



**Nonpublic Postsecondary Education Commission
2082 East Exchange Place
Tucker, Georgia 30084-5305
(770) 414-3300
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**Brian P. Kemp
Governor**

**Kirk Shook
Executive Director**

To: All Parties on the Nonpublic Postsecondary Education Commission's Policy Making Mailing List
All Interested Parties via Publication by the Nonpublic Postsecondary Education Commission

From: Georgia Nonpublic Postsecondary Education Commission
2082 E. Exchange Place
Tucker, GA 30084

Date: January 10, 2022

The Nonpublic Postsecondary Education Commission (NPEC) is continuing to take steps to update its currently promulgated policies to ensure that they are accurate and current. NPEC will hold its Quarterly Commission meeting on Monday, January 24, 2022 at 1pm via teleconference. At that meeting, the Commission intends to take the following steps.

The Commission will vote regarding ratifying the following policy:

Policy 18: Whistleblower Policy and Procedure

The purpose of this policy is to establish a procedure for employees to report on violations of the Georgia Nonpublic Postsecondary Education Commission (GNPEC) policies and procedures or suspected violations of law. The policy applies to all GNPEC employees in accordance with O.C.G.A. § 45-1-4.

GNPEC is administratively attached to the Georgia Student Finance Commission (GSFC); therefore, GNPEC has adopted the framework of GSFC's Whistleblower policy and procedure through which concerns or complaints involving GNPEC's accounting, internal accounting controls, auditing matters, violations of GNPEC's policies and procedures, as well as complaints regarding possible violations of law

may be reported as set forth herein. The primary responsibility to receive such concerns or complaints will be with the GNPEC General Counsel and the secondary responsibility will be with GSFC Human Resources (humanresources@gsfc.org).

It is GNPEC's policy to comply with all applicable laws that protect employees against unlawful discrimination or retaliation as a result of their lawfully reporting information regarding, or their participation in investigations involving corporate fraud or other violations by GNPEC staff or its agents of federal or state law. This policy prevents any employee from being subject to disciplinary or retaliatory action by GNPEC or any of its employees or agents as a result of (1) the employee disclosing or submitting information to a government or law enforcement agency, GNPEC's General Counsel, or other party with responsibility under this policy, where the employee has a reasonable belief that a violation or possible violation of federal or state law has occurred or is occurring, and/or (2) an employee providing information or assistance in an investigation or proceeding regarding any concern or complaint. This policy will be communicated to staff by the Executive Director.

Specifically, relevant concerns or complaints submitted through this process that involve concerns by employees regarding questionable auditing practices, internal accounting controls, violations of GNPEC's policies and procedures, or possible violations of law pertaining to GNPEC should be presented in writing to GNPEC's General Counsel. Attached to this notice is a form that employees may use to submit concerns regarding such questionable practices. All such submissions by employees will be thoroughly reviewed and investigated. If the employee submits his or her name with the concern or complaint, he or she will receive a response upon completion of the investigation. Alternatively, a complaint may be filed directly with the Office of the Inspector General (OIG) by email (inspector.general@oig.ga.gov) or by writing to the Inspector General at 2 Martin Luther King, Jr. Drive, SW, 1102 West Tower, Atlanta, GA 30334.

**GEORGIA NONPUBLIC POSTSECONDARY EDUCATION COMMISSION
EMPLOYEE SUBMISSION REGARDING QUESTIONABLE ACCOUNTING,
AUDITING, OR OTHER MATTERS**

To: GNPEC General Counsel
Email: bannino@gsfc.org
Telephone: (770) 724-9019

Concerns regarding questionable auditing practices, internal accounting controls, violations of the Agency's policies and procedures, or possible violations of law:

If additional space is required, please continue using the other side of this sheet or attach an additional page. To enable the GNPEC General Counsel to communicate with you, you are encouraged to provide your name, address, and a telephone number where you can be reached during the day or evening. You have the right, however, to make the above submission on an anonymous basis.

Employee Name (optional) _____

Address (optional) _____

City, State, Zip (optional) _____

Daytime or evening telephone number (optional) _____

Interested persons may submit written comments to Kirk Shook, Executive Director, Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Tucker, Georgia 30084- 5305, info@gnpec.ga.gov. All written comments must be received by 9:00 a.m. on Monday, January 24, 2022. Interested persons may also participate in the proposed policy making by presenting comments orally at a public hearing to commence at 1:00 p.m. on January 24, 2022 via teleconference at the Quarterly Commission Meeting.

Oral presentations at the hearing may be limited to five (5) minutes per person in order to afford all interested persons an opportunity to be heard. If you have a physical impairment and require assistance or have any questions regarding this notice, please contact the Nonpublic Postsecondary Education Commission.

Based upon full consideration of all written and oral comments regarding the above matters, the Commission may reject or adopt the proposed policies or may make changes to the proposed policies.

The Commission intends to consider these matters at a Quarterly Commission Meeting at 1:00 p.m. on January 24, 2022 via teleconference. Public Call-In instructions are as follows:

(646) 558-8656

Meeting ID: 848 5268 2395

Password: 247352

Direct all written correspondence to:

Kirk Shook, Executive Director
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place
Tucker, Georgia 30084-5305
info@gnpec.ga.gov