

Functional Data Governance Committee

Meeting Minutes

Virtual TEAMS Meeting Thursday August 27, 2020
Functional Data Governance Committee Meeting #7

In Attendance: Dr. Michael Gibbons (Chair), Ron Ardelean, Beverly Bergman, Samantha Boswell, Christy Colvin, Erin Crider, Julie Davis, Amanda Funches, Dr. Debra Matthews, Dian Mitchell, Tripp Mitchell, Joel Morgan, Brian Stanley, Dr. Michael Stewart, Chris Tsavatewa, and Margo Woodham

Recorder: April Gregg

1. **Approve Agenda** – No adjustments, approved as is
2. **Review and Approve Minutes** – submit any changes by 5pm; if no changes submitted, will be posted as approved.
3. **Updates from Project Manager**
4. **Updates from the FDC Chair:**
 - a. New BPM Deliverable Timeline

Chris mentioned an email from Dr. Angie Bell in regards to the timeline update.

- Tier 1 all items due by Dec. 31, 2020 except the GDPR items within Regulatory Compliance, which will not be due until June 30, 2021 as guidance is pending from the system office Privacy Committee.
- Tier 2 all items due by Dec. 31, 2020.
- Tier 3 all items pushed back to June 30, 2021 except adherence to the USG document retention schedule, which pre-existed the publication of BPM Section 12.

Dr. Gibbons suggested that we don't slow down even though Tier 3 has been extended. Dr. Matthews agreed.

- b. Be prepared for Committee Assignments in New Business

5. Technical Data Governance Committee Update

- a. Update (Dyer, G) - Not present, no one available to give an update

6. Old Business

- a. Update GLBA Audit (Dyer and Morgan)

Joel – had a meeting with USG internal auditors and did Phase 1 of the audit. Phase 2 will be to request a security system plans by August 31. He expects them to request for the plans and then get back with us later. Systems identified in Phase 1 were Banner (outside MGA source), backup systems associated with Banner, Nolij, and anything related to backing up Nolij. Each one has to have a security plan.

- b. MGA FDGC Compliance/Audit Subcommittee

Dr. Gibbons mentioned that we have discussed this several times of the need to start this committee to review our own processes. We may not make a decision today, but open to thoughts. Dian asked for

level of responsibilities and clarity as to what this committee will do. Dr. Gibbons said that this group will be defined as the committee develops.

c. Tier 3 Committee Assignments Document

Chris stated that each person needs to revisit this and identify knowledge skills to be able to find a place on Tier 3 before the next meeting. While we do have an extension, we still need to get started on it. Dr. Gibbons will send the link again after meeting for people to revisit the committees that need to be assigned.

d. Tier 1 Subcommittee Lead Update (Tsavatewa, C.)

Chris stated that the Tier 1 checklist has been turned back on. This will help clean up anything still outstanding. Things that are tied to Tier 1 to Tier 2 and Tier 3 will try to finish those up so they aren't still outstanding/incomplete.

e. Tier 2 Subcommittee Lead Updates

1. Data Systems Inventory and Data Availability (Stewart, M)

Dr. Stewart mentioned there were no updates. His team is working on the student affairs sheets now. He will get with his team later on this. They have identified 36 different data systems and will start reaching out to these people to get data availability sheets completed by the deadline.

2. Data Governance (Gibbons, M)

Dr. Gibbons stated that Joel is working on the Charter still and tidying it up; he will get that ready and then his subcommittee will review and get it up for voting by our Sept. meeting. Joel asked Ron for training on role base documentation; stated this might help him tidy this charter up.

3. Training (Ardelean, R)

Ron stated that he and his team were making progress. He asked:
Who is the best person to direct data questions to? Dr. Gibbons said this would be him since he is the Chief Data Officer.

Who is the best person to report violation or problems to? Joel said that would be him.

Who is the best person to report any issues or data quality issues to?

Erin is heading up implantation of this training.

Joel stated that we just need to make sure we align here along with other documentation elsewhere as to who is responsible for what areas.

7. New Business

a. Tier 3 Strategy

Chris discussed the "New BP Deliverable Timeline". There are deadlines for each committee.

Data Governance (Tier 2)

12.2 Data Governance Charter

- Draft Finalized for Committee Approval by Sept. 24th

- Submitted and Approved by Cabinet by Oct. 22nd

Data Systems (Tier 1) (Tier 2)

12.3.1 – Data Systems Documentation

12.3.4 – Data Systems Availability

- ½ of all systems documentation completed by Sept. 24th
- Remaining ½ of all systems documentation completed by Oct. 22nd
- Risk Registry deadlines to follow
- Authorized Users deadlines to follow

Data Safeguards and Classification (Joel stated he is working on these)

- Cybersecurity Safeguards Standard Draft TDGC – Nov 1st.
- Cybersecurity Safeguards Standard Completed – December 18th

Records Management (Tier 3) – Josh is the lead on this

12.3.5 Data Life Cycle

- Process and Compliance Audit criteria completed by Sept. 24th
- Process and Compliance Audit completed by Oct. 22nd

Training (Tier 2) – Ron’s team will have this completed by next month.

12.5.2 Data Governance Training

- MGA Training Material Finalized Sept. 24th
- MGA Stakeholders Training Completed by Oct. 22nd

Questions on timeline? Dian asked about the Data Life Cycle since we have data over all campuses. Are we looking for a single location to place that data, is that a consideration at all? Dr. Gibbons stated that he would like to see this happen, but knows we are limited to resources and staff at the moment.

Joel said that data stored on PC could be stored in a central station instead of individual PCs.

Chris stated that records mgmt. and data life cycle is an ongoing process that includes evaluating processes. Right now we are currently meeting the records retention guidelines the best we can. We can improve as we move forward. However, we need to fix any critical issues now. This will always be an ongoing effort.

Joel mentioned that Nolij is about to upgrade to a new system, OnBase. Nolij probably has about 10 years’ worth of data on there. We need to have a process available to follow when moving to the new system and how to maintain the new system.

Margo stated that they will start using the new system in a few weeks. They can do whatever possible to implement in the beginning. Need to know ahead of time what needs to be saved or not saved and a timeline. New system will be managed by OTR (Geoffrey Dyer) and they need to know what the criteria is and timeline. Margo mentioned that different things factor into what documents need to be stored or purged based on each department. Margo stated that a process/timeline is needed for purging documentation.

Dian stated that her department follows USG’s retention guideline.

Joel stated that the more you keep, the more liable for it if data is breached.

Data Life Cycle group needs to give guidelines or recommendations.

Dr. Gibbons stated that we will have to explore this further to give best guidelines. Need to gather information from departments that use this system and to do as much programming as possible up front to meet that department's needs.

b. Post Mortem / Case Studies /Discussion

Dr. Gibbons stated that as faculty and staff we need to be aware of what documents are kept on our personal PCs. Also need to be aware of what is posted for public view. This group is to make sure we as a university are in compliance and following policies and procedures.