

**MIDDLE TENNESSEE STATE UNIVERSITY**  
Enterprise Compliance and Risk Management Committee  
March 13, 2019  
CAB 112, 2:00 pm – 3:00 pm

**Meeting Minutes**

Members Present:

A. Parker; H. Zimmerman; B. Cole; B. Waits; Dr. P. Holloway; S. Sudak; B. Allen; B. Burkhart; Dr. R. Sluder; B. Jones; and D. Simpson

Members Absent:

T. Wallace; K. Musselman; Captain J. Martinez; D. Butler; J. Porter; and J. Farrar

Optional Members:

A. Thomas – Vice President for Business and Finance

Executive Oversight Provided By:

A. Thomas – Vice President for Business and Finance

Note/Meeting Minute Recorder:

G. Stephens – Chair; meeting minute recorder

Minutes

1. **Approval of Prior Meeting Minutes from 12/7/2018.** Ms. Stephens presented the meeting minutes of December 7, 2018 to the Committee for review. Hearing no changes to the December 2018 meeting minutes, Ms. Stephens asked for a motion to approve the minutes. Dr. Pippa Holloway made a motion to accept the minutes. The motion was carried by AVP Bill Waits.
2. **Institutional Compliance Plan – Final Revisions for 2019.** Members of the Committee received revisions to the Institutional Compliance Plan (Plan) prior to the meeting for their review. The Committee accepted the changes made to the Plan, including the wording of Section 9 – Resources, and Section 12 – Enforcement. A

motion was made to accept the finalization of the Plan by Dr. Holloway, and the motion was carried by Mr. Waits.

- 3. Contracts and Agreements – Recent Compliance Tip.** Ms. Stephens referenced a recent Compliance Tip regarding the acceptance, use, and approval of contracts. Ms. Stephens asked Committee members to remind their departments that only contracts approved and authorized by the Offices of University Counsel, Contracts & Procurement, and Vice President of Business and Finance could bind the University. Employees entering into contracts without expressed, written authority from any of three aforementioned Offices could be personally liable for the contract.
- 4. FERPA Training.** Ms. Stephens provided updates regarding the progress of the FERPA training completions (646 employees completed the training as of the Committee’s meeting). FERPA training completions) Additional revisions to the FERPA training are expected for the next, annual distribution.
- 5. Ethics Training.** Ms. Stephens additionally provided an update on the progress of the annual Ethics training completions (736 employees completed the training as of the Committee’s meeting). Additional updates mentioned by Ms. Stephens included: (a) a new platform delivery utilizing LiveStream; (b) greater ADA accessibility of the training videos; (c) placement of the training on PipelineMT; and (d) the addition of three training questions/scenarios with answers provided.
- 6. Risk Assessments.** Ms. Stephens provided updates regarding the annual risk assessments that will be completed by three Divisions – Student Affairs; Marketing and Communications; and the University Foundation. Ms. Stephens agreed to provide feedback regarding the risk assessments forms completed by the Division of Student Affairs by March 19, 2019.
- 7. Other Items/Needs.**

  - a. Dean Bonnie Allen asked whether or not MTSU had a policy regarding delayed maintenance. Dean Allen expressed concerns about the University’s liability in delaying the maintenance of certain buildings and specifically citing incidents in which students were trapped in the Walker Library’s elevators. University Counsel Heidi Zimmerman explained that MTSU does not have such a policy; however, the University does have a committee that review maintenance projects. Director Alan Parker explained that maintenance projects are discussed in the Environmental, Health, and Safety Committee (EHS) (which he chairs) and that elevator modernization is on the EHS Committee’s list of projects. Mr. Parker agreed to update the ECRMC on maintenance issues.
  - b. Dr. Holloway discussed language in the Awards Management System (AMS) for which Faculty had concerns. Specifically, the AMS database requires students to

provide information about their sexual orientation, as well as other personal information. Dr. Holloway expressed Faculty concerns over the scope of the personal information requested by AMS. Ms. Zimmerman commented that she and VP Joe Bales had discussions about the need to change some of the language in AMS. Dr. Holloway agreed to provide the information to Ms. Stephens for further follow-up.

c. Ms. Stephens provided an additional update regarding the following:

**a. Records Management.** The State Records Management Division will begin assessing a Records Holding Fee to all State agencies based on the number of cubic feet and gigabytes of records held by each agency. In addition, and in written communication from the RMD Director, Kevin Callaghan, MTSU will not be subject to a review by the State this year because the University's records management processes are well documented.

8. **Adjourn:** The meeting adjourned at 2:34 pm. Dr. Holloway made the motion to adjourn.