10/23/18		-		PRESIDENT'S OFFICE COMPLIANCE CALENDAR	
		·		Adopted by President's Cabinet 10/23/18	
Unit	Position Responsible	Compliance Activity	Deadline/ Frequency	Authority	Recipient
President's Office		Cooperative Agreements; President review financial condition annually; entire agreement every 2 years	5 years	BOR 6.17.2 https://www.usg.edu/policymanual/section6/C2690/#p6.17.2 relationship between cooperative organizations and usg institutions Revised 4/17/18 and renumbered policy	President
		Organizational Structure Changes- centers and institutes	Annually; unit changes 2 weeks prior	BOR 2.7 http://www.usg.edu/policymanual/section2/C323 revised 5/15/18	Chancellor
		Settlements of grievances and complaints up to \$100,000; notice to USG Legal	As required	BOR 2.6.4 https://www.usg.edu/policymanual/section2/C322/#p2.6.4 agreements revised 5/15/18 and renumbered policy	USG Legal
		Strategic Plan – on file with USG	Annually	BOR 2.9 http://www.usg.edu/policymanual/section2/C357 The plan must describe the strategic planning process, goals and priorities and process used for assessing and improving institutional effectiveness	USG
	VPASA/Presi dent	Minority Advising Program: plan, goals, coordinator; President submits annual report on status	Annually	AA 2.7.1 http://www.usg.edu/academic affairs handbook/section2/C755/#p2.7.1 minorityadvising program BOR 3.9 Academic Advisement https://www.usg.edu/policymanual/section3/C344	USG
	VPASA/ President	Faculty Rules, Regulations governing the institution and the faculty, including Statutes, must be filed with Chancellor (FS bylaws?) by President	Annually	BOR 3.2.4 http://www.usg.edu/policymanual/section3/C337/#p3.2.4 faculty rules and regulations revised 5/15/18	Chancellor
	President/ VPASA	Title IX Coordinator; consult USG on personnel changes	As required	BOR Student Sexual Misconduct Policy 6.7.1 https://www.usg.edu/policymanual/section6/C2655/#p6.7.1 definitions and prohibited conduct revised 1/11/18 and changed number	USG
	President	Staff Council	As required	BOR 8.2.22 Process for selecting institution's rep must be on file with USG HR https://www.usg.edu/policymanual/section8/C224/#p8.2.22_staff_council	USG HR
	President	Campus Risk Management Framework; designate		BOR 7.11.3 https://www.usg.edu/policymanual/section7/C1504	
		coordinator		revised 5/15/18 – BOR Policy Manual not updated as of 9/6/18	

Unit	Position Responsible	Compliance Activity	Deadline/ Frequency	Authority	Recipient
		Internal Audit function- coordinate with USG Chief Audit Officer on personnel; need rolling audit plan	Annual	BOR 7.10.2 https://www.usg.edu/policymanual/section7/C477/#p7.10.2 internal audits revised and renumbered to 7.9 on 5/15/18 – BOR Policy Manual not updated as of 9/7/18	
		Performance Evaluations- Staff	During provision period; Annually	Human Resource Administrative Practice Manual https://www.usg.edu/hr/manual/performance evaluation	VC HR and EGSC HR ensure compliance
	LC/COS	Ethics Awareness Activities; report	Annually/ November	BOR	USG Director of Compliance
		Retaliation Protection – Whistleblower – report instance to USG	As required	BPM 16.4.3 http://www.usg.edu/business procedures manual/section16/C1526/#p16.4.3 p rotection against retaliation	USG Chief Audit Officer
		Manage Complaint Hotline	As required	BOR	USG Ethics
		Malfeasance Reporting	As required	BOR	USG Ethics/Audit
		EGSC Statutes	Annually	BOR 3.2.4 – file annually with USG	USG/EGSC