

COMPLIANCE MATTERS.

News and Insights from Chapman's
Department of Institutional Compliance
and Internal Audit

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Compliance Week 2021 Recap

By Peter Aguila, Senior Compliance Investigator

On November 7-13, 2021, Institutional Compliance threw the first annual “Compliance Week.” The week was intended to educate Chapman staff and faculty on the basic of compliance in higher education.

(cont. on next page)

The Basics of Institutional Compliance

During *Compliance Week*, Institutional Compliance educated staff and faculty on 1) Why compliance matters, 2) Institutional Compliance policies and where to find them, and 3) how to report.

Institutional Compliance's site experience a spike in visitors during Compliance Week

One of the ways Institutional Compliance tracks the effectiveness of outreach is by reviewing how many people visited Institutional Compliance's site. During Compliance Week, the event site received 257 unique visitors. The reporting informational page received 11 times more visitors than the weekly average. These numbers not only tell us how big our audience was but also how effective we were at engaging our visitors.

Done but Not Gone

Although Compliance Week is done, it doesn't mean that the resources are gone. You can view the resources on our Compliance Week site.

[Find the Compliance Week resources here](#)



****PRIZE ALERT****

If you missed Compliance Week, you can still win something. Review the materials at the link above and let us know what you liked.

If you DID participate, we would love to hear your feedback on what you like and didn't like.

Send your responses to compliance@chapman.edu. The first 30 respondents will receive a small "thank you."

How can you be compliant in the new year?

By Peter Aguila, Senior Compliance Investigator

Every New Year's, plenty of people create resolutions to learn a new skill, stop a bad habit, or create a good one. Why don't we apply this to our Chapman life as well. Below is a checklist to help you stay compliant through the new year.

Compliance Checklist

Below is a list of questions or items to review when you come across a compliance issue or ethical dilemma:

- Know where your department policies are located
- Stay current with ever-changing laws and regulations that drive your department
- Develop a best practice guide to keep your team consistently compliant
- Report any potential issues ([read our compliance brochure to learn the types of issues and who to report to](#))
- Contact us if you have questions regarding potential issues (Compliance@chapman.edu)?

Guest Corner: Internal Audit

By Corey Rizuto, Director Internal Audit and Peter Aguila

This issue we interview Corey Rizuto, Director of Internal Audit. He has been at Chapman University since October 2017. Corey has 17 years of experience in accounting and auditing. Corey is also a Certified Internal Auditor.

Q: What is Internal Audit's role at Chapman University?

