



UCF Board of Trustees

Audit and Compliance Committee

February 26, 2025

Agenda Item

INFO-1: 2024-2025 Compliance and Ethics Work Plan Status of Activities

Proposed Action

This item is being presented for information purposes only.

Authority for Board of Trustees Action

N/A

Supporting Documentation Included

Attachment A: 2024-2025 Compliance and Ethics Work Plan Status of Activities October 1, 2024 – December 31, 2024

Facilitators/Presenters

Rhonda L. Bishop, Vice President for Compliance, Ethics, and Risk

Summary of Key Observations/Recommendations

Key highlights include:

Compliance and Ethics Week Awareness Campaign

- Compliance and Ethics Week activities commenced November 4-12, 2024, offering employees an opportunity to complete short training modules on the Drug-Free Schools and Workplace Policy, privacy related to emerging technologies, and the *IntegrityStar* newsletter.
- The week also contained an engaging online scavenger hunt with the new Compliance and Ethics Week mascot “Beacon” throughout the office’s newly published website.
- Awarded one grand prize – Four tickets to an upcoming UCF men’s basketball game, and 60 miscellaneous prize packs to randomly selected employees.

IntegrityStar November Edition

- Articles included Celebrate 2024 Compliance and Ethics Week containing a video preview of the week’s activities, the 2024 Compliance and Ethics Culture Survey, and Understanding Florida’s Public Records Law and How to Comply. The edition also included FAQs related to the 2024 Compliance and Ethics Culture Survey.
 - The “Case Corner” section featured an investigation related to UCF Policy 2-701 Drug Free Schools and Workplace.
 - The “Privacy Points” section introduced the new Director, Privacy Compliance.

Faculty and Staff Experience Survey

- Reviewed and provided feedback on the survey instrument, website, and tested the online survey.
- The survey launched on October 28 and remained open through November 15.
- Promoted the survey in the November *IntegrityStar* newsletter and on the University Compliance and Ethics website.
- Directly emailed employees who reported the ModernThink survey emails as phishing, reassuring them that the link was safe and encouraging their participation.
- The survey closed with a 51% response rate. ModernThink will provide results to UCF in Spring 2025.

Additional Background

N/A

Implementation Plan

Highlights of University Compliance and Ethics activities are provided to assist the committee in fulfilling their responsibility to provide oversight and be knowledgeable of the program. The committee will continue to receive updates on the status of planned activities during each committee meeting.

Resource Considerations

There are no resource considerations.