Meeting Name: Data Governance Council

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>DGC Monthly Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizer:</td>
<td>Julie Clay</td>
</tr>
<tr>
<td>Meeting Notes By:</td>
<td>Julie Clay/Jenna Buksch</td>
</tr>
<tr>
<td>Location:</td>
<td>PCR</td>
</tr>
<tr>
<td>Date</td>
<td>Sept. 16, 2019</td>
</tr>
<tr>
<td>Start time</td>
<td>1:00PM</td>
</tr>
<tr>
<td>End time</td>
<td>1:57PM</td>
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Attendance:

<table>
<thead>
<tr>
<th>DGC Members</th>
<th>Y</th>
<th>N</th>
<th>DGC Members</th>
<th>Y</th>
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</thead>
<tbody>
<tr>
<td>Mike Trotter</td>
<td></td>
<td></td>
<td>Joann Stryker (Zach Delger)</td>
<td>W</td>
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<tr>
<td>Alisha Schroeder</td>
<td>P</td>
<td></td>
<td>Justin van Almelo</td>
<td>P</td>
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<tr>
<td>Jeannette GreyGilbert</td>
<td>W</td>
<td></td>
<td>Kellie Petersen Blake Christiansen</td>
<td>A</td>
<td></td>
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<tr>
<td>Chris Fastnow</td>
<td>P</td>
<td></td>
<td>David Bonilla</td>
<td>A</td>
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<tr>
<td>Chris Kearns (Tony Campeau)</td>
<td>P</td>
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<tr>
<td>DGC Members – NV</td>
<td></td>
<td></td>
<td>PMO – NV</td>
<td></td>
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<tr>
<td>Neil Zandonella</td>
<td>W</td>
<td></td>
<td>Julie Clay</td>
<td>P</td>
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<tr>
<td>Marianne Hoppe</td>
<td>W</td>
<td></td>
<td>Jenna Buksch</td>
<td>P</td>
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<tr>
<td>Brett Weisz</td>
<td>W</td>
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<tr>
<td>Guest – NV</td>
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</table>

Key:
P= Present
W=WebEx
A=Absent
NV=Non-voting

Agenda:

<table>
<thead>
<tr>
<th>Agenda items</th>
<th>Presenter</th>
<th>Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGC Minutes and Website changes</td>
<td>Jenna Buksch</td>
<td>10 min</td>
</tr>
<tr>
<td>Data Request Form Communication Plan</td>
<td>Julie Clay</td>
<td>10 min</td>
</tr>
<tr>
<td>Restructuring Membership</td>
<td>Julie Clay</td>
<td>25 min</td>
</tr>
<tr>
<td>Enterprise Data Requests – Case Study</td>
<td>Julie Clay/David Schmidt</td>
<td>15 min</td>
</tr>
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Topic #1: DGC Minutes and Website Changes (Informational)

DGC Minutes

- Proposing to remove DGC minutes from the current website
- Create folders on Box for monthly minutes
- Give access to members.

Discussion:

- We are unsure if the DGC meets the “Public” meeting requirement.
• A committee has been formed to review council meetings around campus to understand who needs to meet what requirements.

Outcome:

• Until we hear back from Chris Fastnow, we need to leave our minutes posted on the DGC website.
• We can proceed with providing members minutes in Box. The group like the idea of a single Box folder for all DGC minutes and using a naming convention to differentiate between files.

Website Content Update:

• Proposing creation of new page(s)
  o Data Stewardship Page
    ▪ Define Enterprise Data Requests
    ▪ Provide grid with Data Steward Information (Roles and Names)
    ▪ Provide links to
      • Enterprise Data Stewardship Policy
      • Campus Data Stewardship Standards

Discussion:

• Chris F/Justin V asked to not post clickable email addresses for data stewards.

Outcome:

• There is no objection from the council to creating a Data Stewards page to the website.

Topic #2 - Enterprise Data Request Form – Communication Plan Review

Proposed Communication Plan:

• Send all Faculty/Staff on all 4- campuses communications on
  o Oct. 8, Oct. 22, and Nov. 6
• Presentations to the following:
  o ERP-OPS Team
  o IT Community Exchange
  o Dean’s Council
  o Assistant Dean’s Council
  o Faculty Senate
  o MSUASC

Discussion:

• This communication should not be sent to all employees.
• It should only be sent to a distribution list of directors or maybe used with more specific/focused lists.
• Need to contact Brian O’Connor and see if this could/should be incorporated into the Procurement process. Also, ask Brian who he thinks this needs to be sent to or needs or we should get in front of.
• We should talk to the Budget and Fiscal Managers of each Department. Jeannette will send Julie the list.
• This is not appropriate as a PEC presentation due to the detail, but it could be an announcement.

Outcomes:

• Change Communication plan based on DGC recommendations:
  o Communicate to specific groups only (No ALL faculty/Staff emails)
  o Presentations to
    ▪ Banner Technical Team
    ▪ ERP-OPS
    ▪ IT Community
    ▪ Budget and Fiscal Managers
    ▪ Fiscal Shared Services
    ▪ Other specific groups as requested
• Continue with website marketing

Topic #3 DGC Membership

The Group would like to have this conversation when Trotter is available.

Topic #4 Enterprise Data Requests – Case Study

Proposed Changes:

• Add a comment field the PowerForm for documenting Q & A.
• Outline specific data requirements on DGC Website to increase likelihood of approval.
• Add something to the PowerForm to allow the Requestor to track the envelope.
• Add Executive Sponsor to form.

Discussion:

• In the original DocuSign template, there is no way for the Requestor and Data Steward to interact /collaborate if the Data Steward has questions about the documentation.
• In the original DocuSign template, there is no way for the Requestor to be able to track the process because we are using a PowerForm.
• We all agree about VOIDING requests for major reasons (Decline to sign then VOID).
• The Data Steward has the authority to define the major and the minor changes.
• The process makes a difference in whether a Data Steward may feel comfortable proceeding with a signature (e.g. if the software has been fully vetted through the purchasing process.)

Outcome:

The council had no objection to the recommended changes.