



FLORIDA A&M UNIVERSITY  
**OFFICE OF COMPLIANCE  
AND ETHICS**

# THE COMPLIANCE CHRONICLES

FAMU's Compliance & Ethics  
Quarterly Newsletter

**FEBRUARY 2024**

**VOLUME ONE | ISSUE FOUR**

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## MESSAGE FROM THE CHIEF COMPLIANCE & ETHICS OFFICER, RICA CALHOUN

Greetings Rattlers,

I am so pleased to present the latest edition of Compliance Chronicles. This newsletter serves as a platform to keep you informed about the work we are doing to promote a culture of compliance and ethical decision-making across FAMU.

As we advance through the Spring 2024 semester, it is crucial to reflect on our shared responsibility to uphold the highest standards of integrity, fairness, and ethical conduct that define FAMU. The Compliance Chronicles Newsletter serves as our bridge to you, providing updates, insights, and guidance on compliance and ethics matters pivotal to our University's mission and daily operations.

At FAMU, our commitment to excellence is paralleled by our dedication to an ethical academic and working environment. Whether it's in research, teaching, or administrative functions, the principles of honesty, respect, and accountability should be ingrained in every aspect of our University operations.

### Key Highlights and Updates:

- Inaugural 2024 Privacy Week
- FAMU Fundamentals
- Department Growth

Our commitment to maintaining an environment where compliance and ethics are seamlessly integrated into our daily actions is unwavering. We thank you for your continuous dedication to these principles. Your knowledge, vigilance, and active participation are integral to not just identifying potential risks but also to embracing best practices that benefit our entire University.

For any questions, concerns, or suggestions regarding compliance and ethics matters, please feel free to reach out to [oce@famuedu](mailto:oce@famuedu). Your input is invaluable in our ongoing journey towards excellence and integrity.

Together, let's continue to nurture a culture at FAMU that stands tall on the pillars of fairness, integrity, and mutual respect, making our University not just a place of learning but ethical standards.

Best,  
Rica Calhoun



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## WHAT'S NEW

### Get ready for FAMU Fundamentals coming this March!

We are excited to begin our annual mandatory training program designed to enhance your understanding of key compliance principles. In its fourth year, FAMU Fundamentals is an integral part of our commitment to fostering a culture of compliance and integrity. The training covers essential topics to ensure we are all well-versed in the standards that govern our actions. Training is required to be completed between March 1 and March 31, 2024. Members of the University community have already received their first communication explaining expectations. Stay tuned for engaging activities, quizzes, and resources to make your training experience informative and enjoyable. This training is **REQUIRED**, and we encourage everyone to actively participate, as compliance is a shared responsibility that contributes to the overall success of our institution.

Let's make FAMU Fundamentals a collective effort towards a more compliant and ethical community. Thank you for your dedication to upholding the highest standards in all that we do.

### Office Updates

The Compliance and Ethics team is growing! We want to welcome Mr. Thomas Wood to the Office of Compliance & Ethics team as a Compliance Coordinator. Additionally, we are excited to announce that the Equal Opportunity Programs Team is welcoming Ms. Dicye Baker as an Equal Opportunity Coordinator!

### Thank you

Finally, we want to thank the Office of Communications staff for their invaluable support in crafting our Privacy Week Instagram video! Special thanks to Booker T. Gainor, Christina Compere-Minor, Javonni Hampton & EJ Robinson.



# Celebrating Data Privacy Week

From January 22-26, we celebrated FAMU's inaugural Data Privacy Week, a dedicated time to raise awareness about the significance of data privacy and the steps we can take to uphold it. This annual observance served as a reminder of the constant vigilance required to protect the privacy and confidentiality of the data we handle.

Data breaches and privacy lapses can have far-reaching consequences, impacting individuals and eroding trust. By actively participating in Data Privacy Week, we demonstrated our collective dedication to fostering a culture of data protection within our FAMU community.

On Tuesday, January 23rd, the President and his Senior Leadership team pledged their commitment to privacy by completing Privacy Champion Pledge forms to become Data Privacy Champions. Becoming a Data Privacy Champion shows a recognition of the critical importance of privacy and data governance in maintaining the trust and safety of students, faculty, and staff.

