

## WHAT'S NEW

### Office Updates

The Compliance and Ethics team is growing! We are excited to announce that the Title IX Compliance team is now housed under UFCE!

#### Meet the team

*Paige Cook* comes to UFCE with over 7 years of experience in Title IX as an Investigator. Paige has also developed and implemented many of the Title IX office's internal protocols and procedures.

*Rose Rogers* is one of the newer Title IX staff members - starting in the role of Intake Coordinator in 2023 - and is a proud UF graduate. As the first person in the intake role, Rose has structured intake in a way that streamlines communications with parties.

Want to learn more about Title IX Compliance? Check out the website at [titleix.ufl.edu](https://titleix.ufl.edu) or email the team at [titleix@ufl.edu](mailto:titleix@ufl.edu).

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# Athletics Compliance 101

The University of Florida is a member of the National Collegiate Athletic Association (NCAA) and the Southeastern Conference (SEC). The University Athletic Association (UAA) is a direct support organization of the University of Florida responsible for intercollegiate athletics. The UAA Compliance Office is responsible for ensuring complete compliance of all constituencies (i.e., University staff, student-athletes, alumni, and friends) with all NCAA & SEC Rules and Regulations. The UAA Compliance Office works with various departments on campus, including but not limited to the Office of Admissions, Office of the University Registrar, Office of Student Financial Aid, and the Office of the Vice President and General Counsel.

The mission of the UAA Compliance Office is to advance the University of Florida's uncompromising and enthusiastic commitment to the highest standards of ethical behavior, and strictly adhere to the letter and the spirit of NCAA principles of institutional control.

## Extra Benefits

The NCAA has rules pertaining to faculty and staff interaction with currently enrolled student-athletes as well as prospective student-athletes (9th-12th grade) being recruited to the University of Florida.

- The NCAA defines what can be provided to a prospective or enrolled student-athlete. Faculty/staff may not give items or offer services to prospective or enrolled student-athletes unless those benefits are generally available to all prospective or enrolled students or to a particular segment of individuals on a basis unrelated to athletics (e.g., international students, minority students).
  - The following are examples of NCAA Extra Benefits which are prohibited: Money (cash or loans), gifts of any kind (e.g., birthday, holiday), free/discounted services (e.g., car repair, dry-cleaning), items of value (e.g., hats, clothing), transportation, meals, rent-free/reduced housing, and tickets to sporting events/movies.

## Recruiting

- Faculty/staff may only have contact with a prospective student-athlete (high school aged student) on UF's campus during an unofficial visit (visit paid for by the prospective student) or an official visit (visit paid by the institution).
- Faculty/staff may not publicize the recruitment of a prospect or a prospect's visit to our campus (e.g., posting a picture of a prospect on social media when they are walking through campus or sitting in your class).

## Academics

- Incoming/prospective student-athletes must meet minimum academic requirements set by the NCAA in order to participate in intercollegiate athletics.
- Current student-athletes must be full-time UF students and meet certain academic bench marks, such as earning a specific number of credits and completing a percentage of courses set by the NCAA in order to participate in intercollegiate athletics.
- The NCAA requires that all member institutions designate a Faculty Athletics Representative (FAR) who serves as a liaison between the institution and the athletics department. The role of the FAR is to ensure that the institution establishes and maintains the appropriate balance between academics and intercollegiate athletics.
  - The FAR for the University of Florida is Dr. Christopher Janelle who is also a Senior Associate Dean in the College of Health & Human Performance and Professor of Applied Physiology & Kinesiology.

[Click here to learn more about the UAA Compliance Office](#)

Test Your Knowledge

Think you know about NCAA Compliance?

Test your knowledge:

<https://compliance.ufl.edu/integrity-toolbox/compliance-gazette/test-yourself/ncaa-compliance/>

## UFIT: Helpful Content to Understand Info Security Risks

UF's Information Security Office (ISO) develops content year-round to help faculty and staff better understand the dangers and risks of cybercrime.

While required trainings can be seen as a time drain, the reality of the online environment necessitates ongoing education. The ISO provides a variety of videos, online games, and short reads (two minutes or less) to inform and educate our campus. Some recent examples include:

### Videos:

- [Working with Restricted Data @ UF](#)
- [The UF Risk Assessment Process](#)
- [Spear Phishing for the UF Community](#)

### Recent short reads:

- [Spear Phishing on the Rise at UF](#)
- [The Institutional Impacts of a Cyberattack](#)
- [Slam the Scam, Gators!](#)

ISO staff also recently completed a refresh of their website at <https://security.ufl.edu/>. Feedback from stakeholders informed the new layout. Anyone with questions about information security issues, data classifications, or the risk assessments process at UF is welcome to email [security@ufl.edu](mailto:security@ufl.edu).

## UFCE ANNOUNCEMENTS

### Upcoming Learn over Lunch webinar

Join us June 18, 2024 12-1PM for our next Learn over Lunch webinar on the topic of UF's event permitting process. This webinar will be presented by UF Business Affairs and the Division of Student Life.

To register for this webinar, click [here](#).

### Title IX Regulations

On April 19, 2024 the U.S. Department of Education's Office for Civil Rights announced the 2024 Title IX Final Rules, with an implementation date of August 1, 2024 for schools and institutions of higher education.

## Youth Compliance News

### Summer Camps

The spring semester is an excellent time to plan and finalize youth summer camps. Please be sure to register all summer camps with Youth Compliance. The [Summer Camp Checklist](#) is a guide for compliance requirements.

- Day activities must be registered at least thirty (30) days prior to the start of the UF Youth Activity.
- Overnight (24-hour) activities must be registered at least sixty (60) days prior to the start of the UF Youth Activity.

For more information please review the [Youth Compliance & Child Abuse Reporting](#).

