



STU STANDARDS

Spring 2019

The Compliance and Risk Management Newsletter

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STU Ethics Hotline

<http://ethicshotline.stu.edu/LogIn.aspx>

24/7

Anonymous & Confidential

Last semester's STU Standards introduced you to the updated policy website, reminded study-aboard travelers to complete the required Travel Participation and Travel Agreement Form, notify interested parties of the upcoming trainings and exercises, and more. This issue of STU Standards will include key information related to the University's CARE Team, our Code of Ethics and employee trainings.

The STU Standards provides the Bobcat family with the latest updates to policies, programs, regulations, and other key information that may impact your area. It will also inform you on what is new in the world of compliance and risk management.

Campus Assessment, Response, and Evaluation (CARE) Team

If you are aware of a situation where a member of our Bobcat family (includes students, faculty, or staff) is displaying disruptive or threatening behaviors that potentially impede their own or others' ability to function successfully or safety, please contact the Campus Assessment, Response, and Evaluation (CARE) Team immediately.

Phone: (305) 628-6780

Email: care@stu.edu

Remember
**DON'T think...
REPORT!**



The CARE team is comprised of members of the campus community that provide resources to individuals whose behaviors potentially their own or others' health and safety.

If it is not an emergency but you have been threatened, or are worried about your own safety, or are worried about the safety of a friend or colleague, please contact the CARE team to talk with someone in the program about your situation or concern.

Campus violence prevention depends on members of the STU community to alert the CARE team to worrisome or potentially dangerous behaviors or situations before they result in harm. Recognizing and reporting early signs of a potentially dangerous situation are crucial to preventing violence and serve to enhance the University's ability to provide assistance to community members who may be in distress. A person that receives help sooner, rather than later, may be less likely to experience more severe symptoms or cause harm to self or others. Thus, threat assessment is a supportive process, not a disciplinary or punitive one.

Compliance and Risk Management

STU Standards is published by the Office of Risk Management & Compliance/Administrative Affairs. Constructive feedback from the STU community is welcome. Please email at ecrm@stu.edu for questions and/or concerns.

STU Standards Objectives:

- Raise Awareness
- Communicate Important Developments
- Foster Transparency

"Moral authority comes from following universal and timeless principles like honesty, integrity, and treating people with respect." – **Stephen Covey**

Web: <https://www.stu.edu/administrative-affairs/index.html>

Online Trainings for Spring 2019

All employee online training are accessible at:
<https://stu-fl.safecolleges.com/login>

To access the training please use your employee ID number (01234567); if the system asks for a password, then use your STU password – same password you use for your email.

Audience: All employees

Email and Messaging Safety	Due 03/01
Sexual Harassment: Staff to Staff	Due 05/01
Title IX and Sexual Misconduct	Due 05/01
STU Code of Ethics	Due 06/01

Audience: Campus Security Authorities (all athletic coaches and staff, student affairs personnel, HR, and residential life staff)

Campus Security Authorities: Roles and Responsibilities	Due 03/29
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Audience: New Employees

Sexual Harassment: Staff to Staff
Title IX and Sexual Misconduct
FERPA: Confidentiality of Records

All online trainings are titled: SafeColleges
Online Training

Facility Usage and Rentals

Are you aware that since 2011 the University has had a facility usage and event policy? Well, we do. University facilities are primarily used for academic courses, educational and University-sponsored events, and programs or activities for University students. The use of University Facilities by external groups or for events that are not affiliated with a University department or group may also be permitted in accordance with this Policy.

As a private University, STU can and does impose conditions for the use of all University facilities. Individuals or groups not affiliated with the University (including campus visitors) may not use any University Facilities as a platform for their own personal or political displays or statements. Permission to use a University facility does not imply endorsement, sponsorship, or support by the University of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers.

The Offices of Physical Plant and Fernandez Family Center for Leadership and Wellness has been charged with the responsibility to monitor claims of facility usage by internal entities and disallow usage which does not have a reasonable connection with the responsibilities and mission of a STU requesting entity.

To review the policy, fee schedule, and sample agreements, please [go online](#) to read it in it's entirety.

To make a reservation, please visit: www.stu.edu/facilityrentals

Questions/concerns? Contact –

Crystal Morvant
cmorvant@stu.edu
(305) 628-6558

A word about STU's Code of Ethics Policy

All members of the STU community – faculty, students, administrators, members of the Board of Trustees, advisory boards, and volunteers – are responsible for maintain the standards of the institution and of the various communities in which they live. We value integrity honesty, and fairness, and strive to integrate these values into our daily practices.

Via SafeColleges, each employee is required to complete the attestation of their annual acknowledgement of the University's Code of Ethics.

Email and Messaging Safety: Stay Safe Online Training

This spring, all of you were assigned the Email and Messaging Safety training from SafeColleges. This training is **mandatory** and must be completed annually.

Why? Because as digital citizens, we must remain vigilant and continue to learn about this issue in order to protect ourselves as well as our personal information.

Cyber hackers take advantage of consumers with fraudulent emails asking users to provide their username and password. As a safe and recommended practice, you should NEVER supply any private information, account numbers, usernames, passwords, phone numbers, etc. to ANY email requesting so. Even notice that SafeColleges GIVES you the username it wants you to use to access its system. It does NOT REQUEST that information from you.