On Wednesday, January 24th, we had an in-person Privacy Workshop at the Efferson Student Union where we had lunch and learned more about Privacy best practices from our speakers, La'Tonya Baker and Deidre Melton. We engaged in various activities, and discussions aimed at enhancing our understanding of data privacy best practices. These efforts empowered us to make informed decisions and implement robust measures to mitigate potential risks.

Finally, we created an Instagram reel! Throughout the week, individuals recorded and submitted videos highlighting their take on what it means to be a Data Privacy Champion. Check it out [here](#) on the @fam\_u\_1887 Instagram page.

DATA PRIVACY WEEK RECAP



## Navigating the Digital Landscape:

# DATA PRIVACY

LaTonya Baker, Chief Privacy Officer

In an era where digital interactions have become integral to our daily lives, safeguarding personal information is more critical than ever. As part of our ongoing commitment to data privacy and compliance, let's explore some best practices to help navigate the digital landscape securely.

Picture this: you're online, browsing through your favorite websites, and suddenly you're prompted to provide personal information. Before you proceed, consider whether the requested data is necessary for the task at hand. Limit the disclosure of sensitive details to what is essential, reducing the risk of potential misuse.

Phishing attempts are prevalent, and recognizing them is paramount. Be cautious of unsolicited emails or messages requesting personal information, and avoid clicking on suspicious links. When in doubt, verify the sender's authenticity before sharing any data.

Regularly updating passwords is a simple yet effective measure. Choose strong, unique passwords for different accounts, and enable two-factor authentication whenever possible. This extra layer of security adds an additional barrier against unauthorized access.

When it comes to devices, ensure that your software is up-to-date. Regularly install updates and patches to address security vulnerabilities, protecting both personal and institutional data.

By collectively adopting these best practices, we contribute to a culture of data privacy, safeguarding our digital community. Stay informed, stay secure!

### Tips for Faculty, Staff, and Students: Faculty:

1. Safeguard research data by using secure networks and encrypted storage solutions.
2. Educate students about the importance of data privacy in research and encourage responsible data handling.

### Staff:

1. Implement secure document disposal practices, ensuring confidential information is properly shredded.
2. Be cautious when sharing information in collaborative digital spaces, verifying access permissions to prevent unauthorized viewing.

### Students:

1. Exercise caution on social media, limiting the personal information shared online.
2. Regularly review privacy settings on digital platforms to control the visibility of personal data.



Test Your  
Knowledge

Think you know about PRIVACY? Test your knowledge:

<https://www.ardentprivacy.ai/quiz/>

# EQUAL OPPORTUNITY PROGRAMS *highlights*

ISSUE 16

## Letitia McClellan

Letitia McClellan attended ATIXA's Winter Symposium and acquired certifications in Sex-Based Harassment Foundations for Higher Education, Gender Equity Foundations for Higher Education and Preparing for the Pending Title IX Regulations for Higher Education Overview to include Implementation, Nuances, and Best Practices. Letitia also maintains a K-12 Title IX Coordinator and Administrator Certification.



**Letitia McClellan**  
Assistant Director,  
Equal Opportunity  
Programs

## EOP Team Expansion

We are delighted to extend a warm welcome to Allysan McGill. The Office of Equal Opportunity Programs is thrilled to have Allysan join us as the EOP Coordinator, and we're excited about the contributions she will make to the Title IX team.



**Allysan McGill**  
EOP Coordinator  
Equal Opportunity  
Programs

Congratulations Allysan!



Greetings everyone!

Allow me to introduce myself – I am Aurea Hughes, a passionate second-year political science major with a minor in criminal justice, originally from the vibrant city of Gainesville, Florida. Currently, I find myself immersed in the dynamic environment of the Equal Opportunity Programs and Title IX Office through an enriching internship.

For me, education has always been the bedrock of my aspirations. My journey at FAMU has been a two-year exploration of knowledge and advocacy. I am fueled by a profound ambition: to make a difference in the lives of children and women subjected to forced arranged marriages in America. The Equal Opportunity Programs and Title IX Office is not just an internship; it's a stepping stone towards achieving this significant goal.

During my time at FAMU, I've actively participated in events that align with my mission. I attended the 90 Days film screening, delving into comprehensive knowledge on HIV prevention, treatment, and the stigma surrounding HIV in the black community. Additionally, I participated in a women's sex conference, creating a supportive and educational space for women to discuss consent and protective measures.

