

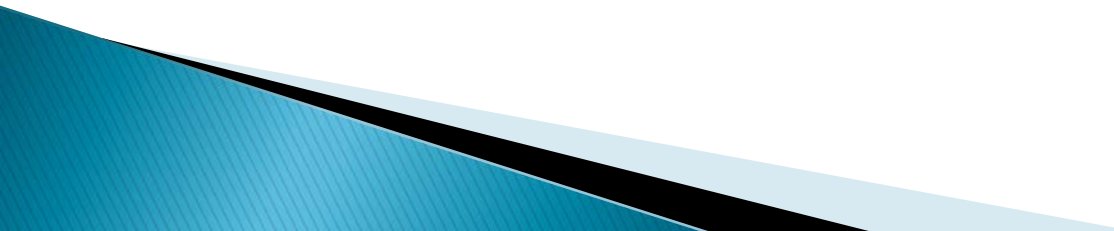
Graduate Assistants Orientation

Office of General Counsel
Office of University Compliance
August 24, 2016

Office of General Counsel

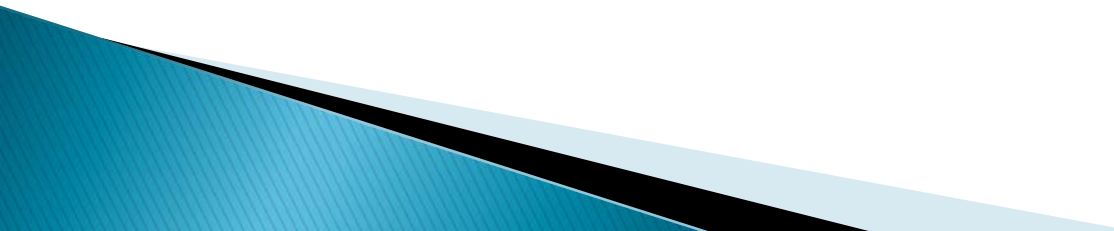
The mission of the Office of General Counsel is to assist Cleveland State University by providing advice on options to achieve institutional goals within the relevant legal framework.

The Office of the General Counsel provides legal advice and representation to the Board of Trustees and the President as its primary clients and various departments, divisions, and components of Cleveland State University in relation to University business.

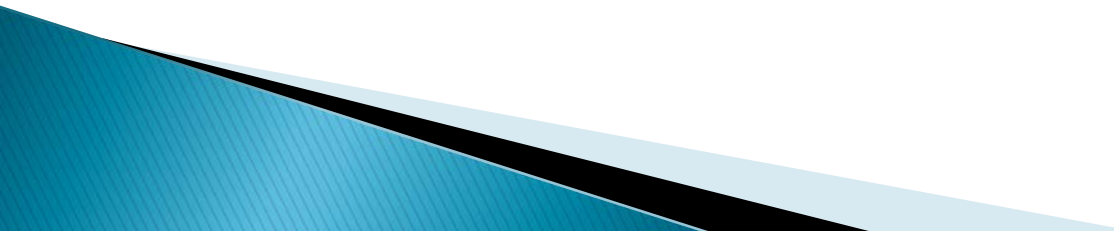


Office of University Compliance

Identifies and addresses areas of non-compliance or gaps in compliance by:

- Conducting periodic compliance risk assessments;
 - Assisting in policy development;
 - Providing training on relevant laws and policies;
 - Investigating reports of non-compliance; and
 - Communicating with the campus community around compliance issues.
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Key Legal / Compliance Issues

