

10/23/18					
Institutional Advancement Compliance Calendar – Adopted by President’s Cabinet 10/23/18					
Unit	Position Responsible	Compliance Activity	Deadline/Frequency	Authority	Recipient
Institutional Advancement	VPIA	Disclosure Report: Ownership or Control by Foreign Sources, Contracts with or Gifts from Foreign Sources	Jan 31 or July31	Higher Education Act of 1965 and Higher Education Amendments of 1998; 20 USC 1011f	Department of Education
	VPIA	Accreditation Disclosures	Ongoing- all publications	Higher Education Opportunity Act / SACS-COC Principle 14.1 http://www.sacscoc.org/pdf/2018PrinciplesOfAcreditation.pdf	all
	VPIA	Naming of Places, Colleges, Schools Places and Colleges- integrated review by BOR for college, school, real estate, facilities, property owned or leased by USG and removals; interior spaces, units and removals- President; college maintain report	As needed	BOR 7.4.1 http://www.usg.edu/policymanual/section7/C459/#p7.4.1_naming_of_places_colleges_or_schools	USG Chief Admin Officer; College maintains report of interior spaces, units and removals of same
	VPIA	Naming Policy – on file with USG	Initial/Revisions	BOR 7.4.1 http://www.usg.edu/policymanual/section7/C459/#p7.4.1_naming_of_places_colleges_or_schools	US Chief Admin Officer
	VPIA/Also on President, Legal Affairs Calendars	EGSC Foundation Cooperative Agreement; President review	5 years	BOR 6.17.2 https://www.usg.edu/policymanual/section6/C2690/#p6.17.2_relationship_between_cooperative_organizations_and_usg_institutions revised policy 4/17/18 and renumbered policy	President
		Regents Opportunity Grants Program- request for scholarships and grants; report	Annually	BOR 4.4.1 http://www.usg.edu/policymanual/section4/C330/#p4.4.1_regents_opportunity_grants_program After awards, submit annual report on utilization of funds	Chancellor/ BOR

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	VPIA/ also on Business Affairs calendar	Investment Policy/ policy required and filed with USG VC FA	As required	BOR 7.5.2.1 http://www.usg.edu/policymanual/section7/C460/#p7.5.2_investments BPM 9.2.1, http://www.usg.edu/business_procedures_manual/section9/C1379/#p9.2.1_investment_policy	USG VC FA
		Changes to Investment Policy	March 31/ every other year	BPM 20.1.6 http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.6_changes_in_investment_policy	VC FA
	Also on Business Affairs Calendar	Investment Performance – annual report	October 31	BPM 20.1.7 http://www.usg.edu/business_procedures_manual/section20/C1572/#p20.1.7_investment_performance BPM 9.2.1, http://www.usg.edu/business_procedures_manual/section9/C1379/#p9.2.1_investment_policy	VCFA
		Voluntary Support of Education – giving report	Annually	Council for Aid to Education (CAE) database of philanthropic giving Voluntary participation gives access to VSE database of other institutions	VSE
	VPIA	Open Records Act – response deadline; may designate one or more custodians; provide notice of custodian contact information	Respond within 3 days of request	OGCA 50-18-71(b)	To Requester
	VPIA	Publications and expenditure for publications– must be approved by President	As required	BOR 6.23 https://www.usg.edu/policymanual/section6/C2718/#p6.23_institution_publications revised 5/15/18 and renumbered policy	
	VPIA	Institutional Advancement/ EGSC Foundation policy revisions	Annually	EGSC	EGSC Community
	VPIA	Publications – disclosure as USG institution, logo	As required	BOR 6.22 https://www.usg.edu/policymanual/section6/C2719/#p6.22_identification_of_usg_institutions revised 5/15/18 and renumbered policy	
