Data Governance Council  
Meeting Minutes June 14, 2018, 2-3 PM  
President’s Conference Room

Review and approval of the minutes - minutes from the April meeting were reviewed and approved. Motion to approve minutes by Diane; seconded by Tracy; all voted in favor to approve. There was no May DGC meeting.

Update on Data Cookbook Implementation – The Data Cookbook was purchased to support metadata management and to provide pop-up dictionaries on our reporting and analytics. Shibboleth security has been integrated so that users will login via their Stony Brook NetID. The implantation team has been selected: Michael Mooney and Ambika Mukhi (Registrar’s Office), Michael Danielson (Accounting), Jeff Mackey (Student Accounts) and Laura Greenberg (HR). In addition, EAI has provided two PeopleSoft programming managers: Chandan Chandra and Matt Engel. The first meeting will be end of June where the vendor will provide an overview of the tool and goals. There will be weekly meetings with the vendor to ensure our progress and understanding of how to use and set the Cookbook to our best use.

Update on data asset inventory for data strategy – The data asset inventory has been shared and Matt Nappi, Andrew Kirsch have continued to develop and build upon the inventory. David Cyrille has been tasked to review the inventory and to expand upon and complete the information for east campus systems. Once the inventory is complete, a one-page data asset strategy document can be compile for each data asset. The goal is to evaluate what VPs need and to have the ability to acquire and use data that are outside of PeopleSoft and the data warehouse.

Review and approve annual report – we provided an overview of the major accomplishments since the inception of the DGC in winter 2017. Questions raised – Diane bello asked if the “in queue” projects have been prioritized. Projects have been added to the list as discussions arise. Motion to approve the annual report made by Diane; seconded by Ahmed; all voted in favor to approve.

Priorities for 2018-19 – Permanent address and address validation are both considered to be high priorities. These data require periodic validations back to the individual to confirm their information is correct. Addresses also need to be cross-validated for correctness. On HR, compensation rate and comp frequency fields for maintenance and definition are also recognized as high priority. There are several on-going projects to improve data maintenance in CBASE, Position Control and Faculty activity tracking. The lack of information on academics, classes and employees due to poor maintenance or access is often resolved by combing through websites to learn about our data. Faculty workload will be a high priority. Tracy raised the advent of a new contract eligibility requirement for health insurance for any part-time (less than .5 FTE) instructor. To be eligible, an instructor must teach at least six credit hours. This is a change from having to teach at least two courses. Guidance is needed from NYS to answer questions about team-teaching, calculations of workload and who is covered. Other topics to explore are modules not in use in PeopleSoft such as extra-curricular activities.

The DGFC leadership will continue for 2018-19 with Braden and Kim as Chair and Co-Chair. We need to identify new leadership that can join us in our weekly prep-meetings for data governance and who can take over the directing activities of these functional data governance committees.
Next monthly meeting scheduled for September 13, 2-3 pm in the President’s Conference Room.

**Attended by:**
- Ahmed Belazi
- Braden Hosch
- David Cyrille
- Diane Bello
- Kim Berlin
- Michael Ospitale
- Tracey MacEachern
- Wendy Tang

**Not in attendance:**
- Kathryn Larsen
- Jacqueline Pascariello
- Lyle Gomes
- Rodney Morrison
- Theresa Diemer