



**University of Kentucky**  
**DATA STEWARDS MEETING MINUTES**  
**September 30, 2003 11:00am – 12 noon**  
**132 Funkhouser Building**

**COMMITTEE:** Data Stewards  
**Presiding:** Connie A. Ray  
**Members Present:** Rex Bailey, Jayna Cheesman, Karen Combs, Penny Cox, Ben Crutcher, Zed Day, Elizabeth Demoran, Chris Donahoe, Jill Esham, Kathy Hamperian, Melissa Huff, Doyle Friskney, Angela Martin, Marc Mathews, Jack Supplee, Paul Taylor, T. Lynn Williamson, Kim Wilson, Don Witt  
**Guests:** Michelle Bliffen, Tonya Prince  
**CC:** Executive Vice President for Finance and Administration Richard P. Siemer  
 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 September meeting of the Data Stewards. Introduced our special guest, Executive Vice President for Finance and Administration Richard P. Siemer, and thanked him for agreeing to come and talk with Data Stewards. Also introduced, welcomed, and thanked Wayne Ritchie and Chris Donahoe for attending and updating Data Stewards regarding the progress of EBARS.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Minutes of Previous Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of our July 15, 2003 meeting were distributed. Connie asked everyone to review them for changes. If none are received, the minutes will be posted to the web as distributed.</li> </ul>	<ul style="list-style-type: none"> <li>No changes noted. Will be posted to the web.</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>Jayna Cheesman distributed and gave a brief summary of the Monthly Data Stewards Report as of September 26, 2003.</li> </ul>	
<ul style="list-style-type: none"> <li>PRF Update</li> </ul>	<ul style="list-style-type: none"> <li>No new PRFs</li> </ul>	
<ul style="list-style-type: none"> <li>Project Updates</li> </ul>	<ul style="list-style-type: none"> <li>ERP System – Richard Siemer spoke about the new system. Steering Committee will be put in place to assure all are adequately represented. This committee will meet monthly or quarterly. A smaller more active group will meet weekly or daily. Feels it is extremely important that we pick vendors that we feel comfortable with. Talked with Clay Owen, Controller and Treasurer – adequate funds are available to purchase system that best fulfills the needs of the University. System will replace our current FRS, HRS, and SIS. Also allows time and attendance</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION
	<p>documentation, as well as document management. Capable of producing critical chart of accounts and data needs for CPE and Frankfort. New technology will require training for all business officers.</p> <ul style="list-style-type: none"> <li>• Course Management Data Mart – Some progress since last meeting. Met with Dean Blackwell and translated performance measures into a manageable inventory for prioritization by academic leaders in the Provost area.</li> <li>• Faculty Database Project – On target. Currently being implemented university-wide.</li> <li>• EBAR Implementation – Wayne Ritchie and Chris Donahoe gave update on EBAR implementation. Medical Center fully implemented. Campus rollout – A 3 person team has been put together to tag all doors on campus. Still have 11,000 rooms left to do. It has been decided to delay doing housing for the time being. Some colleges have already started using it. All have expressed what a wonderful tool they think it is. Should be fully implemented campus wide by the mid 2004.</li> <li>• CIP Code Project – Will discuss at a later meeting.</li> <li>• Resource Management Data Mart – Will discuss at a later meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>• Other Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Data Stewards Membership Recommendation – Jayna and Connie addressed concerns about the group’s representation by suggesting one representative be added in the facilities area and that David Watt be added in the academic affairs area. The group agreed with the recommendations, and EVP Siemer agreed to recommend someone for facilities. Connie will follow up on the recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Next Meeting: October 28, 2003, 10:00 – 12:00 noon, 230 Student Center</li> </ul>	<ul style="list-style-type: none"> <li>• October 28, 2003 meeting was cancelled. Next scheduled meeting is November 18, 2003, 10:30 – 12:00, 132 Funkhouser Building.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>