

Middle Tennessee State University
Office of Compliance and Enterprise Risk Management
ECRMC Ethics, Privacy, and Confidentiality Subcommittee

November 5, 2019
10:30am – 11:30am
CAB 211B – BOT Conference Room

Meeting Minutes

Members Present: B. Burkhart, H. Zimmerman, K. Musselman, M. Wilson, A. Whittenberg, B. J. Whitefield, G. Stephens

Members Absent:

Optional Members:

VP. A. Thomas

1. Meeting Minutes of 2/13/19 (ACTION ITEM) – Review and Approval 2/13/19.

Ms. Stephens presented the meeting minutes from February 13, 2019 to the Committee for review. Hearing no changes to the meeting minutes, Ms. Stephens requested a motion to approve the meeting minutes. A motion was made to accept the meeting minutes by Mr. Whitefield and was seconded by Ms. Musselman. The motion passed.

2. Policy 10 – Ethics. Ms. Stephens provided a review of the changes to Ethics Policy 10 regarding the investigations procedures.

3. Ethics Training. Ms. Stephens explained that the Annual Ethics Training was made available on October 15, 2019. She also stated that the 2019 Ethics Training video is under 15 minutes long; will be accompanied by three short review scenarios; will allow for individuals to obtain a Certificate of Completion following the successful completion of the training module.

4. Roundtable – Updates from areas. Mr. Ben Jones discussed Chromeliner (a travel application), which allows original receipts to be uploaded and that will utilize a dynamic form. Dr. Whittenberg explained how ITD phishing and spoofing emails will always be an issue within higher education institutions. He elaborated on the risks that accompany phishing and spoofing emails and discussed how ITD is implementing security measures to combat both phishing and spoofing emails. Mr. Whitefield explained how he has been

working to increase surveillance of his area in Facilities Services. Finally, Dr. Wilson discussed progress pertaining to her office's Title IX and Title VI Training.

5. Questions/concerns. No questions or concerns were presented.

6. Adjourn. The meeting adjourned at 10:48am.