Review and approval of the minutes – Minutes from the April meeting were reviewed and approved.

Data Asset Inventory – We sent out a second request to non-responses of the initial Data Asset Inventory survey. Once we gathering up remaining responses, we will put together and send to Matt Nappi and East Campus/Hospital. We should then discuss the next set of data that we would like to collect.

Data purging/destruction protocols – Continued discussion on data purging with Andrew K. and Kim R. Specifically, about starting with affiliates if they have no other university records (not students, vendors, or employees, and have no financial transactions associated). Affiliates are entered to get access to buildings (Lenel), access to library databases, etc. When affiliates are entered, the system will automatically set them to inactive after a year if no one touches them before that. There are about 9,500 active affiliates and 66,000 inactive. Kate spoke to Jeff about retaining affiliate information. He will look at the SUNY Policy on Records Retention but he believes the affiliate records need to be retained for a minimum of 3 years. Using criteria of 3 years inactive and no other affiliation would result in approximately 18,000 possible affiliates to purge. Another possible area for purging is parent information of students who did not enroll. It is important to put a policy in place for data purging. SUNY’s policy tells us what we must retain but there is no policy on what to delete. Andrew and Kim will create a list of rules for deleting affiliates for the group to review. We should also reach out to Legal, Audit and Senior leadership before making implementing any policies.

Maturity Model – The Data Maturity Model will be re-run to check for progress. It was originally run a few years ago. The Maturity Model applies to Data Governance, Culture surrounding data, Data Quality, Communication regarding data, and Roles & Responsibilities for data. Each group is ranked Level 1 through Level 5 according to the data that person is responsible for or uses. The survey will be set to the Data Governance Council as well the Functional Data Governance committee members.

Annual Report – We will be putting together an annual report similar to last year’s to review at June meeting.

The next monthly meeting is scheduled for June 13, 2019 2-3 pm in the President’s Conference Room.

Attended by:
- Ahmed Belazi
- Andrew Kirsch (guest)
- Braden Hosch
- David Cyrille
- Diane Bello
- Kathryn Larsen
- Kim Berlin
- Kim Rant (guest)
- Robert Davidson
- Theresa Diemer
- Wendy Tang

Not in attendance:
- Jacqueline Pascariello
- Lyle Gomes
- Michael Ospitale
- Rodney Morrison
- Tracey MacEachern