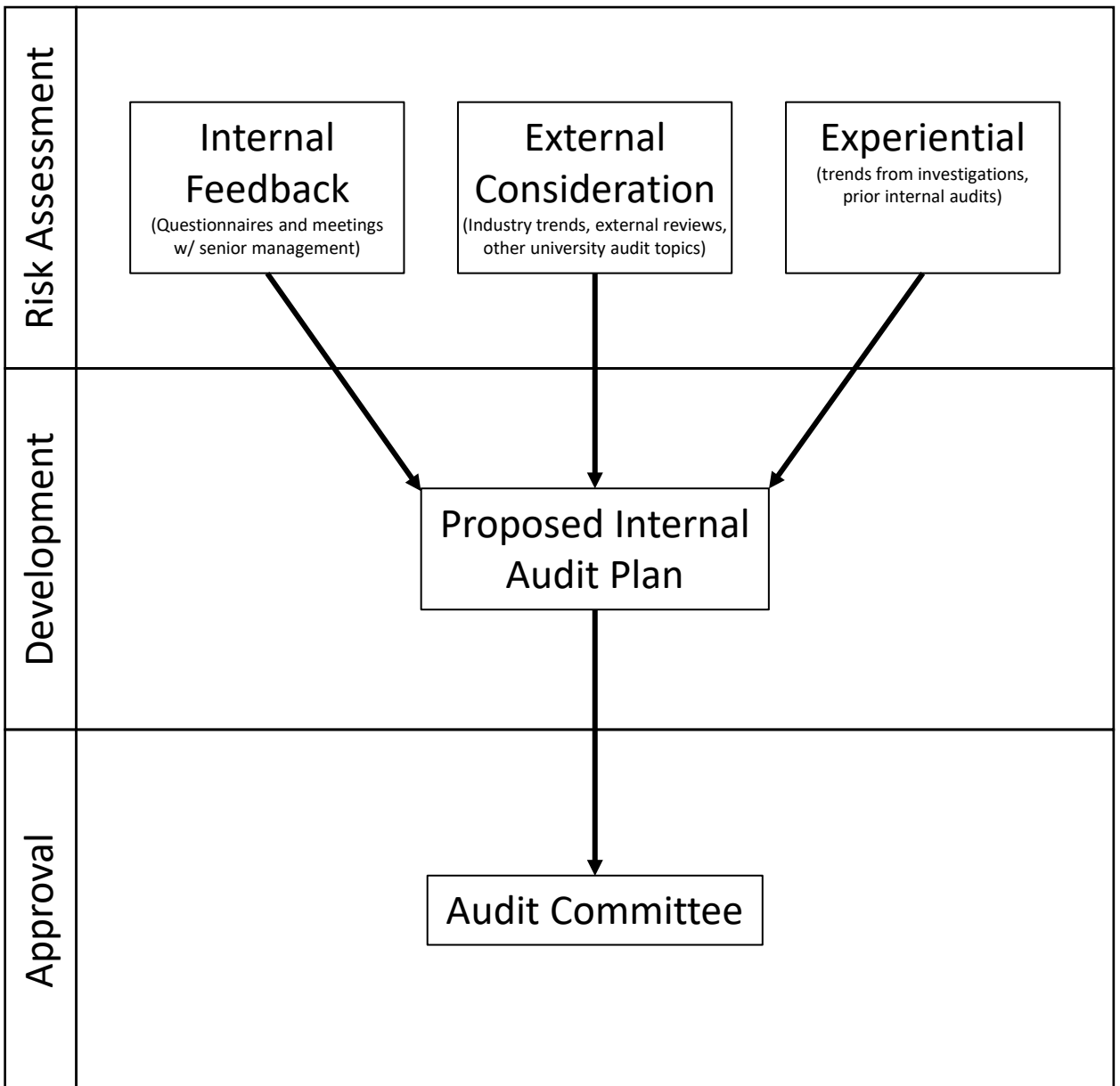
Corey Rizuto (CR): Internal Audit provides the university leadership with an objective, independent set of eyes that monitors and evaluates financial and operational functions.

To carry this out, the Internal Audit function provides those who are audited with analyses, recommendations, training, and/or information concerning the activities reviewed as well as promoting effective controls.

Q: How does Internal Audit determine which areas to audit?

CR: Internal Audit develops an internal audit plan each year for the next year. The audit topics are derived through a multistep process including questionnaires solicited from the Chapman Community, interviews held with senior management, and trends impacting the higher education industry.

Figure 1: Internal Audit Process



Q: What is a common misconception people often have about Internal Audit?

CR: Often times, Internal Audit is perceived as the master of “pointing out shortcomings” and taking great enjoyment in doing so – this is absolutely false. The profession of internal auditing has progressed into an advisory function for which internal audit works along with management to openly discuss concerns and how those concerns can be remediated. With this being said, an internal audit can be considered a dance and it takes two to dance to have a meaningful, enjoyable experience.

Q: What other services does Internal Audit offer?

CR: A little known fact to the Chapman Community is that the Internal Audit function is available to provide advisory services to management on matters that need an objective, independent viewpoint.

If you are a member of management and believe you have an area of your operation that needs an evaluation, then please do not hesitate to reach out to the Director of Internal Audit or the Chief Compliance Officer so that your project can be assessed for accommodation to be performed.

Anyone can freely reach me by e-mail at rizuto@chapman.edu or via phone at 714.532.6032.

Got Any Questions, Comments, or Concerns?

We want to be accessible to you! If there are questions we can answer, or clarifications we can provide, feel free to reach out to us at compliance@chapman.edu. We will get back to you within a prompt time-frame .