

ABILENE CHRISTIAN UNIVERSITY
FEDERAL COMPLIANCE MATRIX

Updated August 2021

COMPLIANCE AREA	COGNIZANT POLICY OFFICER	COMPLIANCE PARTNER(S)	REPRESENTATIVE ISSUES	APPLICABLE FEDERAL LAWS¹
Admissions	Tamara Long VP For Enrollment and Student Life	Garrett Sublette Director of Enrollment Operations	Diversity (Non-discrimination); Solicitation; Incentive Compensation; Misrepresentations	Title VI and IX; ADA (Title III); Non-Discrimination Notice Requirements with Respect to Students; Age Discrimination Act of 1975; HEOA; CAN-SPAM ACT; DOE Program Integrity Rules (Incentive Compensation and Misrepresentation)
Athletics	Allen Ward Director of Athletics	Chris Ballard Deputy Athletic Director	Gender Equity (Reporting and Compliance); Student-Athlete Confidentiality	Title IX; Equity in Athletics Disclosure Act; Higher Education Opportunities Act (“HEOA”) (Modified equity reporting); FERPA
Advancement and Planned Giving	Jim Orr Vice President of University Advancement	Rendi Hahn Associate Vice President for Advancement	Donor Gifts; Gift Restrictions; Solicitations; Charitable Substantiation Rules; Confidentiality	Philanthropy Protection Act; Substantiation and Disclosure Provisions; The Telemarketing and Consumer Fraud and Abuse Prevention Act; CAN-SPAM Act

¹ For more information about specific laws, see the [Index of Federal Laws](#) compiled by the [Campus Legal Information Clearinghouse](#), a collaborative effort between the American Council on Education (ACE) and The Catholic University of America’s Office of General Counsel.

Campus Safety	Kevin Campbell Senior Vice President of Operations	Jason Ellis Chief of Police & Director of Public Safety Sheila Barton Clery Compliance Director	Crime Reporting; Registered Sex Offender Information; Missing Student Notification; Law Enforcement Records	Clery Act; The Campus Sexual Assault Victim Bill of Rights; Campus Sex Crimes Prevention Act; HEOA (modified Clery); Violence Against Women Act
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Communications and Media Relations	Linda Bonnin Senior VP for Marketing and Strategic Communications	Ron Hadfield Assistant VP for University Communication	Student Confidentiality and Copyright Misrepresentations	FERPA, Copyright Act, U.S. Department of Education (DOE) Program Integrity Rules (Misrepresentation)
Emergency Management	Kevin Campbell Senior Vice President of Operations	Jason Ellis Chief of Police & Director of Public Safety Kris Sutton Director of Institutional Compliance and Risk Management	Crisis and Emergency Planning and Evacuation	HEOA (Emergency Management Plan)
Environmental Health and Safety and Facilities	Kevin Campbell Senior Vice President of Operations	Corey Ruff Director of Facilities and Campus Development Kris Sutton Director of Institutional Compliance and Risk Management	Building, Facilities, and Grounds Access; Construction and Remodeling; Fertilizer; Vehicle Safety; Fire Safety; Workplace Safety; Workers' Compensation; Chemicals and Waste Management; HazMat; Lab Safety; Environmental	ADA (Title III- Facility Accessibility); Section 504 of the Rehab Act; Toxic Substance Control Act of 1976; Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); General Environmental Compliance Info; Chemical Facility Anti-Terrorism Standards; Comp. Env. Response Compensation and Liability Act; Emergency Planning and Community Right-to-Know Act; Hazardous Materials Transportation Act; Hazardous and Solid Waste Amendments of 1984; Clean Air Act; Chemical Diversion and Trafficking Act of 1988; Comprehensive Methamphetamine Control Act of 1996; Federal

