

**MIDDLE TENNESSEE STATE UNIVERSITY**  
Ethics, Privacy, and Confidentiality Compliance Subcommittee  
Of the ECRMC  
February 13, 2019  
CAB 112, 10:00am – 11:00am

**Meeting Minutes**

Members Present:

B. Burkhart; B. Jones; J. Whitefield; K. Musselman; M. Wilson; A. Whittenberg; B. Todd; G. Stephens

Members Absent:

H. Zimmerman; C. Lewis

Optional Members:

A. Thomas

Note/Meeting Minute Recorder:

B. Todd

1. **Approval of Meeting Minutes from 11/15/18.** The meeting opened at 10:00am with a review of the meeting minutes from 11/15/18 by the Committee members. Absent any discussion of the minutes from the prior meeting, a motion was made to accept the meeting minutes by Joe Whitefield and was carried by Ben Jones and Dr. Marian Wilson. Meeting members unanimously voted to accept the minutes from 11/15/18.
2. **Review of Policies 10 and 12.** G. Stephens presented an update regarding changes to Policies 10 and 12. Kathy Musselman asked about changes needed for the COI Disclosure Form (Disclosure Form). Ms. Musselman said she plans to send out the annual Disclosure Form to all employees on 3/1/19. Ms. Stephens agreed to send out proposed changes/edits to the Disclosure Form to the COI Committee, as well as to Ms. Musselman, for review. Edits to the Form would include instructions for employees on

when, and how, to complete the Form, as well as edits to capture other types of conflicts of interest.

3. **Student PII and Educational Record Data Access.** G. Stephens updated the meeting members regarding FERPA training. Mr. Whitefield asked if he could be provided a list of individuals from his area who took the training. Ms. Stephens agreed to provide Administrative Mr. Whitefield, or his designee, to determine who completed the FERPA training from his area. To further assist in Mr. Whitefield's request, Albert Whittenberg agreed to email Aaron Schmuhl of ITD to find out if a list is available from the annual Security Training of completers in the Facilities/EHS department.
4. **Other Items.** The Committee had no other items to discuss.
5. **Adjourn.** The meeting adjourned at 10:21am. The motion was made by Ms. Musselman and carried by Mr. Whitefield.

