



## Ethics and Governance Compliance Calendar

Revised date: 3/24/17

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
<b>As Needed (regents generally appointed in even numbered years)</b>	MSU Board of Regents Required Training: <ul style="list-style-type: none"> <li>• Public Funds Investment Act (Texas Government Code 2256) within six months after taking office</li> </ul>	Regents Sweatt & Ayres appointed 3/7/2016	Completed: <ul style="list-style-type: none"> <li>• Sweatt 4/4/16</li> <li>• Ayres 4/5/16</li> </ul>	Likely 2018
	MSU Board of Regents Required Training: <ul style="list-style-type: none"> <li>• Open Meetings and Records Training (TGC 551.005 and 012) not later than the 90<sup>th</sup> day after taking office</li> </ul>	Regents Sweatt & Ayres appointed 3/7/2016	Completed: <ul style="list-style-type: none"> <li>• Sweatt 3/14/16</li> <li>• Ayres 3/23/16</li> </ul>	Likely 2018
	MSU Board of Regents Required Training: <ul style="list-style-type: none"> <li>• Intensive Short Course by THECB (Texas Education Code 61.0841) – must complete before voting on a budgetary or personnel matter</li> </ul>	Regents Sweatt & Ayres appointed 3/7/2016	Completed: <ul style="list-style-type: none"> <li>• Sweatt 3/16/16</li> <li>• Ayres 4/4/16</li> </ul>	Likely 2018
	MSU Board of Regents Required Training: <ul style="list-style-type: none"> <li>• THECB Full Training (TEC 61.084) – within first year of appointment</li> </ul>	Regents Sweatt & Ayres appointed 3/7/2016	Completed: <ul style="list-style-type: none"> <li>• Sweatt 2/18/17</li> <li>• Ayres –</li> </ul>	Likely 2018
<b>As Needed</b>	Investment officers must also receive training within six months of appointment and not less than once every two years. <b>(SHOULD BE REPORTED THROUGH THE ADMINISTRATION AND FINANCE COMPLIANCE CALENDAR)</b>			
<b>January</b>				

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
<b>February</b>	Post Notice of Open meeting no less than 72 hours before meeting commences as required by TGC Chapter 551 <ul style="list-style-type: none"> <li>• On-line with the Secretary of State</li> <li>• In a readily accessible location (outside Bridwell Hall and outside Hardin Administration Building) (551.055)</li> <li>• At the Wichita County Courthouse (551.055)</li> <li>• In the student newspaper if an issue is published between the time of the posting and the time of the meeting (551.055)</li> <li>• Post on the internet the written agenda and related supplemental written materials provided to the Board in advance of the meeting (551.1281)</li> </ul>		February 2017	February 2018
<b>March</b>				
<b>April</b>				
<b>May</b>	Board of Regents Standards of Conduct, Conflicts of Interest, Ethics, and Personal Financial Statement Acknowledgment – this acknowledgement is given to and must be signed by each member of the Board of Regents at each May Board meeting. <a href="#">Conduct Ethics Financial Acknowledgement Form.docx</a>	2015 Statement with acknowledgement at May Board Meeting	May 2016	May 2017
	Post Notice of Open meeting no less than 72 hours before meeting commences as required by TGC Chapter 551 <ul style="list-style-type: none"> <li>• On-line with the Secretary of State</li> <li>• In a readily accessible location (outside Bridwell Hall and outside Hardin Administration Building) (551.055)</li> <li>• At the Wichita County Courthouse (551.055)</li> <li>• In the student newspaper if an issue is published between the time of the posting and the time of the meeting (551.055)</li> <li>• Post on the internet the written agenda and related supplemental written materials provided to the Board in advance of the meeting (551.1281)</li> </ul>		May 2016	May 2017
<b>June</b>				
<b>July</b>				

Due Date	Report Name	Previous Reporting Period	Previous Report Date	Next Report Due
<b>August</b>	Post Notice of Open meeting no less than 72 hours before meeting commences as required by TGC Chapter 551 <ul style="list-style-type: none"> <li>• On-line with the Secretary of State</li> <li>• In a readily accessible location (outside Bridwell Hall and outside Hardin Administration Building) (551.055)</li> <li>• At the Wichita County Courthouse (551.055)</li> <li>• In the student newspaper if an issue is published between the time of the posting and the time of the meeting (551.055)</li> <li>• Post on the internet the written agenda and related supplemental written materials provided to the Board in advance of the meeting (551.1281)</li> </ul>		August 2016	August 2017
<b>September</b>				
<b>October</b>				
<b>November</b>	Section 51.4031 of the Texas Education Code mandates that public universities, using a format prescribed by the Texas Higher Education Coordinating Board, prepare an annual report for their governing boards on affordability and access and submit to them not later than November 1 of each year. Report is prepared by Institutional Research and Assessment.	FY 16	11/1/16	11/1/17
	University investment officer shall prepare and deliver a report on the Public Funds Investment act to the Board of Regents not later than the 180 <sup>th</sup> day after the last day of each regular legislative session (TGC 2256.007)	84 <sup>th</sup> legislative session		85 <sup>th</sup> Session 11/25/17
<b>November</b>	Post Notice of Open meeting no less than 72 hours before meeting commences as required by TGC Chapter 551 <ul style="list-style-type: none"> <li>• On-line with the Secretary of State</li> <li>• In a readily accessible location (outside Bridwell Hall and outside Hardin Administration Building) (551.055)</li> <li>• At the Wichita County Courthouse (551.055)</li> <li>• In the student newspaper if an issue is published between the time of the posting and the time of the meeting (551.055)</li> <li>• Post on the internet the written agenda and related supplemental written materials provided to the Board in advance of the meeting (551.1281)</li> </ul>		November 2016	November 2017
<b>December</b>				