I look forward to the continued growth and enlightenment that the Equal Opportunity Programs and Title IX Office promises. This journey, for me, is not just about personal and academic development; it's a commitment to investigate, educate, and advocate for those who feel they've been harmed or discriminated against. Together, let's pave the way for a more inclusive and equitable future. I am very excited to be working with the Equal Opportunity Programs and Title IX Office.

## MEET THE EOP INTERNS



Greetings,

My name is Jeremiah Coleman-Smith. I am a second-year Graphic Design Scholar from Chicago, Illinois. Some things to know about me include that I love being creative, and being able to make things that are my own is part of the reason why I'm a graphic designer. I like to play video games and I also stream on Twitch in my spare. I love plants and animals, my favorite one being a bonsai tree and my favorite animal being either the orca or panda. I also like to draw anything that catches my eye. I also love anime, and the Japanese culture as a whole. I plan on visiting Japan sometime soon. One of my goals is to get my feet wet in the animation industry sometime in my career. I hope to meet the person reading this bio right now, and if you ever see me on campus don't be afraid to come up to me and have a quick chat. Also funny enough, I don't have my pink hair anymore so I may look a little different from my picture. I look forward to making great things happen on FAMU's campus.

**Need to file a complaint?**  
Call the FAMU Compliance hotline:  
**1-866-445-4968**  
or click here for online reporting.

# COMPLIANCE IN FOCUS

This section shares trending topics in the world of compliance and ethics in higher education. \*



**COMPLIANCE  
STARTS WITH  
YOU.**

## Jan 22: Research Misconduct Allegation:

The Dana-Farber Cancer Institute, a prestigious Harvard teaching school, is moving to retract 6 studies and correct 31 others following allegations of data manipulation. The steps by the Harvard Medical School affiliate come after a molecular biologist published a blog post earlier this month alleging researchers falsified data by manipulating images. More than 50 papers are part of the ongoing review by Dana-Farber into 4 researchers, all of whom have faculty appointments at Harvard Medical School. Four of the papers under review were authored by the Dana-Farber CEO. ([link](#))

## Jan 02: Erroneous Acceptance Letters

Erroneous Acceptance Letters: Dozens of prospective graduate students recently received premature messages of acceptance from Northeastern University in Boston, officials confirmed. According to a university spokesperson, the application process is ongoing, and applicants are not expected to be notified of decisions until January. "Due to a technical error, 48 individuals out of nearly 64,000 applicants for master's degree programs received an erroneous email of acceptance," a spokesperson said. "They were immediately contacted by the university to clarify the mistake. Their applications remain active as reviews are currently underway for all applicants." This is the second consecutive year that the university has sent erroneous acceptance letters to students. ([link](#))

## Jan 01: Discrimination Settlement

The University of Massachusetts Lowell has settled a bias lawsuit with a former student baseball player who alleged that he was dismissed from the team because he complained in his diary about the head coach's alleged racism. Cedric Rose had played in 52 of the team's 58 games last year, including an 18-game hitting streak, and made the New England Collegiate Baseball League All-Star team. The school brought in an outside lawyer to investigate the allegations of racial discrimination. She determined that though former head coach Ken Haring may have directed harsh words toward Rose, who is Black, the coach's behavior did not violate the school's policies on harassment and retaliation. UMass Lowell, however, found that the interactions between coach and player did not "align with the university's commitment to an inclusive and welcoming environment." ([link](#))

## Jan 17: Discrimination Investigation

The U.S. Department of Education is investigating whether discrimination occurred at the University of Minnesota, one month after it received a complaint raising concerns about antisemitism at the Twin Cities campus. The U is one of 99 schools "that are currently under investigation for discrimination involving shared ancestry," a term the department uses to describe incidents that occur based on someone's ancestry or nationality. "An institution named on this list means that [the department's Office for Civil Rights] has initiated an investigation of a case concerning that institution," according to the U.S. Department of Education website. ([link](#))



# COMPLIANCE IN FOCUS

continued



## Jan 23: Student Safety

The NYPD and federal authorities are investigating a possible hate crime targeting pro-Palestinian students who were blasted with suspected "skunk spray" while rallying at Columbia University. The students were part of a coalition of roughly 100 student groups called the Columbia University Apartheid Divest. At around 1:50 p.m., protesters began alerting authorities they'd been hit with what the NYPD believes is "skunk spray," a non-lethal chemical. Six students submitted complaints to police saying the spray irritated their eyes and made them nauseous, according to NYPD Detective Annette Shelton. The students refused medical attention at the time. ([link](#))