Every time we receive a phishing email, the Office of Information Technology reminds us of the following:

1. Complicate your emails. Add symbols and numbers to your password, ex. Th3Bl@ckC@t
2. Protect confidential information. Send private information as an encrypted attachment.
3. Don't fall for the phish. If it has an urgent call to action, i.e., "Your Account Will Close Immediately" then delete it. The University will never send you an email asking you to urgently log into any of our systems.

On January 8, 2019, STU in conjunction with Miami Gardens Police, Miami Dade Fire Rescue and G4S conducted a full-scale exercise in the University Library.



**Thank you
to our
volunteers!**



Alexis Tapanes-Castillo • Eileen Morales • G4S Secure Solutions, Inc. • Gigi Laudisio • Gretel La Guardia • Isabel Medina • Jessica Orozco • Joanne Rodriguez • Lorena Hidalgo-Morana • Mark Casale • Miami Dade Fire Rescue • Miami Gardens Police Department • Natalia Perullas • Pam Loconto • Rick Waltermann (Nova Southeastern University) • Valerie Llyod (Monsignor Edward Pace High School) • Yelaine Dominguez

DO THE RIGHT THING! Report Fraud, Waste, Abuse, or Misconduct

Every STU employee shares the responsibility of promoting an ethical and safe environment. If you have information of safe, fraudulent, wasteful, abusive, or inappropriate activities involving any STU member, employee, student, or other affiliate, we want you to report it. Examples include:

- Misuse of Property, Information, Resources,
- Violations of Safety Rules and Environmental Laws
- Conflicts of Interest
- Theft
- Inappropriate Conduct
- Harassment
- Discrimination

Reports can be made using the [Employee Ethics Hotline](#). This [Hotline](#) is a telephone and web-based reporting system that is independently operated and available 24/7. Employees may submit an anonymous report by selecting the "File a Report Online" or by calling toll free 1-877-369-7432. The [Hotline](#) reports will be forwarded to the University President and Vice President for Administration/ Chief Financial Officer for official investigation.

If you have questions about the Hotline, please contact Administration/Human Resources at (305) 474-6871.

Spring and Summer 2019 Topics

Safety Training for Physical Plant

Exists, Evacuations & Emergencies
Lead Awareness
Recycling & Waste Disposal
Hazardous Chemicals
Hearing Conservation
Back Safety & Material Handling
Heat Stress
Fall Protection & Material Handling
Housekeeping Hazards
Scaffolding & Ladder Safety
Building Security & Personal Safety

Climate Survey: We Want to Hear from You!

Survey Opens on April 15th until May 15th

Ongoing diversity, inclusion, and equity assessment is one-way STU will continue its work to create, foster, and sustain a positive, healthy, and inclusive environment for everyone.

WHY: The survey will be designed to assess the attitudes, perceptions, and behaviors among faculty, staff, and students regarding diversity and inclusion experiences at STU.

WHO: STU faculty, staff, and students are encouraged to participate in the upcoming campus Climate Survey. 100% participation reflects everyone's opportunity to impact the diversity, inclusion, and equity experiences taking place.

WHEN: Survey invitations will be distributed through Safe Colleges on April 15, 2019 and remain open until May 15, 2019.



Many Voices

One University

www.stu.edu/titleix

Manage Risks and Reduce Losses in Study Abroad

In a United Educators (UE) study regarding study abroad higher education claims, a total of 126 claims costed more than \$1.6 million to resolve. Claims related to sexual misconduct, injury or illness and death were significant losses. STU has a [travel policy](#) in place and should be adhered to. UE recommends the following to protect students:

- **Conduct pre-departure and onsite risk orientations.** Educate students on the location-specific risks of sexual misconduct. Unlike most sexual assaults on U.S. campuses, most female victims abroad do not know their attackers. Advise students on locations to avoid within the host country. Keep in mind, cultural norms, such as gender-related attitudes toward dating, dress, and social interactions, may differ.
- **Follow federal sexual violence response requirements.** When students travel abroad, the requirements imposed by Title IX and the Campus SaVE Act (the amendments to the Violence Against Women Act) apply. Ensure that students know who to contact, particularly the institution's Title IX coordinator. For more information, consult with legal counsel and refer to UE's EduRisk publication, *Responding to Sexual Assaults in the Study Abroad Setting*.
- **Respond to sexual misconduct with empathy.** UE recommends treating all injured travelers with compassion—the "Cool Head, Warm Heart" approach. Colleges and universities should assist the student in seeking health care, advise him or her on reporting the incident to law enforcement, communicate with parents if requested by the student, offer counseling, and make arrangements for travel home.

For more UE info, [click here](#).

Understanding the Risks Seminar

Save the Date – May 3, 2019

Why do I need to request proof of insurance? My department is participating in an off-campus event and they are asking for a COI, what is that? I'm traveling abroad, why do I need to make sure students complete the travel waivers? If a student becomes ill while we are off campus, what should I do?

On Friday, May 3, 2019 (tentatively) the University's insurance brokers, AON and director of Risk Management & Compliance will be hosting our Risk and Insurance Seminar. We will provide an overview of the following information, and much more:

- Traveling with students locally and abroad;
- Insurance requirements for facility rentals and vendors; and,
- Student accident coverage.

It is essential that a representative from every department/school attends this seminar. We all must understand and comply with the University's insurance policies.