

Compliance Matters

Iowa Valley Community College District

Fall 2016

[Edition 1, Volume 1]

IVCCD rolls out Compliance Process

September/October compliance mandates on p. 3-4

Colleges and universities must fulfill the requirements of various federal, state and local laws, regulations, and policies. To strengthen IVCCD's long-range sustainability, a working group called the **IVCCD Compliance Review Committee** was established in June 2015 to develop a comprehensive compliance program that would apply to all administrators, faculty, staff, and our students.

The process addresses the 2015-2018 IVCCD Strategic Plan, Objective 4 (Strengthen long-range sustainability), Strategy 4.6 (Develop a process to address Compliance mandates).

The IVCCD Compliance Review Committee has spent the past year developing a districtwide process which includes the following components: *continued on page 2*



FAA guidance for small unmanned aircraft systems

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On Aug. 29, 2016, the Federal Aviation Administration (FAA) issued new rules for non-hobbyist small unmanned aircraft (UAS) operations called "Small UAS Rule - Part 107." The small UAS rule pertains to pilot certification and operational standards for small aircraft systems.

To operate a small UAS, an operator is required to apply for a remote pilot airman certificate or be under the direct supervision of someone who holds a certificate. An operator must be at least 16 years of age and have passed an initial aeronautical knowledge test at an FAA-approved knowledge testing center with a passing score *continued on page 2*

- Establishment of a compliance matrix (see page 1) that identifies all internal stakeholder involvement.
- Creation of a Sharepoint site to store certain documentation
- submitted to state and federal agencies.
- Development of an annual districtwide calendar that tracks all state and/or federal mandates.
- Creation of a compliance program structure that identifies all issues of importance pertaining to mandates.

DOL Fair Labor Standards Act

New exemption regulations take effect Dec. 1

Key provisions of the Fair Labor Standards Act (FLSA) Final Rule regulations were released by the U.S.

Department of Labor on May 18, 2016. The provisions:

- Sets the standard salary level at the 40th percentile of earnings of full-time salaried workers in the lowest-wage Census Region, currently the South, which is \$913 per week or \$47,476 annually for a full-year worker;
- Sets the total annual compensation requirement for highly compensated employees (HCE) subject to a minimal duties test to

the annual equivalent of the 90th percentile of full-time salaried workers nationally, which is \$134,004; and

- Establishes a mechanism for automatically updating the salary and compensation levels every three years to maintain the levels at the above percentiles and to ensure that they continue to provide useful and effective tests for exemption.

The effective date for the Final Rule has been scheduled on Dec. 1, 2016.

FAA guidance ... continued from page 1 of 70% or greater.

Federal law requires that all aircraft that weigh more than 0.55 pounds and less than 55 pounds must be registered and marked with a registration number. Failure to register an unmanned aircraft may result in regulatory and criminal penalties up to \$27,500. Criminal penalties that are assessed by the FAA may include fines up to \$250,000 and/or imprisonment for up to three years.

Members of the IVCCD Compliance Review Committee include Dr. Chris Duree, Chris Bland, Dr. Lisa Breja, Dr. Kathleen Brown, Mandy Brown, Nate Chua, Lynn Duit, Nate Forsyth, Jacque Goodman, Barb Jennings, Dr. Patrick Kennedy, Dr. Barb Klein, Dr. Robin Lilienthal, MaryAnne Nickle, Kathy Pink, Angie Redmond, Dr. Martin Reimer, Cindy Schulte, Colleen Springer, Byron Steiber, Dr. Lisa Stock and Jim Wilson.

September Compliance Mandates

DE Instructor Criminal Background Investigation Guidance

Guidance from the Iowa Department of Education (DE) requires community colleges at the beginning of each semester to collaborate with the school districts in their region to develop a procedure for ensuring the appropriate background investigations have been conducted. Each community college will be required to submit evidence indicating the college has communicated these requirements to the school district and established an appropriate procedure. The guidance was put into effect in July 2015.

