

Functional Data Governance Committee

Meeting Minutes

Virtual TEAMS Meeting Thursday April 8, 2021

Functional Data Governance Committee Meeting #14

In Attendance: 27

Michael Gibbons, Shane Allen, Deepa Arora, Beverly Bergman, David Biek, Samantha Boswell, Kevin Cantwell, Cheryl Carty, Adon Clark, Christy Colvin, April Gregg, Corey Guyton, Lora Foskey, Alex Koohang, Tamatha Lambert, Debra Matthews, Dian Mitchell, Tripp Mitchell, Joel Morgan, Amanda Register, Melinda Robinson-Moffett, Chip Smith, Vicky Smith, Brian Stanley, Chris Tsavatewa, Mary Wearn, Margo Woodham

Absent:

Ron Ardelean, Jenia Bacote, Beth Byers, Julie Davis, Geoff Dyer, Amanda Funches, Laura Gay, Steve Morse, Natalie Rischbieter, Mary Roberts, Shane Roland, David Sims, Michael Stewart, Tara Underwood

Recorder: April Gregg

Meeting began at 11:01AM

1. **Approve Agenda** – approved as is
2. **Review and Approve Minutes** - Will send out minutes from previous meeting to be approved via email. If no changes, will post as is.
3. **Updates from the FDGC Chair: (Gibbons)**
 - a. [Records and Information Management Policy](#) – took to cabinet this week and they approved and it is posted to our website. Effective date is May 7, 2021 if no negative feedback.
4. **Technical Data Governance Committee Update (Dyer)** – Joel stated that they haven't meet. Next meeting will be when he (Joel) finishes the Safeguard Standards for the Technical Data Governance Committee to review and make recommendations. Joel will have the Safeguard Standards done by the end of this month (April).
5. **Old Business**
 - a. Update - Data Governance Training (Laura Gay) – Gibbons stated the data governance training is almost completely caught up. There are only 2 people outstanding still and 2 that took the wrong training.
 - b. Update - User Roles and Access Permissions – Documentation and Process (Boswell, Bergman) – Samantha stated this was going well. They added verbiage that explains the full process. It has been added to the website. She is working with Vicky Smith in HR to come up with an off boarding process. They will also be working with Joel to get this a more automated process.
 - c. Update - Safeguards Standard (Morgan) – By the end of this month will have ready to submit to Technical Data Governance Committee for them to review. Should be able to get through the whole process by June 2021 deadline.
 - d. Update - Records Management Program Workgroup (Tamatha) – Michael G., Chris, Josh, Jennifer Jones and herself (Tamatha) meet yesterday. They have drafted a Management Program overview. Jennifer Jones will be the next level review for AA, Tamatha will

continue to explore records mgmt. set up. They will meet again to review before presenting to this group for review.

- e. Update - Data Quality Control (Gibbons) – Memo will be sent after the meeting. He went over the “Data Quality Control and BPM Section 12 Data Governance”. It is MGA’s Master Data Collection, Record and Reporting Calendar.
- f. Update - Data Elements and Data Definitions Workgroup (Boswell) – still working with certain data stewards to get systems’ definitions recorded. May 10th is the group’s deadline. This project is moving along and will meet June deadline.
- g. Update - FDGC Monitor/Audit Subcommittee (Stanley) – no update. Had meeting but nothing specific to report.

6. New Business

- a. Banner SSN (Bergman) – Gibbons asked as a FDGC how much of this issue should come before the committee either before or during the decision process? How much should be handled quickly? So issues can be addressed in a timely fashion. This situation and those questions will determine the scope and culture of this committee in the future. Beverly stated that Vicky (HR) received requests about SSN being highly visible to all banner users. They talked about a way to mask SSN so only the last 4 digits show. Info on this went out in an email this morning. Previously around 300 people had access to SSN, now it 30 or 40 people who can still see full SSN (Admission, Police, Fin. Aid, and Registrar). Joel stated this should come from the top down. Beverly stated that this discussion was held between the system security officer, Michael G., herself and HR and all this was taken before the cabinet before a decision was made. Cantwell commented that this sounds like it was a good process. Tamatha asked if the people who had the ownership of this system weren’t aware of this issue. Gibbons stated that prior to the current system the SSN was a process of how the system used to operate. Years ago it was changed from SSN to 983s. SSN became secondary. In this situation to remove the SSN, programming had to happen on Beverly’s side. Had to make sure nothing major broke when that happened and bring the system to where it needed to be. Beverly stated they knew the SSN were there but wasn’t aware that it was a concern to staff members. In this case, the users informed the Data Steward, the Data Steward the Data Trustee and Data Trustee informed the Data Governance Committee.

- 7. Event Debrief/Case Study (Dyer)** – Joel mentioned the security incidence that happened on March 6 with a MGA laptop being stolen. The laptop had spreadsheets on it with 4K students’ names on it. The laptop was password protected, but it still has the danger of being breached. The spreadsheet did not have any SSN, DOB, etc. but it did have some Ferpa data. Laptop owner reported the thief to police. This activated the incidence response team. They met and then notified the students and Dept. of Education as best practice. Next steps to avoid in future: encrypt all laptops and develop a handling standard (best practices on what to do and where to store data). Gibbons – all data stewards need to know and understand this type of information so everyone knows across the board. Present to this committee so they can inform other co-workers.

- 8. Adjournment – 11:44**