Minutes from the February meeting were reviewed and approved. There was no meeting in March.

**Update acquisition of metadata management tool** – Funding approved to purchase metadata management tool. Financial resources for data governance support software was identified through a plan to re-purpose annual maintenance fees for portion of the data warehouse, which is unlikely to be developed further by the vendor. It will require minimum IT support to set up Shibboleth and local API stored on server. The project plan includes defining security roles, creating definitions, training, and identifying a project manager and report authors. Mike O asked that a new service request ticket be filled out for IT. He will send form. Also, Higher Education Cloud Vendor Assessment Tool (HECVAT) from Educause should be filled out by the vendor.

**Update on functional data governance committees** – Reviewed project list from FDGCs. In progress projects for Student group include Distance Education Class Sections, Academic Group descriptions, Super-senior levels for additional baccalaureates, External Institution Names, Admit Types, Citizenship management, and Citizenship and Visa Type inconsistencies. In progress projects for Finance/HR group include Full-Time equivalent (FTE) Employee Definitions, Faculty assignment, Faculty Program Affiliation, and Financial Aid vs Accounting Item Type mismatches.

**Review of issue and priority list** – Reviewed upcoming projects on list. It was requested that the Finance/HR group prioritize work location because it is needed for concur travel. Also, good review of the different employee tables in People Soft needed to be completed. There are several table out there that all have different information. It is believed that one table that was originally created for access is now being used to report employees. It would be helpful if for the 9.2 PS upgrade all employees were in main employee table. HR is looking to hire an Information Systems Manager position that should be able to assist with defining and cleaning up of the employee tables.

**End of year report** – We will need to create a 1 page, front and back, document for the project sponsors (Lyle, Doug, Lynne, and Melissa) that summarizes the project completed and in progress. It should also contain a road map for the future. Braden will have daft ready for group to review at next meeting.

Next monthly meeting scheduled for May 10 at 2-3 pm in the President’s Conference Room.

**Attended by:**
- Braden Hosch
- David Cyrille
- Diane Bello
- Jacqueline Pascariello
- Kathryn Larsen

**Not in attendance:**
- Kim Berlin
- Michael Ospitale
- Theresa Diemer
- Tracey MacEachern

- Ahmed Belazi
- Lyle Gomes
- Rodney Morrison
- Wendy Tang