**Members:** Steve Cramer, Peg Eusch, Jeff Karcher, Lee Konrad, Peter Goff, Jan Greenberg, Martha Kerner, John Lucas, Nancy Lynch, Jocelyn Milner, Patrick Sims, Scott Owczarek, Umberto Tachinardi, Nick Tincher, Bob Tuner, Mark Walters, and Jason Fishbain

**Attendees:** Steve Cramer, Peg Eusch, Jeff Karcher, Jan Greenberg, Lee Konrad, Nancy Lynch, Tena Madison(Patrick Sims), Jocelyn Milner, Umberto Tachinardi, Nick Tincher, Bob Turner, Mark Walters, and Jason Fishbain

**Data Stewardship Council Meeting Minutes**

**Tuesday, January 24, 2017**

**8:30 – 10:00 AM**

1. **Review/Approve Last Meeting Minutes (Jason Fishbain)**

* The November 22, 2016 meeting were motioned and approved by the committee.

1. **Demo of Data Cookbook (Jason Fishbain)**

* A hosted online tool that functions as a Data Dictionary aimed towards Higher Education.
* The Data Cookbook is being piloted to see if tool will meet campus needs.
  + The tool includes information about reports/content such as Summaries/Description, Owner Name, Data System, Specific Type, and location of the data used in the content.
  + The tool also includes definitions of data elements themselves.
  + Definitions are reusable, but a term can have multiple meanings.
  + Jason Fishbain is the point of contact on the Data Cookbook.
  + The Community of Experts makes the decisions on what information will be published on the Data Cookbook.

1. **Security Custodian Log – Follow-up (Bob Turner)**

* Presented the Draft – Cybersecurity Data Management Plan at meeting.
  + Highlights the Log Data of which the Cybersecurity Team will be Data Custodians.
  + The Cybersecurity Data Management Life Cycle
    - Collected the data, analysis the data, and then destroying the data when it no longer useful.
* The Data Stewardship Council has approved of Bob being the Data Custodian to Log Data, but the Cybersecurity Team is expected to report to the Data Stewardship Council.
  + The Data Stewardship Council will take a deeper dive into what reports information the Council would like to receive from Data Custodians.

1. **Proximity ID Data Custodian (Jason Fishbain)**

* IMLG has made the recommendation that UWPD be the Data Custodian of Proximity ID
  + Proximity ID are associated with WisCard and is used for door readers to give access to campus facilities to selected people.
  + Proximity IDs are being maintained by Middleware.
  + Middleware provides the services of Proximity IDs, but UWPD approves of any requests of use of Proximity IDs.
  + UWPD needs to look at having a way that WisCards system is linked to HRS to shut off access to any employees who have retired or been terminated.
* Data Stewardship Council approved that UWPD be the Data Custodian of Proximity IDs, but ask that UWPD come to a Council meeting to discuss the process of request use to Proximity IDs and inviting Middleware to this meeting as well.

1. **Discussion on SSN Mastered Data (Jason Fishbain)**

* Multiple Initiatives around Data Elements related to people (not students or employees but people) including SSNs.
  + UW-Madison has a policy that states that all servers that store SSN# are to report to the Cybersecurity Team.
* These Data Elements should be considered ‘Master Data’ elements.
  + The initiatives are looking at the Life Cycle of Mastered Data and how the data are being managed.
  + There is a need to have a standard practice on the collection of data and controls around how the data is accessed
* The Data Stewardship Council approves moving forward with creating a plan for how we might implement a master data solution starting with SSNs.