



# President's Office Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties related to the University's compliance obligations. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community, which may include informal staff meetings and monitoring through regular walk-arounds or continuous observation while managing a designated compliance area.

Revised Date: 10/18/24

Compliance Partner: Debbie Barrow

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
President	October 31	President	Chief of Staff and Title IX Coordinator	Per Texas Education Code (TEC), Subchapter E-2, Section 51.253, the University President must submit to the Board of Regents and post on the University's Internet website a report concerning the reports received under Section 51.252 - Reporting Required for Certain Incidents. The report: <ol style="list-style-type: none"> <li>1) may not identify any person; and</li> <li>2) must include:               <ol style="list-style-type: none"> <li>A) the number of reports received under Section 51.252;</li> <li>B) the number of investigations conducted as a result of those reports;</li> <li>C) the disposition, if any, of any disciplinary processes arising from those reports;</li> <li>D) the number of those reports for which the institution determined not to initiate a disciplinary process, if any; and</li> </ol> </li> </ol>	Texas Education Code, Subchapter E-2 (Reporting Incidents of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking), Section 51.253 – Administrative Reporting Requirements; Section 51.258 - Compliance

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				<p>E) any disciplinary actions taken under Section 51.255.</p> <p>Per TEC, Subchapter E-2, Section 51.258 - Compliance, the University President shall annually certify (no later than Oct. 31) in writing to the Texas Higher Education Coordinating Board (THECB) that the University is in substantial compliance with subchapter E-2.</p>	<p>Texas Education Code, Subchapter E-2 (Reporting Incidents of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking), Section 51.258 - Compliance</p>
President	<p>Within 45 days of assuming office.</p> <p>April 30</p>	<p>President</p> <p>President</p>	<p>Chief of Staff</p> <p>Chief of Staff and Executive Asst. to President</p>	<p>Per Texas Government Code (TGC), Subchapter A, Section 572.0261 (c): "An individual who is appointed or employed as the executive head of a state agency shall file a financial statement not later than the 45<sup>th</sup> day after the date on which the individual assumes the duties of the position. A state agency shall immediately notify the [Texas Ethics] Commission of the appointment or employment of an executive head of the agency."</p> <p>Per TGC, Section 572.026 (a): "Not later than April 30 each year, a state officer or a state party chair shall file the financial statements required by this subchapter."</p>	<p>Texas Governmental Code (TGC), Subchapter A, Chapter 572 - Personal Financial Disclosure</p>

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President	July (No later than August 1)	President	Chief of Staff and Executive Director of Wellness	<p>Texas Education Code (TEC), Section 51.9193(c) requires University to:</p> <ol style="list-style-type: none"> <li>1) Create web page on University's Internet website that is:               <ol style="list-style-type: none"> <li>A) dedicated solely to information regarding mental health services available to the students, regardless of whether the resources are provided by the University; and</li> <li>B) includes the address of the nearest local mental health authority; and</li> </ol> </li> <li>2) maintain a conspicuous link on the University's Internet website home page to the web page described in subdivision 10 of 51.9193(c)</li> </ol> <p>TEC, Section 51.9193(c) requires University's President (or designee), no later than August 1 of each year, to certify to the Texas Higher Education Coordinating Board (THECB) the University's compliance with TEC Section 51.9193.</p>	<p>TGC, Subchapter A, Chapter 572 – Personal Financial Disclosure</p>
President	August (no later than September 1 each year)	President	Provost and Chief of Staff	Per Texas Education Code (TEC) Section 51.942(c-4)g), the president or provost shall file a copy of the institution's tenure and post-tenure review policies to the THECB before September 1 each year.	Texas Education Code (TEC) Section 51.942(c-4)g) and General Appropriations Act, Special Provisions Relating only to State Agencies of Higher Education, Sec. 25.
President	August (no later than September 1 each year)	President	Chief of Staff	Per Texas Education Code (TEC) Section 51.3525(3), the president and Board Chair must certify the institution's and board's compliance with this section during the preceding state fiscal year, with certification submitted to the THECB before September 1 each year. (SB 17 compliance)	Texas Education Code (TEC) Section 51.3525(e)