



University of Kentucky
Data Stewards Meeting
March 26, 2002 11:00am – 12 noon
132 Funkhouser Building

COMMITTEE: Data Stewards
Presiding: Connie A. Ray
Members Present: Murray Clark, Roger Huston, Jack Supplee, Paul Taylor, Liz Demoran. Ex Officio: Jayna Cheesman, Jill Esham, Kathy Hamperian, Penny Cox, Zed Day.
Guests: Michelle Bliffen for T. Lynn Williamson; Tonya Prince for Don Witt
CC: Sr. VP Jack Blanton, VP Gene Williams
Recorder: Deborah Sparkman

AGENDA ITEM	DISCUSSION	ACTION
<ul style="list-style-type: none"> ▪ Welcome and Introduction of any new members or guests 	<ul style="list-style-type: none"> ▪ No new members or guests were present. 	<ul style="list-style-type: none"> ▪ No action required.
<ul style="list-style-type: none"> • Minutes of Previous Meeting 	<ul style="list-style-type: none"> • Connie asked each member of the Committee if they had reviewed the minutes of the previous meeting, and if they had any changes or suggestions. 	<ul style="list-style-type: none"> ▪ Approved as written.
<ul style="list-style-type: none"> ▪ Monthly Data Stewards Report: <i>Personnel Resource Allocations</i> 	<ul style="list-style-type: none"> ▪ Monthly Data Stewards Report as of March 26, 2002 System Summary Comparison for Personnel Resource Allocations was distributed, with a brief summarization by Jayna Cheesman. She noted that the Grand Total of 165.40 for the current month as compared to the baseline (May 2001) of 260.73 reflects a marked decrease in total man-months. She felt that this is due in part to current large projects (i.e. one time performance increment and GASB) leaving less time for taking on new work. 	<ul style="list-style-type: none"> ▪ No action required.
<ul style="list-style-type: none"> • PRF Update 	<ul style="list-style-type: none"> ▪ GASB – Goal is to automate the production of the three financial statements (Net Assets, Cash Flow and Revenue) for the institution by 7/1/02. These statements will 	<ul style="list-style-type: none"> ▪ Paul Taylor and Zed Day will send Jayna additional names for the Staff ID, Email and Course Management Data Mart committees.

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	<p>reflect both internal (FRS) and external (non-IDMS) data. DBAs have completed a significant amount of their work.</p> <ul style="list-style-type: none"> ▪ Data Steward’s Project Committee Assignments – Jayna Cheesman distributed a list of potential people to serve on the Faculty/Staff Email ID Requirement Committee, Faculty/Staff ID Card Committee, and the Course Management Data Mart Requirements Committee. ▪ Student Email Addresses for SIS – Tonya Prince reported that she and Ruby Watts met with members of professional schools, Graduate School, Undergraduate Admissions from UK & LCC, Student Billings and Financial Aid. Recommendations from the group were: <ol style="list-style-type: none"> 1. Email address be assigned to all individuals at the point of application. (The explanation of doing this at the point of application instead of at the time of enrollment was to allow housing and Financial aid to correspond with them before they are admitted and/or enrolled at UK.) 2. This address is the only one collected and stored in SIS with no ability for the student to change it. 3. This address stays with the student through graduation at UK and be given to Alumni Office for their purposes. 4. In the event the student does not graduate, this address should be removed from the directory after 1 year. 	

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	<p>5. If the applicant does not enroll, the address should be removed with the purging of other data.</p> <ul style="list-style-type: none"> ▪ Paul Taylor indicated the LCC students tend to drop in/out of college, rather than staying permanently enrolled until graduation. Consequently, the purging of their email addresses may need a different timeframe. ▪ Medical Resident FICA extract (PRF-00024) - Closed ▪ Course Management Data Mart (PRF-00025) – It was noted the Senate Council Chair, William Fortune felt that a faculty representative was not needed. Penny Cox suggested 2 additional members would be beneficial. They are William Pfeifle and Jack Applegate. The goal of this data mart will be to summarize data in order to better manage course offerings and improve classroom utilization. Data quality issues will need to be addressed. 	
<ul style="list-style-type: none"> • Other Business/Items 	<ul style="list-style-type: none"> ▪ ERP Update – No progress. Henry Clay Owen, Controller and Treasurer, asked that a group be put together to look at grants and contracts software. Purchasing is also working on an RFP for E-procurement software. ERP would likely include both of these types of software. ▪ SEVIS – Jayna spoke briefly about this federal tracking system of foreign and exchange students and visiting scholars. Recommendations were that committee members should include someone from the Personnel/HRS Office and someone from 	<ul style="list-style-type: none"> ▪ No action required.

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	<p>the Legal Office. INS deadline is January 1, 2003.</p> <ul style="list-style-type: none"> ▪ Penny gave an update on the RFP for the new DRP contract. The RFP is supposed to go to Purchasing on 4/4/02, and the likely vendors are IBM, SunGard, HP and Warehouse. They want to award the contract in 08/02. ▪ Connie indicated she would send us a web-based survey on our assessment of the Data Stewards and Custodians structure and procedures. She will try to have some sample questions at the April meeting. ▪ There was a general discussion of the upcoming SACS visit. 	
<ul style="list-style-type: none"> • Next Meeting: Tuesday, April 30, 10am – 12noon, 211 Student Center 	<ul style="list-style-type: none"> ▪ Joint meeting with Data Custodians 	<p>No action required.</p>