



MIDWESTERN STATE UNIVERSITY Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. 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-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
General Counsel	Monthly	TTUS General Counsel	TTUS General Counsel	Open Records Request – as received. We process any open records request that is assigned to MSU, by the TTUS Office of General Counsel.	In accordance with the Freedom of Information Act
General Counsel	Monthly	TTUS General Counsel	TTUS General Counsel	Submit vouchers to the Office of the Attorney General for payment for outside General Counsel contracts assigned to the MSU office. These are submitted together, once approval from MSU, TTUHSC El Paso, and TTUS is obtained.	Office of the Attorney General

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
General Counsel	Monthly	MSU General Counsel	MSU General Counsel	Complete monthly checks of PowerDMS Policy Management software to make the necessary updates.	Internal – MSU General Counsel Office
General Counsel	June-July – every 2 years	MSU General Counsel	MSU General Counsel	Work with TTU Office of General Counsel to start the renewal process for all outside General Counsel contracts, assigned to Legal Assistant.	Internal – TTUS Office of General Counsel
General Counsel	July	MSU General Counsel	MSU General Counsel	Start the process of obtaining budget information for all Head Coach Sports contracts. Complete all contracts by August 1 – to send to Athletics for signatures.	Internal – MSU General Counsel Office
General Counsel	August	MSU General Counsel	MSU General Counsel	Start contacting Compliance Partners for their Annual Compliance Calendars that will be posted to the General Counsel website.	Internal – MSU General Counsel Office