1. Policies
 2. FERPA
 3. Public Records
 4. Ethics/ Political Activity
 5. Reporting Wrongful Conduct
 6. Threats/ Disturbing Behavior
 7. Americans with Disabilities Act (ADA)
 8. Working with Children
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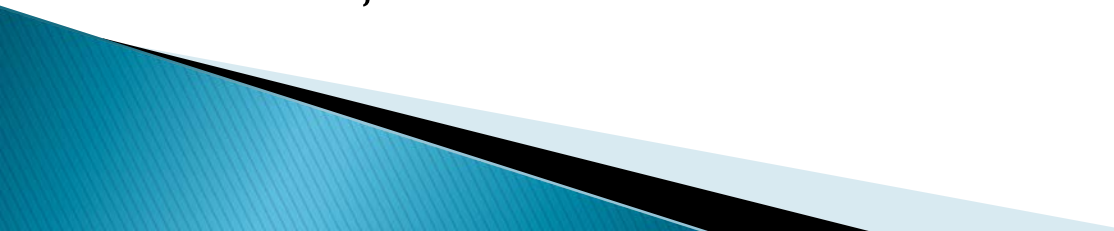
Policies

- ▶ The University has a policy website where you can find every official policy:

<http://www.csuohio.edu/compliance/university-policies-0>.

- ▶ Policies of note:
 - Purchasing
 - Minors on Campus
 - Email policy
 - Access Control

FERPA

- ▶ FERPA protects student records (broadly defined) from disclosure.
 - ▶ FERPA allows disclosure under certain circumstances, including:
 - Directory information;
 - The disclosure is to another University official who needs the information to do his or her job;
 - The student provides written consent that states which records may be disclosed, to whom and for what purpose.
 - ▶ If someone requests student records from you, it is your responsibility to make sure you can disclose those records.
 - ▶ If you are not sure whether a particular record falls under FERPA, call the Office of General Counsel or Compliance.
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Public Records

- ▶ Almost every University record (other than student records) is a public record, including:
 - Personnel files;
 - Salary and compensation information; and
 - Emails.
- ▶ Imagine everything you write as part of your employment being printed on the front page of the newspaper.
- ▶ All public records requests should be referred to General Counsel.

Ethics / Political Activity

- ▶ The University's Conflict of Interest Statement encapsulates the requirements of the Ohio Ethics laws, including:
 - Do not solicit or accept anything of substantial value from anyone doing business with the University; and
 - Do not use your authority or influence with the University to obtain anything of substantial value for you, your family members or business associates.
- ▶ Public (University) money may not be used for gifts or giveaways, except under certain circumstances – always check.
- ▶ Personal political activity is permitted, but must not involve the University or use University resources.

Reporting Wrongful Conduct

- ▶ Report wrongful conduct to:
 - Relevant department
 - Compliance
 - General Counsel
 - Audit
 - Institutional Equity (discrimination)
 - Police Department (criminal)
- ▶ Anonymous reporting through EthicsPoint.
- ▶ Whistleblower Protection Policy prohibits retaliation for making a good faith report of wrongful conduct.

Threats / Disturbing Behavior

- ▶ The Campus Assessment Response & Evaluation (CARE) Team reviews student and employee behavior that causes concern or is a threat.
 - ▶ The goal is to get individuals the resources they need.
 - ▶ Reports may be made to Student Affairs or through EthicsPoint.
 - ▶ You have an obligation to report certain incidents that you learn about as a graduate student – e.g. sexual misconduct, child abuse – so do not promise confidentiality unless you are sure you can.
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Americans with Disabilities Act (ADA)

- ▶ The University has an obligation to provide accommodations for students and employees with disabilities.
 - ▶ The Office of Disability Services (ODS) will send out accommodation memos for those students in your class who must receive accommodations.
 - ▶ If a student requests accommodations, refer them to ODS.
 - ▶ All media (videos, text books, etc.) used in classes must be accessible if someone with a disability is in the class.
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Working with Children

The University has adopted a Minors on Campus policy for working with children who are not enrolled as students (e.g. in camps or research). Policy requirements include:

- ▶ Background checks for adults supervising children;
- ▶ Adequate supervision (usually more than one person) at all times; and
- ▶ Following a Code of Conduct for working with minors.

A training on identifying child neglect/abuse is available from Compliance upon request.



Contact

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