				Explosives Statutes; Residential Lead-Based Paint Hazard Reduction Act; Clean Water Act; Motor Carrier Act of 1980; Federal Motor Carrier Safety Act; OSHA Safety Standards; Public Health Service Laws on Quarantine, Inspection and Licensing of Biological Products; The Public Health Security and Bioterrorism Preparedness and Response Act; Resource Conservation and Recovery Act; HEOA (Fire Safety)
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<p>Financial Aid</p>	<p>Kevin Campbell Senior Vice President of Operations</p>	<p>Thomas Ratliff Director of Student Financial Services</p>	<p>Awards/Disbursements; Institutional Eligibility for Title IV Funds; Obligations Under Title IV; Federal Work Study; Student Loan Interest Reporting</p>	<p>Title VI and IX; ADA (Title III); Non-Discrimination Notice Requirements with Respect to Students; Federal Grant and Loan Programs; Age Discrimination Act of 1975; Federal Work-Study Program; Higher Education Act of 1965; Education Amendments of 1976; Higher Education Amendments of 1992 and 1998 Title IV; Program Participation Agreements); Electronic Signatures in Global and National Commerce Act (also known as the Millennium Digital Commerce Act, or ESIGN); Bankruptcy Reform Act of 1978 and 1990 Amendments; Student Loan Default Prevention Initiative Act of 1990; Truth in Lending Act; Veterans' Readjustment Benefits; Veteran's Educational Assistance Act of 2008; Veterans' Readmission; Military Selective Service Act; HEOA; CAN-SPAM ACT; FERPA; DOE Program Integrity Rules (Gainful Employment, Satisfactory Academic Progress, Return of Funds)</p>
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Financial Operation and Taxes	Kevin Campbell Senior Vice President of Operations	Lori Herrick Associate Vice President of Finance Wendy Jones Chief Human Resources Officer Karen Gililand Controller	Credit & Debit Cards; Allowable Expenses; Property Inventory; System Controls; Accounts Payable/Receivable; Purchasing; payroll	Anti-Terrorist Financing Guidelines; Bankruptcy Reform Act; Regulation E; Regulation Z; FCRA; OMB A-21; Social Security Act and FICA; Tuition Payment Credit Reporting Requirements; TILA; Federal Unemployment Tax Act
			Tax Reporting Obligations; UBIT; Benefit Plans; Fringe Benefits; Tax treatment of gifts of Intellectual property; Qualified Tuition Reductions; Income Tax Withholding; Bond/Debt.Mgmt.; Scholarships and Fellowships Taxes and Withholdings; Retirement and Other Deferred Compensation Arrangements; 501(c)(3)	Internal Revenue Code; IRS Regulations Related to Donations; American Jobs Creation Act of 2004; House and Senate Gift Rules; Ethics in Government Act (amended by Ethics Reform Act and HLOGA); Intermediate Sanctions for Excess Benefits; Lobbying Disclosure Act; Form 990 and Public Disclosure Requirements; Quid Pro Quo Rules; Section 127 Educational Assistance Programs; Small Business Job Protection Act; Federal Unemployment Tax Act; Red Flag Rule Personal Financial Information; American Jobs Creation Act of 2004
Foreign Gifts or Contracts	Jim Orr Vice President for University Advancement		Foreign Source Disclosure (Gifts)	Higher Education Amendment of 1998 (Foreign Source Disclosure)
	Slade Sullivan General Counsel		Foreign Source Disclosure (Contracts)	
Governance	Slade Sullivan General Counsel		Board Conflicts of Interest; Bylaws and Articles of Incorporation; Board of Trustees; Committees; Exec. Comp.; Whistleblower	IRS Form 990 (Good Governance Practices); Federal Sentencing Guidelines

