



**MIDDLE TENNESSEE STATE UNIVERSITY**  
Ethics, Privacy, and Confidentiality Compliance Subcommittee  
Of the ECRMC  
November 15, 2018  
CAB 112, 1:30pm – 2:30pm

**Meeting Minutes**

Members Present:

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

Members Absent

B. Cole

Optional Members

A. Thomas

Note/Meeting Minute Recorder:

G. Stephens (alternate note/meeting minute recorder)

1. **Approval of Meeting Minutes from 2/13/18.** The meeting opened at 1:30pm with a review of the meeting minutes from 2/13/18 by the meeting members. Absent any discussion of the minutes from the prior meeting, a motion was made by Albert Whittenberg, and was carried by Dr. Marian Wilson. Meeting members unanimously voted to accept the minutes from 2/13/18.
2. **Review of Ethics Cases for 2018.** G. Stephens presented a summary of the two ethics cases reviewed in 2018 (one internal case, and one external).
3. **Ethics Training Module.** Ms. Stephens provided information on the number of employee completers of the 2018 Ethics training (697 employees completed the training at the time of the meeting). Ms. Stephens further explained that enhancements and

improvements to the Ethics Training Module are underway to assure: (1) ease of access and printing of the Certificate of Completion; (2) greater ADA accessibility; and (3) ease of use for all computer use (whether using an IBM based or Apple computer). The Ethics training is also being converted to all-video as an additional improvement for future training in 2019.

4. **Compliance and Ethics event.** Ms. Stephens thanked some meeting members who attended and/or participated in MTSU's first Compliance and Ethics event in recognition of national Compliance and Ethics week.
5. **Policy Updates.** Ms. Stephens opened a discussion about the need for review of, and revisions to, MTSU Policy 10 – *Ethics and Code of Conduct*. Kathy Musselman provided information about the Healthy Workplace Act (T.C.A. 50-1-501, et seq.) that discusses bullying. Mrs. Musselman additionally mentioned that other institutions have included a separate policy for bullying in alignment with their institutional ethics policy. Dr. Marian Wilson commented that allegations of bullying have been presented to her office, and that complainants often confused bullying with “hostile work environment.”

Committee members agreed to review Policy 10 and to provide any edits by December 14, 2018. Mrs. Musselman agreed to provide information about the Healthy Workplace Act legislation to both Ms. Stephens and Ms. Zimmerman for review.

6. **Additional Needs Regarding Privacy of PII.** Ms. Stephens opened a discussion regarding the additional safeguards needed campus-wide for the protection of Personal Identifying Information (PII). Committee members commented on the need for additional education to staff, as well as reminders, on best practices to safeguard PII. An additional discussion about PII contained in both internal and external email requests to departments such as Human Resources, and Finance and Accounting, among other departments. Ms. Stephens and Mr. Whittenberg agreed to follow-up with ITD on information about MTSU's secure email (Kiteworks/Accellion) and secure fax to determine if these features would be available to all departments on a mandatory basis.
7. **Adjourn.** The meeting adjourned at 2:13pm. The motion was made by Ms. Musselman and carried by Mr. Ben Jones.