SEVIS International Student Registration

The U. S. Department of Homeland Security (Immigration & Customs Enforcement) requires community colleges to register international students attending their institutions at the beginning of the semesters, as well as when the student has an address, name, major, and/or employment change and/or gets suspended, withdraws, or transfers out of the institution.

EDGAR 86 Regulation Requirements

The U.S. Department of Education (ED) requires all community colleges to distribute to all students at the beginning of each semester information on policies, etc. pertaining to drug and alcohol abuse prevention programs.

October Compliance Mandates

Equity in Athletics Disclosure Reporting

The ED requires community colleges that participate in Title IV programs and have athletic programs to report student information and make available to students, parents and the public an Equity in Athletics Disclosure Report on or before Oct. 15 each year.

Annual Campus Security Report (Clery Act)

The ED requires community colleges on or before Oct. 15 to submit a report containing information regarding campus crime statistics and security measures for the preceding calendar year and make it available to all students and employees. The crime statistics reported will be made available to the public on a national level. The federal mandate is required under the Clery Act regulations.

Annual Campus Security Report – Missing Person Notification Policy Regulations

The ED requires all community colleges that participate in a Title IV federal financial aid program and maintain housing to establish a missing student notification policy and procedures for students who live in on-campus housing who have been missing for 24 hours. The security report is submitted on or before Oct. 1 and must include policies regarding missing student notification procedures. The regulation is under the guidelines of the Campus Security Act and Campus Sex Crimes Participation Act.

Annual Campus Security Report – Emergency Response and Evacuation Procedures

The ED requires community colleges to submit a security report containing policies regarding emergency response and evacuation procedures, including procedures for immediate notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus. The required mandate is submitted on Oct. 15 by the college Title IX Coordinators at Iowa Valley.

Annual Campus Fire Safety Report

The ED requires community colleges on or before Oct. 1 to file a fire safety report or notice of availability of the report that is required to be distributed to all students and employees on the campus. The report must contain information regarding fire safety practices and standards for the preceding calendar year. Fire statistics must be submitted in the report to the ED, which is required to make the statistics available to the public on a national level.

Fiscal Operation Report & Application to Participate Reporting (FISAP)

The ED requires community colleges to submit the FISAP report for the purpose of the institution receiving Title IV Federal Campus Based Funds (SEOG, Perkins loans, and work study) preceding award year July 1 to June 30 on or before Oct. 1.

IPEDS Reporting

The ED requires community colleges on or before Oct. 31 to complete surveys as part of the Integrated Postsecondary Education Data System (IPEDS) to meet requirements under Title VI and VII, and the ADA. Fall data collection typically opens in September and closes in October.

Athletic Compliance Corner



It is the responsibility of MCC and ECC to develop procedures and follow practices according to the guidelines established in the *2017 National Junior College Athletic Association (NJCAA) Handbook & Casebook* that refers to *Permissible Aid*.

Division I	Tuition and Fees, Room and Board, course related books, up to \$250 in course required supplies, and Transportation costs one time per year to and from the college.
Division II	Tuition and Fees, course related books, and up to \$250 in course required supplies.
Division III	No Athletic Aid is permitted.

MCC has made a divisional commitment to Division I for all six sports until the 2017-2018 school year. The student-athletes participating in these sports are allowed to receive aid in the categories listed above for Division I.

ECC has made a divisional commitment to Division II for baseball, men's and women's basketball, softball, and volleyball until the 2017-2018 school year. The student-athletes participating in these sports are allowed to receive aid in the categories listed above for Division II. ECC participates in Division I in football and wrestling, so these student-athletes would be allowed to receive aid in the categories listed above for Division I.

Each student-athlete receiving Athletic Aid will sign a letter of intent outlining the type and amount of aid they are to receive from the respective institution for the designated semester/year.

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Compliance Matters is published quarterly by the Director of Governmental Affairs and the IVCCD Compliance Review Committee to provide updates about important compliance, risk management, equal employment opportunity, and District policies. Please email ideas or submissions to Cindy Schulte, Director of Governmental Affairs, at Cindy.Schulte@iavalley.edu.
