



EACUBO APC
Sponsored Workshop

**Western MA/CT REGION
2010 EACUBO Spring Webcast at
Bruyette Athenaeum at Saint Joseph College
1678 Asylum Avenue
West Hartford, CT 06117
April 28, 2010**

<i>Check-in and Registration</i>	<i>8:30 am to 9:00 am</i>
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<i>“What PII (Personal Identification Information) Should Mean To You”</i>	<i>9:00 am to 9:50 am</i>
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Presenter: Christopher Misra
 Christopher Misra is the Information Security Officer with the University of Massachusetts Amherst where he has worked for the past twelve years. His responsibilities include management of the campus information security program, incident handling, various compliance requirements, and network security and identity management architectures. Chris has been active for many years with various regional and national information security organizations including the Higher Education Information Security Council, Internet2 Salsa, and REN-ISAC, serving on program committees, chairing working groups, and presenting at conferences. Chris is also an instructor at UMass where he has taught undergraduate courses on Network Security for many years.

Course Objective:
 Data security and privacy is, of necessity, becoming a major focus in many institutions' information security programs. Campuses are striving to meet the challenges of protecting the sensitive data entrusted to them. To fully prepare for these challenges requires developing processes to understand where sensitive data is stored, how it is used, and how to respond in the case of a breach. This presentation will discuss various dimensions of data security and privacy, with examples provided where possible from successful programs. Among areas considered will be (1) the legal and regulatory framework for data privacy, (2) risk management and obtaining institutional buy-in, (3) eliminating, encrypting, or reducing access to confidential data, (4) awareness and training, and (5) controls and policy compliance issues related to data privacy. Specific regulations such as PCI-DSS, HIPAA, and 201 CMR 17.00 (M.G.L. 93H) will be touched upon as appropriate.

<i>Video webcast</i>	<i>10:00 am to 12:30 pm</i>
<i>“Institute for Global Ethics, Ethical Fitness Seminar”</i>	
<i>15 minute break</i>	<i>11:15 am to 11:30 am</i>

Introduction to the

ETHICAL FITNESS® SEMINAR

IGE's four-step process for resolving ethical dilemmas

We recognize that the ethics responsibilities of many leaders in business, government, and nonprofit environments have grown significantly beyond compliance in the last few years to include the mandate for building ethical cultures, where trust can grow and thrive and where employees themselves become the security network for corporate ethics.

The core of IGE's approach to growing ethical cultures is the Ethical Fitness® Seminar (EFS). The EFS is positive, non-threatening, and highly interactive. Participants from the last fifteen years claim greater awareness of ethical issues, higher levels of decision-making confidence, and a high degree of relevance to their job responsibilities. Some have told us that the EFS was a life-changing experience; others say that the impact of their EFS experience has grown over time, rather than diminished. Most are content to share their gratitude for a disciplined way to approach life's very difficult decisions.

The learning objectives for the EFS aimed at corporate organizations include the following:

- Recognizing the importance of ethics—for individuals, for organizations, for the future
- Understanding trust—what is it? What encourages trust? What kills it?
- Tasking leadership with trust—what can leaders do to create a trust environment?
- Defining ethical values—whose values are they? How are they applied in the workplace?
- Analyzing ethical challenges—how can we identify and avoid right-versus-wrong moral temptations, and how can we distinguish them from real right-versus-right ethical dilemmas? Can ethical dilemmas be categorized?
- Resolving dilemmas—which principles best apply?
- What is moral courage and when should I have it?

IGE's work assumes that fundamental, shared values can be discovered and applied. We also assume that individuals and organizations are capable of developing what we call "ethical fitness"—which, like physical fitness, keeps you in mental and moral shape to recognize and address ethical dilemmas. Participants will leave our seminar with the tools and confidence required for resolving ethical dilemmas—equipped to confront issues that face them every day, at work and at home.

Lunch Break and Networking

12:30 to 1:30 pm

**Video webcast continues
"Institute for Global Ethics, Ethical Fitness Seminar"**

1:30 pm to 2:45 pm

E-Discovery: New Developments in Document Discovery

3:00 pm to 4:00 pm

Presenters:

Jean Madden-Hennessey, Director of Information Technology/CIO, Saint Joseph College

Bill Hawkins, Associate Vice President for Finance/Controller, Saint Joseph College

Hugh F. Murray, III

Hugh F. Murray, III is a partner with Murtha Cullina in Hartford Connecticut. Mr. Murray provides advice and representation to management clients on all aspects of the employment relationship. He regularly works with clients in the manufacturing, transportation, utilities, energy, health care, retail, hospitality and other industries in connection with union related issues, including organizational campaigns, collective bargaining, unfair labor practice charges, strikes, contract administration and arbitration. He handles claims of wrongful discharge, discrimination, unpaid wages, breach of contract, breach of non-compete or non-solicitation agreements and other disputes before judges, juries and administrative agencies throughout New England, and has successfully represented clients at all levels of the state and federal court systems. Mr. Murray also regularly provides advice and assistance to clients throughout New England on proper termination procedures, Family Medical Leave Act issues, reasonable accommodation obligations under the Americans with Disabilities Act, sexual harassment, OSHA and other matters.

