

# Data Governance Committee (DGC) Meeting Notes

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Date 07/01/2021

Phone/Webex; 10:30am to 11:30am

Attended	Commission	Name	College
X	<b>Co-chairs</b>	Carmen McKenzie	SBCTC
X	<b>Co-chairs</b>	Jennifer Tuia	South Puget Sound CC
	<b>Business Affairs Commission (BAC)</b>	Ed Jaramillo	Skagit Valley College
x	<b>Business Affairs Commission (BAC)</b>	Linda Schoonmaker	Big Bend Community College
	<b>Human Resources &amp; Management Commission (HRMC)</b>	Kim Garza	Big Bend
x	<b>Human Resources &amp; Management Commission (HRMC)</b>	Josh Ernst	Seattle Colleges
x	<b>Information Technology Commission (ITC)</b>	Brandon Ray	Lower Columbia College
	<b>Information Technology Commission (ITC)</b>	Eva Smith	Edmonds Community College
	<b>Instruction Commission (IC)</b>		
	<b>Instruction Commission (IC)</b>		
x	<b>Public Information Commission (PIC)</b>	Katie Rose	SBCTC
	<b>Public Information Commission (PIC)</b>	Janelle Runyon	SBCTC
x	<b>Research and Planning Commission (RPC)</b>	Darby Kaikkonen	SBCTC
	<b>Research and Planning Commission (RPC)</b>	Greg Schmidt	Bellevue
	<b>Student Services Commission (WSSSC)</b>	Keith Sayles	Spokane Falls
	<b>Student Services Commission (WSSSC)</b>	Ruby Hayden	Lake Washington Institute of Technology

## Next Meeting:

Next Meeting is: **August 12<sup>th</sup>, 2021**

## Meeting Notes:

### Agenda:

#### Status updates

- DemoComm Activities
- Query Governance activities
- MOU
- FERPA
- Informational item: collecting COVID 19 immunization status for students and staff
- Adding questions to student self-service

### Notes:

#### Status Updates

- DemoComm Update
  - No Update
- Query Governance Update
  - No Update
- MOU and Data Privacy Agreement Update –
  - The MOU final draft was sent to AAG and it is approved. The next step is for this to go to the presidents for the first read. Carmen will try and get that on their summer retreat agenda.
  - An obstacle remains is how to implement the privacy agreement. An original idea was to have a pop-up screen in peoplesoft that employees would have to attest to annually. The ITC commission has objected to this solution due to the burden of current ctcLink enhancements already required. Carmen will create a matrix document of the pros and cons for each attestation options. We will discuss these options at a future meeting. In the meantime, the MOU will still go to the presidents as a first read with an understanding the procedure for implementation is still being reviewed.
- FERPA Update
  - The status of FERPA is that the global policy was adopted by the state board and is currently in progress for implementation. July 12-13 Carmen will conduct user acceptance testing and invite the DGC sub-committee members to participate. She doesn't anticipate any issues, if the UAT goes as planned, the policy will be in place by July 31<sup>st</sup>. The end of month goal is critical because there is a coding freeze starting August 1<sup>st</sup> for DG5 schools to come online.

#### Covid-19 Immunization

- A lot of information is emerging regarding the immunization status data collection as part of the higher education regulations for reopening. Collection of immunization status does not belong in DGC because the Governor's office is explicit regarding what institutions must do and how we

do it. Technical staff is taking the lead to implement data collection solutions in Peoplesoft and the HP.

- A question will be added to HCM regarding immunization status. Carmen noted that the process will be interesting to observe because other work regarding adding questions to self-serve modules is in the workplan for Democomm.
- Immunization and accommodation data is not governed under HIPPA it's part of the employment record or enrollment record, it's not a medical record. However, this is still sensitive information and should be classified as category 4 data, the most sensitive data with strong security applied to these data elements.
- Covid-19 immunization status is a fluid conversation and more to come.

#### Student Self-Service Questions:

- The workplan item of adding self-service questions to peoplesoft has been on the DemoComm workplan for a year with little to no movement due to a large workload for that committee. Carmen asked our opinion if DGC should attempt to take on this work. Implementing this workplan item will result in funding and it has lingered too long. A suggestion was made and supported by the DGC group that the self-service work plan item should continue to remain in the DemoComm work plan, the requirements of the project are clearly part of Democomm. An emphasis should be made that this solution will result in funding. A timeline and expectation of the work should also be presented to the Democomm group so that this task will be prioritized appropriately for completion. Carmen will discuss with Ruby next steps.

#### Other items

- A task coming to the DGC committee is the alignment of faculty position numbers with the Equal Employment Opportunity (EEO) information. There is not a lot of information regarding field definitions of EEO. The implementation of faculty position numbers has highlighted a misalignment of reporting to OFM. Carmen will work to clarify this project before bringing more information to the group.
- FYI – Data Services is hiring three additional staff in response to all schools going live on ctcLink. One position is focused on HCM work.
- A new work plan is needed. Carmen will draft a work plan and bring a draft to the committee
- Need IC representation and DEI representation on DGC committee and DEI representation on the Democomm.

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#### **Data Governors to do/Things to remember:**

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- Carmen to contact Ruby regarding self-service questions for Democomm
- Carmen to create a pros/cons matrix for attestation solution
- Fine tuning EEO / OFM project for this group
- Draft a work plan for the 2021-22 year