

Those in attendance: Dr. Michael Gibbons, Chris Tsavatewa, Joel Morgan, Ron Ardelean, Amanda Register, Margo Woodham, Dian Mitchell, Julie Davis, Dr. Michael Stewart, Brian Stanley, Erin Crider, Geoff Dyer, Shane Allen, Josh Waters, Amanda Funches, and Dr. Debra Matthews

Absent: Laura Gay, Cheryl Carty, Christy Colvin, Lee Ann Kirkland, Shane Roland, & Roger Dixon.

Recorder: April Gregg

1. **Agenda** is approved by close of business on 3/26/2020 if no one objects via email or Teams.
2. **Review and Approve Minutes:** is approved by close of business on 3/26/2020 if no one objects via email or Teams.
3. **Updates from the Chair:**
 - a. **Microsoft Teams Update – Utilization and Access (Teleworking)**
 1. **New Membership/ Replacements** – will have to work around the calling limit within Teams. May have to use Zoom for calling and Teams for everything else (chat, documents, etc.)
 - b. **Email BPM Timeline to USG** – Tier 1 needs to be done on time, gave USG the timeline of July 1st, 2020 along with Tier 2 completion.
 - c. **Email to USG Human Resources** – Tier 1 needs to be done on time, gave USG the timeline of July 1st, 2020 along with Tier 2 completion.
 - d. **Campus Update Officer Appointments**

Dr. Gibbons said the chief officer positions were approved by cabinet. Cabinet approved per the email that Dr. Jon Anderson gave to him. Official documentation of this approval will be put on file.
4. **Old Business**
 - a. **Updates on outstanding - Tier 1 Elements**
 1. **Safeguard, Systems, and Access (Joel Morgan)**

Safeguard - will be the last thing he does.

Systems – associated with the “MGA Data System & Record Storage Inventory Analysis” that went and was completed. This has been posted within Teams. Data needs to be consolidated. Joel came up with a template to use for this consolidation, “System Summary”. Each system needs to have this document completed, located under files within Teams. Once we have this completed this will meet many of the requirements. Joel posted a list of systems used that came from the in the survey.

Access - included in the data classification and data standards. Joel is working on it now.
 2. **GLBA, HIPAA – Josh/Joel**

GLBA by Joel – document is basically complete, need someone else to review on the opt-out option. Josh will review and make decision. Once approved, we can move it and share with students, post to website and link to subcommittees.

3. **Research**

Chris Tsavatewa – reported to USG and in compliance. Waiting on auditing document from IRB that tracks their edits. Working on building a

The Functional Data Governance Committee

3/26/2020

Zoom Conference Call with Chat and Documents shared within Teams

Meeting Minutes #3

high importance if they aren't available at certain points to certain groups of people. #3