## Jan 21: Campus Speech

On October 25, hundreds of people participated in a sit-in at the University of Massachusetts Amherst, "calling on school administrators to cut ties with weapons manufacturers involved in Israel's occupation of Palestine." Campus police arrested 57 of the demonstrators for trespassing because they remained in the university's Whitmore Administration Building after it had closed at 6 p.m. ([link](#))

## Jan 02: Campus Speech

Two University of Texas at Austin teaching assistants (TAs) say they were fired after they provided students with mental health resources in response to the ongoing conflict between Israel and Hamas. The TAs' message was sent through a student portal, which the university argues was "unprofessionally misused." They say they sent the message to students over the school's communication portal, Canvas. The TAs say they then received "reassignment letters" from the dean of the School of Social Work, calling their message inappropriate and unprofessional. The letters also stated that the TAs will not be reappointed as TAs next semester. On Friday, UT told KVUE that the TAs used a platform meant for coursework to send a personal political message. ([link](#))

## Jan 01: Trespassing and Vandalism

Officials at Howard University are investigating a break-in to one of its shuttered buildings on its East Campus in D.C., after a video showing the intrusion and vandalism went viral. The video posted to Instagram has since been taken down, but it showed a group of people breaking into Benjamin E. Mays Hall at 14th and Shepherd streets in Northeast. The building housed the university's School of Divinity until 2015. The video showed the group entering the boarded-up hall. Once inside, the intruders could be seen rummaging through old books and files -- even activating a fire extinguisher. ([link](#))



# HOW TO ENSURE A STRONG ETHICAL CAMPUS CULTURE

1

**Speak It!**

Communicate it. If you desire your organization or department to operate in an ethical manner, have you ever verbalized that to your team? What are the expectations you have as a leader for your team? As George Bernard Shaw famously said, "The single biggest problem in communication is the illusion it has taken place." Never assume your team knows what you expect behaviorally.

2

**Act!**

Live it. Communicating only works if leaders actually live out the ethical culture. People are paying considerably more attention to you and your actions than you likely realize. There is a powerful influence principle called "social proof" that says we look to the behavior of others to determine what is expected for our behavior. This becomes vitally important for leaders promoting ethics.

3

**Improve!**

Correct it. All organizations and people have an innate tendency to drift. Whether it's drifting off our exercise plan or other personal goals, drifting is just a part of life. It's also true with respect to culture and ethics. There will be times where something may not go perfectly, but the important thing is to practice "radical honesty" and deal with it head on. Ignoring issues will only create culture drift momentum that ultimately takes you to the edge of the cliff some of these institutions fell from.

## SEE SOMETHING, SAY SOMETHING

**Do you know a FAMU employee who has demonstrated a commitment to compliance and integrity?**

We believe that ethical behavior starts with individuals who are willing to take a stand when they see something that doesn't align with our values, even when it is difficult or uncomfortable to do so.

We want to celebrate the employees who exemplify a dedicated commitment to integrity and ethics.

Let us know by nominating them for the "See Something, Say Something" Award at [oce@famuedu](mailto:oce@famuedu). and be on the lookout for a feature in our next issue!

## Employee Spotlight



We highlight Mr. Montell Holmes for his dedicated efforts to raise awareness about the Americans with Disabilities Act (ADA) within the FAMU community. Montell has consistently worked hard to address concerns from faculty and staff across all campuses. He proactively visits areas where issues need attention, ensuring efficiency and promoting the overall wellness of the community.

## Fox in Charge of the Hen House?

# SOUNDS LIKE A CONFLICT OF INTEREST

There's an old saying that you should never put a fox in charge of a hen house. A fox with his mind on chicken dinner has a hard time keeping the hen house safe. In effect, the fox has a definite conflict of interest.

Of course, when it comes to making good decisions on the job, you're not a fox planning a chicken dinner but you could face conflict of interest situations anyway. If our decisions are clouded by influence from outside ties – political, financial, social or family – we can lose our ability to make objective judgments that are in the best interests of FAMU.

