

Functional Data Governance Committee

Meeting Minutes

Virtual TEAMS Meeting Thursday May 6, 2021

Functional Data Governance Committee Meeting #1

In Attendance:

Michael Gibbons (Chair), Shane Allen, Deepa Arora, David Biek, Mantha Boswell, Cheryl Cary, Christy Colvin, Geoff Dyer, Corey Guyton, Amanda Funchess, Alex Koohang, Tamatha Lambert, Debra Matthews, Dian Mitchell, Tripp Mitchell, Joel Morgan, Amanda Register, Mary Robles, Linda Robinson, Moffett, Chip Smith, Brian Stanley, Michael Stewart, Chris Tsavatewa, Tara Underwood, Mary Wearn,

Absent: Ron Ardelean, Jenia Bacote, Beverly Byrman, Beth Byers, Kevin Cantwell, Adon Clark, Julie Davis, Laura Gay, Lora Foskett, Natalie Richbieter, Shane Rolando, Carol Sargent, David Sims, Vicky Smith, Margo Woodham

Recorder: April Gregg

Meeting began at 11:01AM

4. Updates from the FDGC Chair: (Gibbons)
 - a. [Records and Information Management Policy](#) (Effective 5/7/21) – is up and tomorrow it will be an actual policy.
 - b. [Open Records Website Update](#) – updated the Open Records Request and posted in on the Office of Institutional Research and Data Strategy website.
5. Technical Data Governance Committee Update (Dyer) – Dyer was not present at this timeframe. Joel stated that nothing had been presented to them for the committee review. However, he does plan to give the committee the safeguards soon to review.
6. Old Business
 - a. Update- User Roles and Access Permissions Documentation and Process (Boswell) running well. Users are getting familiar with the form and process. Working to get the “off boarding” in to the process. She will be working with HR soon to get this started.
 - b. Update Safeguards Standard (Morgan) (Tier 1) – planned on having it completed by today, but only 5 out of 8 are done. By next Friday will be completed to present to Technical Data Governance Committee
 - c. Update Data Life Cycle: (Tier 3)

- i. Records Management Program Workgroup (Tamatha) Very minor changes to make. Will meet with the group soon. Jennifer Jones will do a high level technical review as the next step. 90% of the work is done.
- ii. [Records Categorization Documentation](#) (Tsavatewa) – went over this document. This document is available and searchable.
 - 1. Macro-Stewards (2020 current) - Explained record category and schedules. This will help with the annual review process. Shows which steward is responsible for what areas.
 - 2. Systems (2020 current) – several systems within MGA. These are digital records in the system being used currently.

[REDACTED]

where we have physical records of these records.

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