



## Introduction

It's that time of the year again--the hallways are bustling, the lunch lines are long, and we are eagerly preparing to kick off the new academic year. With our focus turned towards the proper education of our students, I encourage you to also focus on your own education and to take time to reflect on your preparedness for the important role that you play in our campus community. This issue of Compliance Quarterly tackles important subjects such as minors on campus, ethics in procurement, maintaining respect when discussing hot topics, and mental health. As you engage with these topics, always remember The Office of Compliance is here to support you in being the best you can be for yourself, for each other, and for our students.



Lorna Fink, University Compliance Officer

## Political Discussions at Work

### The Do's and Dont's

As the primaries come to a close and November elections inch closer, our daily water cooler chats may be replaced with animated discussions of political hot topics. While Lynn encourages and understands that free speech is the cornerstone of American democracy, it is important that as Lynn employees, we brush up on our office etiquette for political talk during this election cycle. Here are a few tips to avoid any politically inspired office upset:

- ★ Be respectful. Political chat at work should not descend into an argument. Agree to disagree!
- ★ Don't let party affiliations interfere with your working relationships.
- ★ Be careful outside of work. If a political discussion ensues outside the office with coworkers, show the same kind of respect as you would while on the job.

## Policy Highlight: Vendor Selection

The University's suppliers are a valuable resource of information on goods and services. Although the Procurement office should be your first resource, there will be times when end-users speak directly with selected supplier representatives. Suppliers can often help clarify what products or services will best meet the needs of the end-user. It is therefore, important to understand Lynn policies when dealing with vendors to increase efficiency and compliance. Please take note of a few guidelines:

- ✘ DO NOT tell vendors what another vendor has quoted you. It is a violation of confidentiality that damages the reputation of the University and can ultimately lead to price fixing and a severely diminished vendor pool.
- ✓ DO check with Procurement as there may be pre-negotiated contracts before making a purchase.
- ✘ DO NOT appear to commit the University by telling a salesperson that he or she has the order.

Want to learn more? Join us for a training on vendor selection and ethics in procurement on Wednesday, October 3rd at noon. Lunch will be provided! RSVP to [mocruz@lynn.edu](mailto:mocruz@lynn.edu)



## Reminder: Minors on Campus

Please remember that any program in which minors are expected to participate must register with the Office of Compliance at least 30 days prior to the event. Interested in hosting an event in which minors are involved? Contact Lorna Fink at [lfink@lynn.edu](mailto:lfink@lynn.edu)





# COMPLIANCE QUARTERLY

Lynn's Quarterly Newsletter

## Hot Topic: Mental Health

*See Something, Say Something, Do Something: Identifying a student in distress*

By: Jaime Kranowitz, Student Affairs Case Manager

Professors, Advisors, and Academic Coaches among others are often the first responders when a student is in a state of distress. It is important to learn how to identify and respond appropriately in order to prioritize safety.

### See Something:

- Sudden decline in quality of work and grades
- Bizarre content in writings or presentations
- Overly demanding of faculty/staff attention
- You find yourself doing more personal rather than academic counseling
- Intoxication or smelling of alcohol
- Implying or making a direct threat to harm self or others
- Academic assignments dominated by themes of extreme hopelessness, rage, worthlessness, isolation, despair, suicidal ideations/violent behaviors
- Communicating threats via email correspondence, texting, or phone call
- Self-disclosure of personal distress - family problems, financial difficulties, contemplating suicide, or grief
- Expressions of concern about the student by their peers

### Say Something:

Trust your instincts and say something if a student leaves you feeling worried, alarmed, or threatened.

### Do Something:

Your expression of concern may be a critical factor in saving a student's academic career or even their life. Visit the "Student of Concern Guide" available through mylynn under the Life at Lynn tab on the Dean of Students page. File a Concerned Person Report: [lynn.edu/concernedperson](http://lynn.edu/concernedperson)

## Check it Out:

Lynn's Policy Website receives a face-lift !

Lynn University polices page has been revamped to make it easier to find information and digitally access every university policy. With this renewal, we have improved the layout and designs to make it easier for users to navigate and understand. As always, we shall continue to enhance our website content so that we can provide a site that is easily accessible and efficient.

Want to see what the hype's about? Click [HERE](#) to to gain full access to Lynn's policies.

## Compliance Scavenger Hunt

*Who said Compliance wasn't fun?*

This hunt will require you to work with your work team to determine the correct answers to all four questions about compliance and ethics topics. When you have completed all four, send your answers along with the names of everyone in your work team in an email to: [mocruz@lynn.edu](mailto:mocruz@lynn.edu).

1. How many quarterly newsletters aside from this current one can be found on Lynn's Compliance website?
2. At least how many days in advance do you need to alert the compliance department that you are hosting an event which involves minors?
3. Name at least two services that The Office of Compliance Offers?
4. Where can you find the vendor selection policy?

First to send with all correct answers gets a donuts and coffee party for your team!



## Questions? Concerns?

*We are here to help! You ca reach out to:*



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