



# DIVISION OF INSTITUTIONAL INTEGRITY LEGAL SYMPOSIUM

## AGENDA

**Monday, November 8, 2021 through Friday, November 12, 2021**

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**Monday, November 15, 2021 through Friday, November 19, 2021**

**Each Day: Noon-1 p.m. on Zoom**

**Monday, November 8, 2021**

### **Recognizing and Responding to Sexual Harassment in the Workplace**

*Presented by Sarah Edwards, Associate General Counsel, and Dr. Michelle Reinken, Director of Title IX Compliance/Title IX Coordinator.*

Would you recognize sexual harassment if you saw it or experienced it in the workplace? Would you know how to respond or how the university would respond if notified? Join us to discuss what constitutes sexual harassment, why it can be destructive to a work environment, and some reasons it often goes unreported. We also will walk through the applicable university policies that support individuals who experience sexual harassment and hold individuals engaged in sexual harassment accountable.

**Tuesday, November 9, 2021**

### **Records Management in a Hybrid Work Environment: Best Practices and Tips for You!**

*Presented by Tina Dadio, University Public Records Officer/Legal Specialist, and Katie Howell, University Archivist.*

Join us for a refresher on the public records law and records retention policy. We will provide some best practices and tips when it comes to managing records in a hybrid working environment. Learn the ins and outs of the records retention schedule that governs the destruction or other disposition of university records, as well as recent changes to the UNC System Retention and Disposition Schedule. What effect will this have on records management in your office? Who must retain them? How long must they be kept? Who determines what records to keep and what records can be destroyed? What if there are records in your office that are not covered under the new schedule?

**Wednesday, November 10, 2021**

### **Blurred Lines: How Personal Choices and Exposures Impact the University's Ability to Respond**

*Presented by Steven Dunham, Chief Risk Officer; Joe Fiorelli, Director of Risk Management and Insurance; and Angela Allen, Workers' Compensation Manager.*

In our personal work environment, we can be exposed to hazards that can result in injuries or damage to personal or university property (car accidents, slips trips and falls, etc.). While the university has much in place to mitigate and respond to these risks, everyone has a personal responsibility to manage risk as well. The lines on how the University's coverage for a loss

works can become blurred depending on what we are doing, where we are, how we are performing a task, and other variables. In this session, the Enterprise Risk Management team will explore some common risks associated with working at the university. We will discuss the differences between insurance coverage and workers' compensation and what types of things can blur the lines for coverage. Additionally, we will explain 'what to do' if, while working on campus or traveling on university business, you are involved in an accident and/or are injured, and what benefits are available to you.

### **Thursday, November 11, 2021**

#### **So You Want to Work a Second Job? There are Secondary Employment, Dual Employment and Conflict of Commitment Rules and Policy Expectations to Guide You**

*Presented by Jeff Jensen, Senior Associate General Counsel.*

This session will review Secondary Employment, Dual Employment and Conflicts of Commitment rules and policy expectations and provide guidance for success and to ensure compliance. Potential off-campus work or secondary employment scenarios will be presented to illustrate how these policies should be applied and to demonstrate when alternative work might be appropriate.

### **Friday, November 12, 2021**

#### **Student Behavioral Concerns: Three Levels of Care**

*Presented by Jeff Baker, Chief of Police; Christine Reed Davis, Associate Vice Chancellor for Student Affairs and Dean of Students; Larry Gourdine, Associate dean and director of Student Assistance and Support Services; Jesh Humphrey Vice Chancellor for Institutional Integrity and General Counsel; and Paula Keeton, Director for Counseling and Psychological Services.*

Charlotte faculty and staff occasionally confront or learn about student behaviors that are troubling, disruptive, or even threatening. This session will outline the cross-divisional approaches taken by the university to assess and address concerning student behaviors through three levels of interconnected care: the Niner Care Team, the Campus Behavioral Intervention Team, and the Threat Assessment Team. We will discuss how to report concerning behaviors to the university, how those reports are managed, the resources utilized to assess risks and provide student support, as well as the laws, policies, and other considerations that govern how information about student behavior is conveyed to the university community.

### **Monday, November 15, 2021**

#### **(Face) Covering COVID-19: Unmasking Campus Policies on Testing, Vaccines, Exceptions, Exemptions, Masks, and More**

*Presented by Chris Gonyar, Director of Emergency Management; Christy Jackson, Senior Director of Reputation Management and Communication; and Amy Kelso, Senior Associate General Counsel.*

In this presentation, we will discuss all your burning questions about current campus COVID mitigation practices, policies, and processes. The presentation will focus on the new federal contractor employee vaccine mandate and attestation/exemption process, as well as ongoing mitigation testing and other campus health and safety measures. In addition, we will briefly review the federal, state, local, and UNC System guidance and directives that support these policies and processes. Time will be reserved at the end of the presentation to answer any remaining questions you might have.

## Tuesday, November 16, 2021

### **When Student Life Goes Digital: Navigating and Addressing Tech-Enabled Dating and Sexual Violence**

*Presented by Adam Dodge, Attorney and Founder of EndTAB.*

This session will demystify the digital safety landscape and explore how the pandemic amplified the ways in which modern students are harmed online and via their devices. We will cover common and emerging forms of tech-enabled abuse, including deep fakes, fake nudes, and non-consensual tracking. In addition, this session addresses why you needn't be a tech expert to act when students are harmed online by outlining relatable approaches to verifying allegations of online abuse and tech-savvy safety planning.

## Wednesday, November 17, 2021

### **Fraud and Controls: Preparing for the Post-Pandemic Future**

*Presented by Molly Murphy, Internal Audit Manager.*

This session will provide a framework for fraud and controls. We will discuss some recent fraud cases in the news based upon process shifts as part of the changing operational environment. Finally, we will look at fraud trends and some things that we need to consider going forward.

## Thursday, November 18, 2021

### **Uncompensated is Complicated: Legal and Policy Considerations for Engaging Unpaid Collaborators (volunteers, courtesy faculty, and unpaid interns) in University Programs and Activities**

*Presented by Sam Sears, Associate Vice Chancellor and Deputy General Counsel; Tracy Worthey, Director of Staff Employment; and Isabel Alele, Assistant General Counsel.*

This presentation will explore the university's authority to engage unpaid collaborators in university programs and activities, highlighting legal and policy considerations that may be implicated by the collaborations. In addition to reviewing the scope of the university's authority to engage unpaid collaborators under the Fair Labor Standards Act, we will highlight additional policy and legal considerations for these collaborations, including whether background checks should be conducted, how to address intellectual property issues that may arise based on the collaboration, and liability issues.

## Friday, November 19, 2021

### **"I Didn't Catch What You Said" - Captioning Videos for Accommodations and Accessibility**

*Presented by Susan Burgess, Chief Compliance Officer, and Katie Montie, ADA Project Coordinator.*

Americans with Disabilities Act (ADA) guidelines require that faculty communicate as effectively with students who have disabilities, such as a hearing impairment, as they communicate with students who do not have disabilities. Adding captions in media is a method of ensuring that video content, whether yours or that of a third party, is accessible, inclusive and of equal quality to that offered to students without disabilities. In this session, you will learn about 1) the basics of captioning, 2) the captioning process at Charlotte, 3) how to differentiate between captioning as an accommodation and as a form of accessibility, and 4) captioned media as a component of Universal Design.