### **Joe and His Widgets**

Let's consider an example. Suppose your friend owns Joe's Widgets. Joe's prices are competitive and our University could use his products, so you'd like to recommend Joe to supply our widgets. Is this a Conflict of Interest? It's not automatically a conflict of interest if certain conditions are met. First, you have to disclose the possible conflict if you recommend Joe's company. You must tell our University that Joe's Widgets is owned by your friend. Second, it is essential that you remove yourself from the process of deciding whether or not to buy from him. Finally, if Joe is chosen as a vendor, you cannot be involved in supervising him or his employees.

Now, here's a different situation with very different conflict of interest issues. In this case, you are a silent partner in Joe's company. A silent partner is someone who is invested in a company, such as giving a loan to get the business going. Even if you simply loaned Joe money and have nothing to do with the day-to-day operations of Joe's Widgets, you still have an interest. In this case, even if you disclosed your financial relationship as well as your friendship with Joe, the purchasing group would probably choose a more neutral firm. Why? Because of the perception that you could try to influence a decision that would benefit you financially. Joe may be a good supplier but your relationships with him – financial and personal – make it a conflict of interest for you to recommend him to the University.

### **Moonlighting**

You can also run into a conflict of interest if you take a second job, or "moonlight." Working a second job may be just fine as long as it is not occurring during your designated work hours at FAMU and you are still effective and efficient in your job. It could become a problem if your second job takes time and energy from your regular job responsibilities. FAMU doesn't want to interfere in your personal life but expects you to honor your commitment to our organization. Moonlighting could also present a serious conflict of interest if your second job involves a competitor or even a potential competitor, of our University. In that case, the second job would be a conflict of interest



## **Fox in Charge of the Hen House? (Continued)**

even if you can still do your regular job with FAMU without compromising your performance. To avoid any misunderstandings, it's best to discuss the circumstances of second jobs with your supervisor.

### **Other Potential Conflicts**

You should always consider your ties to outside interests when making business decisions. Ask yourself these questions to evaluate potential conflicts.

- Is the outside interest causing you to perform your regular job with less than the expected commitment?
- Are you diverting business from FAMU?
- Is the outside interest competing against one of our University's business activities?
- Are you being influenced to make a decision that is not in FAMU's best interests?
- Are you misusing University resources?

### **Appearances Count**

When it comes to Conflicts of Interest, appearances and perceptions count.

“Even if your actions were unintentional or accidental, the perception of a Conflict of Interest can be just as harmful as an actual conflict,” emphasizes Chief Compliance and Ethics Officer, Rica Calhoun. “When the perception of a conflict exists, it hurts your personal reputation and the reputation of FAMU.”

### **Report When In Doubt**

In order to make objective choices, avoid investments and associations that might cloud your decision-making process. If you aren't sure whether or not an outside interest might be considered a Conflict of Interest, don't wait. Report it now through iRattler. Remember that disclosure, whether or not you have a conflict, is required by July 1 of each year. Your supervisor and appropriate administrative oversight will review the situation with you and be sure there is no Conflict of Interest with your current job responsibilities.



# Fox in Charge of the Hen House? (Continued)

## Question & Answer

### 1. *What are some examples of Conflicts of Interest?*

Some examples of Conflicts of Interest are:

- having a substantial financial interest in a competing organization or a customer or vendor company;
- hiring a supplier managed by a relative;
- working a second job with a competitor of FAMU.

### 2. *A long-time friend recently took a job with one of our University's vendors. We've been friends for years. With my friend's new job, has our friendship turned into an ethical problem?*

University policies are not intended to disrupt personal friendships. However, it could be a problem if you play a role in selecting your friend's company as a supplier, or if you have to deal with your friend on behalf of FAMU. Tell your manager about this friendship and excuse yourself from participating in decisions or negotiations with your friend and the supplier.

### 3. *I'm considering a temporary job that requires me to work nights and weekends. I am usually on call for overtime in the evenings, but my temporary job will make that impossible. Can I say no to regular overtime at my primary job?*

If overtime is part of your job requirement at FAMU, your temporary job will interfere with your ability to perform in a way that meets performance standards. You should not accept the temporary job.



