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## Office of Compliance



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## A Whirlwind of Compliance Changes in 2017

On October 27<sup>th</sup>, the Department of Education withdrew over 600 out-of-date pieces of regulatory guidance signaling yet another step in what has felt like a whirlwind of changes. This year we have seen a new interpretation of Title IX on college campuses focusing on due process and fundamental fairness; a rise of emotional support animals in classrooms and residence halls; a focus on decreasing the regulatory burden on institutions of higher learning; an increased emphasis on data privacy and security; and a nationwide debate over the role of universities and colleges as protectors of free speech. For many, change brings fear and fear drives stagnation. To prevent this, we seek to provide compliance based services to support all staff.

Lynn University prides itself on innovation and individualization; our response to regulatory changes embodies these ideals in every way. Through a robust compliance program that focuses on the individual needs of members of our campus community, we have established best practice programs that allow us the freedom and flexibility to respond to rapid regulatory changes without panic or confusion. We recognize that during times of change, questions arise. To aid staff in continuing to offer compliant best practice services and programs to all members of our campus community, the Office of Compliance provides tools and resources customized to fit your unique needs. Through the LU Service Desk on My.Lynn, staff can request changes to existing policies or identify new policies for development; access a suite of training programs designed to provide insights on best practices and legal requirements; and request answers to any question related to compliance, risk management, or best practices through the compliance inquiry service.

Laurie Levine

Vice President of Business and Finance

# Policy Spotlight: P-Card Introduction

## Transition to the Visa p-card network to ease the burden on Lynn employees

*Maria Bimonte, Director of Procurement*

The role of the Procurement department is to oversee the purchasing process to ensure the best price, quality, and service for required goods and services based on the needs of the University's programs. Procurement is comprised of the purchasing, accounts payable, and p-card credit card functions. This month, the new p-card policy was added to Volume VII - Business and Finance of the University policies. You can access all the University policies at [lynn.edu](http://lynn.edu).

It is important to remember that the use of a Visa p-card is a method of payment, not purchase. All of the required and appropriate permissions, authorizations and approvals must take place before the transaction. Expenditure requests with a months' worth of receipts and tiny slips of paper attached are now a thing of the past! Transaction receipts can be uploaded and attached directly into the on-line Visa PaymentNet application with a pdf, jpeg or gif file. Purchases will be charged directly to your specific budget account and notes can be added to each transaction. The details are downloaded into the GL to update your budget information every 5 to 7 working days. This provides managers an accurate picture of the current available balance in the budget. The new tool also provides in depth and detailed reporting for Directors, Deans and VP's.

If you participated in our Visa pilot program – thank you for your help and your feedback. Your questions and responses helped us make the program better for everyone. We look forward to working with the remainder of eligible cardholders very soon!



# A Conversation about Equity:

## DOE Authorizations Changes to Title IX

*Lorna Fink, University Compliance Officer/Title IX Coordinator*

Lynn University is a community dependent upon trust and respect among its members. The University is committed to maintaining a healthy and safe learning, living and working environment that promotes responsibility and respect in all matters and prohibits all forms of sexual and gender-based misconduct.

On September 22<sup>nd</sup>, 2017, the Department of Education announced new interim guidance on campus sexual misconduct rescinding the 2011 and 2014 Dear Colleague letters and launching a period of notice and comment designed to reflect upon notions of due process and fundamental fairness. The University looks forward to engaging in a nationwide conversation about how to continue to enhance our sexual misconduct prevention and response protocols for all students. During this time of notice and comment, Lynn University remains committed to ensuring that all members of our campus community can fully enjoy the benefits of our innovative educational programs and opportunities in a safe and supportive environment.

The University is proud of its robust, fair and unbiased, best practice based policies and programs related to sexual and gender-based misconduct and will continue to ensure that all individuals who engage in the resolution of a complaint are treated fairly and with respect. The University's policies, resources, and training videos related to the Sexual and Gender-Based Misconduct Prevention Program are available online at [my.lynn.edu/titleix](http://my.lynn.edu/titleix).

Not being known to shy away from innovation and positive growth, the University is engaging in a review of our Title IX compliance program to ensure that we continue to offer services and support that best serve the needs of our campus community. Through a design thinking approach, campus administrators, community members, and students are reflecting upon the experiences of students and staff involved in the Title IX process and will be developing unique and cutting edge practices designed to best support them. If you are interested in learning more about the University's unique approach to Title IX, please contact the Title IX Coordinator, Lorna Fink, at [lfink@lynn.edu](mailto:lfink@lynn.edu).



# Concussions on the Rise

By: Matt Roche

Over the last 5 years, the NCAA has seen a drastic growth in the amount of concussions reported by student athletes, with 10,500 documented during that time span. While football and ice hockey continue to have the highest number of reported concussions, sports such as lacrosse and soccer have seen the greatest increase. This major increase resulted in the NCAA providing over \$23 million in funding towards the study of concussions and the building of training mechanisms. This trend coincides with the trend at Lynn.

In response, Lynn adopted a Concussion Management Plan in 2015-16 that was modified this past summer to reflect the best practices in concussion management nationally. Additionally, a new policy was written for both athletes and non-athletes that allows students to receive temporary accommodations while they recover from concussions, based on documentation provided by a treating physician. This policy reflects the efforts to provide all students uniform access to accommodations, no matter their standing as an athlete or not.