### Youth Compliance Consultations

Are you considering hosting youth activities? Are you currently hosting youth activities? If so, schedule a consultation with Youth Compliance. A consultation can be customized to address the needs and scope for your specific program. A Youth Compliance consultation can be conducted one-on-one or amongst a group. [Book a Consultation Now](#)

### Checklists

New checklists are now available! The Youth Compliance [checklist](#) are procedure guides to aide university personnel with adhering to compliance requirements for youth activities.

### Youth Activities:

- Summer Camps
- Campus Tours
- K-12 Fieldtrips
- General Activities Involving Minors
- Minors in Laboratories
- Community Outreach/Engagement
- Third-party groups
- University Sponsored Student Organization Activities Involving Minors

Please use the [Youth Compliance Contact Form](#) for any questions.

In the dynamic landscape of university employment, where blending personal and professional pursuits is increasingly common, managing outside activities disclosed by faculty and staff becomes a critical, nuanced task calling for a delicate balance between ensuring compliance and fostering an environment of trust and transparency.

### **Time Commitment**

One of the primary concerns for any supervisor reviewing outside activity disclosures is determining the acceptable threshold of time commitment. For full-time employees, any outside activity exceeding 8 hours a week warrants a closer look. This safeguard is in place to ensure that an employee's primary duties are not compromised. However, the guidelines encourage open dialogue. If there's any uncertainty or concern about the disclosed time commitment, supervisors are encouraged to engage directly with the employee or seek assistance by reaching out to UF-COI@ufl.edu.

### **Addressing Concerns and Seeking Clarification**

When a disclosure raises eyebrows, whether due to the nature of the activity or its potential impact on the employee's duties, supervisors can request additional information through the "Request Clarifications" feature in UFOLIO, providing a streamlined way to communicate concerns and seek further details directly from the employee. This process not only ensures clarity but also maintains a constructive, and documented, dialogue between supervisors and their teams.

### **Handling Incomplete Disclosures**

Encountering blank fields or incomplete disclosures can hinder a thorough review. To tackle this, the "Request Clarifications" feature allows employees to revise their original disclosure. Ensure you remind your employees to click "Submit Clarifications" so the disclosure is routed back to you for further review. This process guarantees that decisions are informed by comprehensive and accurate information, leading to a more transparent and effective review.

### **Misassigned Disclosures**

When a disclosure is mistakenly assigned to the wrong supervisor, UFOLIO offers a simple fix. By using "Reassign Level 1 Reviewer" and "Confirm or Deny Level 1 Reassignment," supervisors can quickly correct misassignments, making sure disclosures are reviewed by the right person. It's important to note that UFOLIO's reviews are integrated with UF's HR data, and any updates to HR information might take up to a week to reflect in UFOLIO.

### **Identifying Inside Activities**

A unique aspect of the UF disclosure review process is the identification and management of activities that are inherently part of an employee's university duties. Rather than disapproving such disclosures, supervisors are guided to categorize them as "Inside Activities" by selecting the "Discard" function on the left-bar menu. This not only streamlines the review process but also clarifies the boundaries between personal and professional activities within the university's operational framework.

### **In Conclusion**

Overseeing outside activity disclosures is a key component of the compliance and ethics framework at UF. UFOLIO provides supervisors with a clear and efficient system to ensure detailed reviews, foster effective communication, and uphold a commitment to transparency and diligence. In an era where personal and professional lives are increasingly interconnected, the crucial role of supervisors in navigating these activities responsibly and ethically underscores the necessity for a collaborative and insightful approach to managing disclosures in alignment with university policies.

# COMPLIANCE Superstars

If you know someone you would like to nominate as a future Compliance Superstar, please feel free to submit your nomination using our [Compliance and Ethics Superstar Nomination Form](#).

## **Terri Schnoering**

Terri Schnoering received the Compliance and Ethics Superstar Award on 3/29/24. We've had not had the pleasure of working with her but have heard from the Director of the Office of Physician Billing Compliance, that Terri has been very supportive of their office. Terri has contacted them to report issues brought to her attention, has made them aware of new projects that have a regulatory component to them, and overall has demonstrated ethical integrity by ensuring that information system applications are developed within a compliant framework. We're proud to have her as a member of the greater UF compliance and ethics team! Thank you for all you do.



**Terri D. Schnoering**  
Director Information Systems  
Applications Support  
UF Health Jacksonville

Congratulations Terri!

## Making \$ense From Dollars

Can you trust your financial data? Trust in financial data is more than just confidence in its accuracy; it's a reflection of the integrity of our processes, the reliability of our systems, and the credibility of our institution. In a world where data drives much of our decision-making, ensuring the trustworthiness of our financial data is not merely a goal—it's a necessity.

CFO's Finance Strategy & Analytics team has an ongoing partnership with UFIT Reporting Services to develop resources and data solutions that campus can trust. These tools are developed and tested by experts familiar with the university's data model and business operations to bring you the most accurate and useful data possible to support your business needs.

Upgrades continue to be made to the 'Comprehensive Financial Reporting Suite' in available in Enterprise Analytics to enhance the reporting experience. Additionally, two new "Foundation Transaction Detail" reports were recently added to the suite to provide transaction-level detail for Foundation Source of Funds. These reports provide users with transaction details necessary to support compliance with gift agreements.

*Have reporting questions?*

Join the  
Enterprise Analytics  
Microsoft team!

As our university strives towards data-driven decision-making as part of President Sasse's strategic initiatives, it's more clear than ever that financial compliance underpins our commitment to responsible stewardship, ethical conduct, and long-term sustainability, and we need trustworthy data to demonstrate this. As members of the university community, let's continue to prioritize financial compliance in all our endeavors, ensuring a prosperous future for our university.