**EPIISODE 1**

**COMPLIANCE AND  
ETHICS**

**EPIISODE 2**

**CLERY**

**EPIISODE 3**

**NON-  
DISCRIMINATION  
AND ANTI-  
HARASSMENT**

**EPIISODE 8**

**FOREIGN  
INFLUENCE  
(RESEARCHERS AND  
SUPPORT ONLY)**

**EPIISODE 4**

**CYBERSECURITY**

**EPIISODE 7**

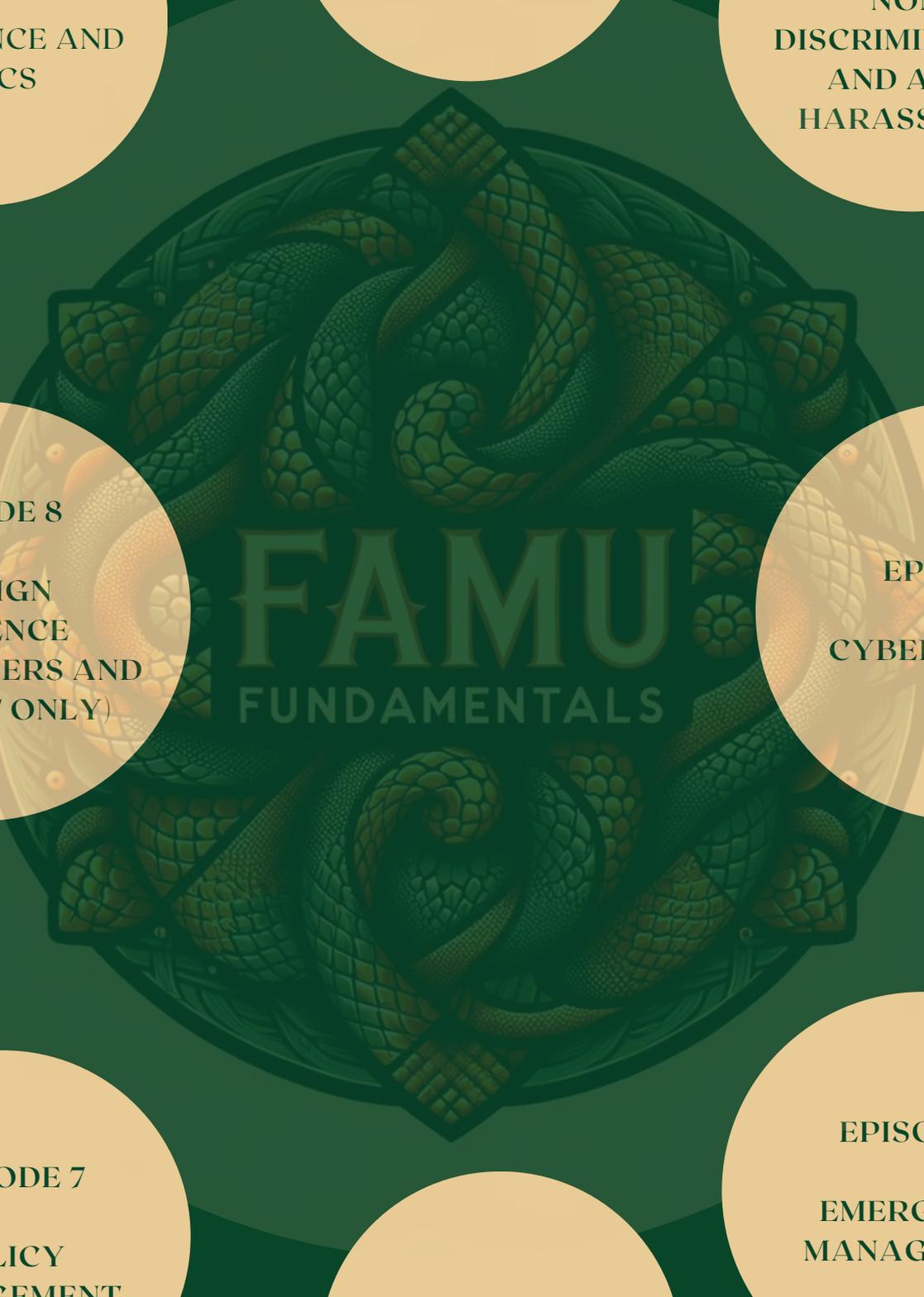
**POLICY  
MANAGEMENT**

**EPIISODE 6**

**AUDIT AND ERM**

**EPIISODE 5**

**EMERGENCY  
MANAGEMENT**



**FAMU  
FUNDAMENTALS**

# Meet the University Compliance (OCE) Team



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