Lastly, Lynn adopted a mandatory online training for athletes, coaches, and administrative staff. The club coaches and athletes also underwent the same training, to allow better observation of potential concussion symptoms and create a streamline approach across the university.

## FERPA Know How

Jenifer Scholl, Registrar















The Family Education Rights and Privacy Act, known as FERPA, is designed to protect a students' privacy with regard to their educational records. This means a student must give written permission authorizing the institution or those acting on behalf of the institution permission to share information from their educational records. The exception to this rule is information that is designated as directory information in the catalog, unless the student explicitly states he/she does not want to have directory information released.

Over the past few months, the FERPA program has undergone a significant change that makes it more user friendly for both students and employees of Lynn. The new form that was recently released serves as a universal FERPA form that students may update as frequently as they wish, while allowing the University to maintain only one such form, rather than individual departments each having their own respective form that a student must fill out. Additionally, rather than creating a one-size fits all form, students are able to designate what types of records that each person authorized has access. Students are now able to select that their designated individuals have access to all of their educational records or only specific portions such as follows:

- **Academic Affairs:** Admissions Application, Acceptance letter, Academic Dismissal, Academic Dismissal Appeals, Grade Submissions/Changes, Probation letter, Registration forms, Graduation Application/Audit, Academic Dishonesty, SEVIS Information/immigration status, Immigration authorizations, ADA Accommodation notification
- **Student Affairs:** Housing Agreement, Information pertaining to Student Conduct (disciplinary) records, Housing accommodations, Student grievances under any University Policy (including discrimination, harassment, and equity), Leadership positions and programming, Concern Person reports, Organizational Roosters (clubs intermural), Service hours, Greek Organization & Membership Forms
- **Business & Finance:** Student Account Information – Billing and Payments, Financial Aid Grants, Loans, Scholarships, and work program amounts awarded/disbursed and/or earned, Financial Aid Termination, Reinstatement of Financial Aid requirements

Please note that if the student completed the **old** form it will show the permissions granted and the student's password that he or she should have shared with their parent/guardian. The **new** form will show to whom the student gave permission, the selection of a particular department e.g. academic affairs and an access code for "each" individual to whom they gave permission.

SIGNS OF A CONCUSSION			SYMPTOMS OF A CONCUSSION		
 Loss of Consciousness	 Disorientation	 Incoherent Speech	 Headache or Dizziness	 Difficulty Concentrating	 Sensitivity to Light
 Confusion	 Memory Loss	 Dazed or Vacant Stare	 Ringing in the Ears	 Fatigue	 Vomiting

The University of Queensland | QBI Queensland Brain Institute | Australian Athletes Alliance | #nobrainnogame | FOR MORE INFORMATION VISIT qbi.uq.edu.au/concussion

# What the Office of Compliance Can Do For You

Policy and Procedure Management

Employee and Student Training

Compliance and Risk Questions and Research

Equity Services: ADA, Title IX, Discrimination and Harassment

To Request the Services, visit [itsupport.lynn.edu](https://itsupport.lynn.edu) and select "Compliance Services"

## Hot Topic: PHISHING Scams

*Joey Rego, Associate Director Information Security*

We have become all too familiar with phishing emails but if that's the case, why do we as a community still fall victim? Phishing emails can be pretty nasty attacks yet some users just don't get it. Let's try to put this into perspective with a simple scenario:

*A user gets an email from another employee at Lynn University and it contains a hyperlink in the email that interests them. They don't really know the person but they decide to click on the link anyway and it takes them to a website that asks the user to login to view the content. The user enters in their Lynn username and password and viola, they can access the content. It ends up being nothing that they are interested in and they close the web page and forget about it.*

1. When the user clicked on the email, an embedded script ran silently in the background. The script did the following:
  - a. It pulled a log of all users who had previously logged into that computer along with their passwords that were still in memory
  - b. It installed a keylogger that is now collecting all the keystrokes that the users types with their keyboard. Including any other usernames and passwords for any other sites they visit.
    - i. What if you accessed your bank recently? Uh oh! Does this mean that they can log into your bank account? Yep!
    - ii. Do you now have to worry about Identity Theft? Possibly?
  - c. It copied all your documents on your desktop or H drive and zipped them in a hidden file on your computer to be used at a later time.
  - d. It also installed a command and control backdoor agent that sends the information that it has collected to a server out on the internet. But wait, that server changes based on a sophisticated algorithm that generates a different server on the hour. All silently in the background.
2. When the user typed in their Lynn Username and password the attacker now has the users email address, domain name, username, and password.
  - a. The attacker now has access to:
    - i. all of your emails and it can send out emails to others in your contact list to spread the attack so that others can be affected.
    - ii. all of your documents that you have in:
      1. Office 365
      2. your local computer
      3. your Departmental Drives etc.

The most important thing to remember in regards to phishing scams is that each is very different. Always be aware of potential signs that exist with these scams. Signs of a phishing email can range from improper spelling and grammar, emails from senders you are not familiar with, links out of emails that seem out of place, and slightly altered names of reputable websites.

If you have questions about an email that you have received, please contact IT and ask. An ounce of prevention technique in this area can go a long way!



## Compliance Resources Available on My.Lynn:

- *Free FERPA Training Courses*
- *Compliance Matrix*
- *Programs with Minors Checklist*
- *Free Risk Resources*