Peter Gronvall

Peter Gronvall is co-founder and Managing Partner of AdamsGrayson, a premiere consulting firm that provides strategic advice to organizations and their legal counsel on information risk management and electronic discovery matters. Peter is a nationally recognized subject matter expert on “organizational litigation readiness,” electronic discovery, management of information preservation, collection and review, and litigation support best practices. As an Adjunct Professor of Law at Georgetown Law School, Peter teaches an advanced civil discovery seminar to second and third year law students. Peter practiced law at Sullivan & Cromwell LLP and Hunton & Williams LLP, where he focused on antitrust, merger, and civil litigation matters. He is a contributing member and author in The Sedona Conference, and other thought leadership groups. Peter is a 1997 graduate of The Yale Law School and a 1994 *summa cum laude* graduate of the University of Minnesota.

Course Objectives: Under new legal rules and a growing body of case law, it is now critical that institutions develop the ability to respond to actual or “potential” litigation events with defensive and fulsome measures that ensure the proper preservation of relevant documents and data. The penalties for failing to preserve documents can be substantial; litigants can seek monetary sanctions, and courts may draw negative inferences from instances of data spoliation. This presentation will discuss these new developments, with particular focus on the fundamental steps institutions can take to achieve “litigation readiness.” Some key areas of mention will be (1) the multi-disciplinary aspect of litigation readiness; (2) the need for carefully developed data retention policies and data preservation procedures; (3) the importance of centralizing data-preservation decision making; and (4) the ongoing obligations on institutions to abide these new legal requirements. Specific examples will provide helpful highlights throughout the discussion.

Continuing Professional Education (CPE) credits:

EACUBO is pleased to be able to offer up to 4 CPE credits in the Behavioral Ethics field of study for those participating in the EACUBO sponsored webcast portion only. The EACUBO CT/Western MA APC will offer 1 CPE credit for participation in the session on E-Discovery (in the Business Law field of study) and 1 CPE credit for participation in the session on Data Security (in the Computer Science field of study).



EACUBO is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing education on the National Registry of CPE sponsors. State boards of accountancy have the final authority on the acceptance of individual course of CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37210-2417. Web site: www.nasba.org.

The EACUBO CT/Western MA APC has applied for registration with NASBA as a sponsor of continuing education on the National Registry of CPE sponsors. Complaints regarding the sessions sponsored by the EACUBO CT/Western MA APC may be addressed to Bill Hawkins, Chair, by calling 860-231-5405 or emailing bhawkins@sjc.edu.

The APC webcast qualifies for 4 CPE's in “Behavioral Ethics” field of study and is a “Group-Live” presentation. EACUBO strives to provide the best quality programming to all its members and the higher education industry. Should there be a concern with the quality of programming or level of service, please contact Randy Gentzler, EACUBO Program Prefect (call 215-951-2966 or email gentzlerr@philau.edu).

The E-Discovery session qualifies for 1 CPE credit in the “Business Law” field of study and is a “Group-Live” presentation; the Data Security session qualifies for 1 CPE credit in the “Computer Science” field of study and is a “Group-Live” presentation. Should there be a concern with the quality of programming or level of service regarding these sessions, please contact Bill Hawkins, Chair of the EACUBO CT/Western MA APC (call 860-231-5405 or email bhawkins@sjc.edu).

The learning objectives for attendees of this professional development workshop are the introduction or enhancement of critical technical and management skills that are targeted to higher education business administrative professionals at the **Intermediate Level**. Prerequisites: No prerequisites, Preparation: No advanced preparation is required, however a minimum 1-2 years of experience as a professional in higher education or a related private industry is recommended. For specific information regarding EACUBO's CPE program including our refund policy this program please visit www.eacubo.org.

Advanced – Learning activity level most useful for individuals with mastery of the particular topic. This level focuses on the development of in-depth knowledge, a variety of skills, or a broader range of applications. Advanced level programs are often appropriate for seasoned professionals within organizations; however, they may also be beneficial for other professionals with specialized knowledge in a subject area.

Intermediate – Learning activity level that builds on a basic program, most appropriate for professionals with detailed knowledge in an area. Such persons are often at a mid-level within the organization, with operational and/or supervisory responsibilities.

Basic – Learning activity level most beneficial to professionals new to a skill or an attribute. These individuals are often at the staff or entry level in organizations, although such programs may also benefit a seasoned professional with limited exposure to the area.

Individuals desiring CPE credit must sign in at the registration table and complete the CPE Reporting Form before leaving the conference center. Participants must complete the electronic evaluation and request their CPE certificate by going on-line to: www.eacubo.org

All Registrations Must Be On-line:

Registration fee is \$50. Register on-line using Visa, Mastercard or American Express at www.eacubo.org. For additional help, contact Emily Fournier at efournier@eacubo.org.

Driving directions and a **campus map** of Saint Joseph College can be found online at www.sjc.edu/about/map/.

Parking is available behind the Pope Pius XII Library and in the Connor Chapel parking lot.