<p align="center">Grants Administration and Academic Research</p>	<p align="center">Rusty Kruzelock Vice President for Research</p>	<p align="center">Megan Roth Director of Research and Sponsor Programs</p>	<p>Pre-Award Requirements; Effort Certifications; Post- Award Requirements; Financial Reporting; Regulatory Review/Approval Human Subjects; Animal Use & Care; Institutional Review Boards; Scientific Misconduct; Informed Consent</p>	<p>Byrd Amendment; OMB A-110 (incorporated into 2 CFR 200); Controlled Substances Act; CREATE Act; National Science Foundation Act; Public Health Service Act; The Public Health Security and Bioterrorism Preparedness and Response Act; Public Health Service Laws on Quarantine, Inspection and Licensing of Biological Products; Federal Food, Drug and Cosmetic Act; Institutional Review Boards (Federal Policy for the Protection of Human Subjects); Federal Policy on Recombinant DNA; Animal Welfare Act; Marine Mammal Act; The Bayh-Dole Act of 1980; Export Administration Act and the Arms Export Control Act ; DHS: Security of High Risk Chemical Facilities; American Recovery and Reinvestment Act of 2009; Federal Funding Accountability and Transparency Act</p>
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<p align="center">Human Resources</p>	<p align="center">Wendy Jones Chief Human Resources Officer</p>	<p align="center">Crystal Cox Assistant Director of Human Resources</p>	<p>Wage/Hour; Drug-free Workplace; Institutional Conflict of Interest; Employment Benefits & Leaves; Recruiting/Hiring/Firing; Supervisor Training; Termination/Departure/Early Retirement plans; Deferred Compensation; Benefits - - health, dental, flexible spending, retiree plans, etc.; Privacy of Medical Information; Background Checks Records; I-9 Verification of Employee Eligibility</p>	<p>FLSA/Equal Pay Act; FMLA;DFSCA; HIPAA; Drug-Free Workplace Act; Employee Polygraph Protection Act; Fair Credit Reporting Act; Immigration and Nationality Act; Older Worker's Benefit Protection Act; Personal Responsibility and Work Opportunity Act; Social Security Act and FICA; Federal Unemployment Tax Act; Cafeteria Plan Regs.; COBRA; ERISA; HIPAA; Uniformed Service Employment and Reemployment Rights Act; Veterans' Benefits Improvement Act</p>
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Immigration	Slade Sullivan General Counsel		Foreign Scholars or Employees (University sponsorship of certain visas and other immigration classification)	The Immigration and Nationality Act of 1952; Mutual Educational and Cultural Exchange Act 22 CFR Part 22, Mutual Educational and Cultural Exchange Act of 1961 as amended, Public Law 87-256, 22 U.S.C. 2451, <i>et seq</i> (1988)
	Wendy Jones Chief Human Resources Officer	Crystal Cox Assistant Director of Human Resources	Foreign Scholars or Employees (Eligibility to work and monitoring of non-citizen employees)	
	Gabby Mallet Director of University Access	Lucy Dawson Immigration Specialist	Foreign Students (SEVIS) Exchange visitor students, scholars and professors Eligibility for immigration status and ongoing reporting	
Institutional Research and Effectiveness	Chris Riley Asst. Provost for Inst. Effectiveness	Lisa McCarty, Asst. Director, Institutional Research	IPEDS; Program Participation Agrmts.	Student Right to Know Act; HEOA; Civil Rights Act; Equal Employment Opportunity Act

Intellectual Property	Rusty Kruzelock Vice President for Research	University Committee on IP Megan Roth Executive of Director Research Slade Sullivan General Counsel	The UCIP will consist of 3 members: Vice President for Research, the University Counsel, and a third member designated each year by the Vice President for Research and chosen from the University Research Council. The Vice President for Research will also choose on a case-by-case basis a fourth person who has knowledge about an area in question to serve as an ad hoc member.	Copyright Act; General Revision of the Copyright Law (1976) and Judicial Improvement Act of 1990; Bayh-Dole Act of 1980;
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		<p>James Wisser Dean of the Library Services and Educational Technology</p> <p>Jason Fikes Director of ACU Press</p>	Library Reserves and Interlibrary Loan; Copyright Issues Related to Course Materials; Copyright Issues Related to ACU Press Publications	Copyright Act; General Revision of the Copyright Law (1976) and Judicial Improvement Act of 1990; TEACH Act; Digital Media Copyright Act
		<p>Matt Roberson Music Department Chair</p>	ASCAP/BMI Licenses	Copyright Act; General Revision of the Copyright Law (1976) and Judicial Improvement Act of 1990; Digital Media Copyright Act
	<p>Linda Bonnin Senior VP for Marketing and Strategic Communications</p>	<p>Ron Hadfield Assistant VP for University Communication</p>	University Trademarks; Freelance Art Work	Copyright Act; General Revision of the Copyright Law (1976) and Judicial Improvement Act of 1990; Digital Media Copyright Act; Lanham Act; Trademark Revision Act
	<p>Tamara Long Vice President for Enrollment and Student Life</p>	<p>Caddie Coupe Director of Student Activities and organizations</p>	IP Regarding Materials Used in Student Productions; Trademark or Copyright issues related to student activities and organizations (movies, t-shirts. Websites)	
IT / Computing	<p>Kevin Campbell Senior Vice President of Operations</p>	<p>Jon Bruner Chief Information Officer</p> <p>Payment Card Security</p> <p>Kris Sutton Director of Institutional Compliance and Risk Management</p>	Peer to Peer File Sharing; DMCA Agent; Email Privacy; Network Security; Payment Card Security	E-Communication Privacy Act; Financial Services Modernization Act of 1999 (the Gramm-Leach-Bliley Act) ; No Electronic Theft Act; Digital Media Copyright Act/HEOA (Peer to Peer File Sharing); Payment Card Industry Data Security Standard

