be found at [www.vaccine.gov](http://www.vaccine.gov).

Employees who have chosen to get vaccinated can submit proof of vaccination and enter a December 2021 drawing to win prizes. For more information visit the [Vaccine Incentive Program](#) page.

## FAQ's

### Who is eligible to enter?

Employees 18 years of age and older. Must be full or part-time employee who has not given notice of their resignation before accepting a prize. Vaccines must be recognized by the U.S. Centers for Disease Control or the World Health Organization.

### When is the deadline to enter?

November 19 at 11:59 p.m.

### I've been vaccinated off campus. Can I still enter to win?

Yes, you are eligible to enter the contest regardless of when or where you were vaccinated.

### When will the drawing be held?

December 2021

### Can I enter more than once?

No. Participants will only receive one entry into the program. Duplicate entries will be deleted

### How will I be notified if I win?

PVAMU will notify each winner by contacting them at the email address provided on the entry form.

### If I win, can I get money instead of the prize?

Winners will not be able to convert the prize to cash or any other thing of value.

### Is there a deadline to claim my prize if I win?

Winners must acknowledge acceptance of the prize in writing and may be asked to provide proof of identification to PVAMU. Failure to claim your prize within ten (10) days of being contacted by PVAMU will result in forfeiture of the prize. PVAMU will randomly draw another winner to receive the prize from among the remaining participants.

# DELIVERING BAD NEWS

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## How you can deliver bad news most effectively

A basic understanding of behavioral science and what effect the delivery of bad news will have on staff is important when considering how to deliver your message. Individuals who deliver bad news are subconsciously viewed by the receivers as “enjoying” when bad things happen. Using these strategies can help you overcome the hurdles that come from delivering these messages:

1. **When you have bad news, give a heads up** to prepare your audience. A simple “I’ve got some bad news” helps set the stage and reduce distress and resistance.
2. **Empathize with your audience.** Write down your key talking points and practice if you can. Watch your body language, tone and facial expression to ensure that you are not saying one thing and sending a message with your face that you mean something else.
3. **Make it personal.** Whenever possible, you should deliver difficult conversations in person. Face-to-face meetings are the best way to have difficult conversations. This reduces the potential for misunderstandings or social cues and enables you to address any issues immediately.
4. **Share your good intentions.** Express sympathy to your receivers and let them know that you are in this together. Thoroughly explain next steps or processes so everyone has a full understanding. Ensure that you answer their questions to the best of your ability and if you do not have an answer at that moment, make sure you follow up with them at a later time; preferably within 48 hours.
5. **Be direct and avoid excuses.** It is important to plainly and clearly state the facts of what has happened to minimize misunderstanding. You want to be viewed as a trusted advisor and someone who can be counted on to be honest and truthful.

### One final consideration

Create effective talking points, a communication plan and a relationship strategy to ensure the best possible outcome for your department or organization.

*“Resist the urge to characterize bad news as a positive. This can reduce the sense of urgency required to effectively respond.”*

# COMPLIANCE UPDATES



## Office of University Compliance Newsletter

The following policies regulations, rules and university administrative procedures (UAP's) have been created or updated since August 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

[02.02.01 Vice Chancellor for Agriculture and Life Sciences and Vice Chancellor for Engineering](#) (September 13, 2021)

[02.05 Presidents of System Member Universities](#) (August 26, 2021)

### Ethics

[07.03 Conflicts of interest, Dual Office Holding and Political Activities](#) (August 26, 2021)

### Civil Rights Protections and Compliance

[08.01.01 Civil Rights Compliance](#) (October 4, 2021)

### Litigation and Administration

**\*NEW\*** [09.02.01 Official Messaging](#) (October 7, 2021)

**\*NEW\*** [09.02.99.P0.01 Procedures to Establish a University Recognized Faculty and/or Staff Group](#) (September 28, 2021)

### Centers, Degrees and Programs

[11.99.99.P0.01 Continuing Education Activities Conducted by the University](#) (September 3, 2021)

### Research Programs

[15.99.06 Use of Biohazardous Material in Research, Teaching and Testing](#) (August 9, 2021)

### Intellectual Property

**\*NEW\*** [17.0.99.P0.01 Intellectual Property Management and Commercialization](#) (October 19, 2021)

### General Finance

[21.99.99.P0.05 Central Receiving](#) (September 3, 2021)

### Asset Management

[22.02 System Investment](#) (August 10, 2021)

### Tuition and Fees

[26.99.01.P0.01 International Student Health](#)

[Insurance](#) (September 28, 2021)

### Financial Planning and Budgeting

[27.02 Legislative Appropriation Requests](#) (August 26, 2021)

### Information Resources

[29.01.03 Information Security](#) (September 13, 2021)

### Compensation and Benefits

[31.01 Compensation](#) (August 26, 2021)

[31.03 Leaves of Absence](#) (August 26, 2021)

[31.03.03 Leave of Absence with Pay](#) (September 13, 2021)

[31.06.02 Sick Leave Donation](#) (August 18, 2021)

### Employee Relations

[32.01 Employee Complaint and Appeal Procedures](#) (August 26, 2021)

### Employment, Standards of Conduct

[33.04.02.P0.01 Use of Telecommunication Services](#) (August 4, 2021)

[33.05 Employee Training](#) (August 26, 2021)

[33.06.01 Flexible Work Arrangements](#) (September 13, 2021)

[33.99.03 Performance Evaluations for Nonfaulty Employees](#) (August 18, 2021)

[33.99.12 New Employee Processing](#) (August 18, 2021)

### Safety of Employees and Students

[34.06.02.P0.01 Concealed Carry Prohibition](#) (October 27, 2021)

### Real Property

[41.01 Real Property](#) (August 26, 2021)

[41.01.01 Real Property](#) (September 21, 2021)

### Attachments

[PVAMU Faculty Handbook](#) (September 1, 2021)



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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.

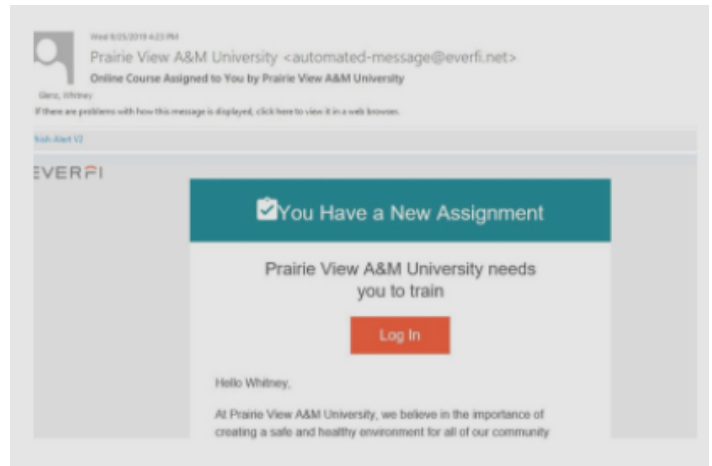
#### Q: What do I do if I can't login?

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](#).

November 2021

# 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](#)**