



**University of Kentucky**  
**DATA STEWARDS MEETING MINUTES**

October 29, 2002 10:00 am – 11:30 a.m.  
 211 Student Center

- COMMITTEE:** Data Stewards
- Presiding:** Connie A. Ray
- Members Present:** Rex Bailey, Murray Clark, Karen Combs, Ben Crutcher, Zed Day, Melissa Huffman, Roger Huston, Phyllis Nash, Paul Taylor, and **Ex Officio** – Jayna Cheesman, Penny Cox, Jill Esham, and Kathy Hamperian
- Guests:** **Data Custodians:** Nick Arnold, Linda Bradford, Lisa Wilson, Mark Barker, Brenda Teague, Jack Supplee, Mike Cantrell, Ruby Watts, Tonya Prince, Janet Baynham, Gary Lindle, Barry Rankin, Michelle Bliffen, Roger Sugarman, Becky Harp, Billy Brewer, Sidney Scott, Charles McGrew, Angela Leeber (for Bonnie Hardwick), Robert Brown (for Linda Noffsinger and Diane Gagel), Patrick Ballard (for Angie Martin), Dale Austin, and Scott Wood
- CC:** Senior Vice President Jack Blanton  
 Vice President Eugene Williams
- Recorder:** Deborah Sparkman

AGENDA ITEM	DISCUSSION	ACTION
<ul style="list-style-type: none"> <li>• Welcome and Introductions</li> </ul>	<ul style="list-style-type: none"> <li>• Connie welcomed everyone to the combined meeting of the Data Stewards and Data Custodians.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Minutes of Previous Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• No corrections. September 24, 2002 Minutes are posted on the web.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Monthly Data Stewards Report: <i>Personnel Resource Allocations</i></li> </ul>	<ul style="list-style-type: none"> <li>• The Monthly Data Stewards Report as of October 25 was distributed, and Jayna Cheesman gave a brief overview. The star that appears in the Grand Total for the Current FTE Allocation indicates that they are down by one position in HRS.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• PRF Update</li> </ul>	<ul style="list-style-type: none"> <li>• PRF 0032 – Electronic Funds Transfer for FRS in support of BRS, which will facilitate payments of refunds and financial aid to students, reduce check handling for the Controller’s Office and Student Billing. Will also reduce check stock costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved and in place.</li> </ul>
<ul style="list-style-type: none"> <li>• Special Projects PRESENTATIONS</li> </ul>	<ul style="list-style-type: none"> <li>• Email ID Implementation Committee – John Sampson               <ul style="list-style-type: none"> <li>○ Committee Charter</li> <li>○ Sub-Committee Charters                   <ul style="list-style-type: none"> <li>▪ Policy/Procedure</li> <li>▪ Technical</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>▪ Communications</li> <li>○ Issues/Problems</li> </ul>	
	<ul style="list-style-type: none"> <li>• Faculty Database Work Group – Connie Ray <ul style="list-style-type: none"> <li>○ Mission Statement\</li> <li>○ In Scope</li> <li>○ Out of Scope</li> <li>○ Critical Success Factors</li> <li>○ Project Endpoint</li> </ul> </li> <li>• TA Credentials – Connie Ray <ul style="list-style-type: none"> <li>○ Review of SACS Criteria</li> <li>○ Essential element in response to SACS recommendation</li> <li>○ Update on issues: data entry, mandatory data needs, HRS codes, definition of TA, and project prioritization</li> </ul> </li> <li>• Course Management Data Mart Requirements Committee (CMDM) – Jayna Cheesman <ul style="list-style-type: none"> <li>○ Committee Charter</li> <li>○ Sub-Committees: <ul style="list-style-type: none"> <li>▪ Policy/Procedure</li> <li>▪ Data Needs</li> <li>▪ Data Quality</li> <li>▪ Reporting</li> </ul> </li> <li>○ Issues/Problems <ul style="list-style-type: none"> <li>▪ Data Quality</li> <li>▪ Institutional metrics</li> <li>▪ Number and type of source systems</li> <li>▪ New type of database design</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Next Meeting: Dec 17, 11:00 – 12:00 noon; 132 Funkhouser Bldng</li> </ul>	<ul style="list-style-type: none"> <li>• There will not be a Data Stewards Meeting in November. The next meeting of Data Stewards will be December 17, 2002.</li> </ul>	