		Karen Gililand Controller		
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KACU Radio Station	Kenneth Pybus Department Chair, JMC	Nathan Gibbs KACU	FCC Requirements and Filings	FCC Regulations; Small Webcaster Settlement Act
Disability Accommodation	Wendy Jones Chief Human Resources Officer	Crystal Cox Assistant Director of Human Resources	Accommodations for Employees	ADA (Title I)
	Susan Lewis Vice Provost	Gabby Mallet Director of University Access	Accommodations for Students	ADA (Title III); Section 504 of the Rehabilitation Act of 1973
Nondiscrimination and Harassment (Including Sexual Harassment or Sexual Assault)	Wendy Jones Chief Human Resources Officer (Title IX Coordinator) Tamara Long Vice President for Enrollment and Student Life	Crystal Cox Assistant Director of Human Resources Sherita Nickerson Deputy Title IX Coordinator for Prevention and Support	Investigation of reports of discrimination by employees. Investigation of reports of harassment (including sexual harassment or assault) by employees or students; Disclosures to certain crime victims; Training of University Officials; Hiring, Promoting, Termination Criteria and Process	Age Discrimination Act of 1975; ADEA; Civil Rights Acts (Titles VI, VII); Equal Pay Act; Older Worker's Benefit Protection Act; Pregnancy Discrimination Act; Uniformed Services Employment and Reemployment Rights Act; Genetic Information Non-Discrimination Act; ADA (Title I) Title IX Campus Sexual Assault Victim Bill of Rights
		Mark Lewis Dean of Students	Investigation of reports of discrimination by students	Civil Rights Acts Titles VI and Title IX

Student Life	Tamara Long Vice President for Enrollment and Student Life	Mark Lewis Dean of Students	Drugs and Alcohol; Crime Reporting; Student Confidentiality; Student disciplinary proceedings	Drug-Free Schools and Communities Act; HEOA; Campus Security Act; FERPA
		Shannon Kaczmarek Director of Residence Life	Missing Students; Fire Safety; Discrimination in Housing; Crime Reporting; Student Confidentiality	HEOA; ADA and Age Discrimination Act; Campus Security Act; FERPA
		Jill Fortson Director of Career Center	Military Recruiting; Ensure non-discrimination in on-campus recruiting; Confidentiality of Students; Job placement rates	Solomon Amendment; ADA; Title VI and IX; FERPA; HEOA
Student Health and Counseling	Tamara Long Vice President for Enrollment and Student Life	Tyson Alexander Director of ACU Counseling Clinic	Student and Non-student Patient Records	FERPA; HIPAA; HI-TECH ACT

Miscellaneous	Dana Kennamer Associate Dean of College of Education and Human Services	Tamara Evangelista Certification Officer	Teacher Preparation Program Report (Title II)	HEOA
	Phil Schubert President	Suzanne Allmon Senior Adviser to the President	Prohibition of lobbying using government funds	
	Tamara Long Vice President for Enrollment and Student Life	Mark Lewis Dean of Students	Student Voter's Registration Information	HEOA
	Robert Rhodes Provost	Susan Lewis Vice Provost	Constitution Day (September 17 th)	HEOA; Consolidated Appropriations Act of 2005