



MEMORANDUM

TO: University Council

FROM: Myra Jones, Associate Chief Information Officer/ITS Chief of Staff; Michel Beaver, CPA, Associate VP Tax & Revenue Services; Kay Lennon-McGrew, Esq., Deputy University Counsel & Policy Counsel; Harden Scragg, Esq., Assoc. Policy Counsel

DATE: 04/08/2024

RE: Policies for 04/08/2024 UC Meeting

I. **Identity Verification and Privacy Policy for Distance Education**

A. **Policy Purpose.**

This policy specifies the information technology resources and processes East Tennessee State University (ETSU) has in place to ensure compliance with the student identity verification and privacy requirements of the Higher Education Opportunity Act (HEOA), the Federal Education Rights and Privacy Act (FERPA), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). A copy of this policy is attached.

B. **Public Comment Period.**

This policy was posted for public comment from 03/18/24 through 04/03/24. No comments were received during the comment period.

C. **Legal Review.**

The Office of University Counsel completed its review of this policy on 03/19/24 and found no legal issues.

D. **Recommendation.**

IN CONSIDERATION of all of the above, the Office of University Counsel confirms the requirements under the *Policy and Development and Administrative Rulemaking Policy* have been met and the Office of Information Technology Services and recommends **APPROVAL** of

the **Identity Verification and Privacy Policy for Distance Education.**

II. **Off-Cycle Paycheck Processing Policy**

A. **Policy Purpose**

This policy specifies the circumstances for processing paychecks for employees and students outside of the regular payroll cycle. A copy of this policy is attached.

B. **Public Comment Period.**

This policy was posted for public comment from 02/21/2024 through 03/05/2024. No comments were received during the public comment period.

C. **Legal Review.**

The Office of University Counsel completed its review of this policy on 02/20/2024 and found no legal issues.

D. **Recommendation.**

IN CONSIDERATION of all of the above, the Office of University Counsel confirms the requirements under the *Policy and Development and Administrative Rulemaking Policy* have been met and the Office of Financial Services/Payroll recommends **APPROVAL** of the **Off-Cycle Paycheck Processing Policy**