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

**Attendees:** Steve Cramer, Peg Eush, Peter Goff, Martha Kerner, Nancy Lynch, Tena Madison, Jocelyn Milner, Scott Owczarek, Umberto Tachinardi, Bob Turner, Mark Walters, and Jason Fishbain **Guest:** Jeff Endres and Dan Langer

**Data Stewardship Council Meeting Minutes**

**Tuesday, May 24, 2016**

**8:30 – 10:00 AM**

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

* The April 26, 2016 meeting minutes were motioned and approved by the committee.

1. **Metrics Regarding PCI (Martha Kerner/Dan Langer/Jeff Endres)**

* PCI Compliance Team 2016 Summary highlights the success the PCI Compliance Team has had over this year and highlights the cost of breach is very high to the university if PCI Compliance needs are not met.
* The PCI Compliance Team illustrates a Data Governance group that the Data Stewardship could use some of their models on training, tracking training, implementation, ect.
* The statistics is of the format the Data Stewardship Council could use in producing our own metrics
* Summary can be publically available to everyone.

1. **Discussion of appointing Data Custodians for Different Data Domains (Jason Fishbain)**

* Appointing Data Custodians to the different Data Domains
  + Appointing Registrar’s Office, Scott Owczarek as the Data Custodian of Student Data.
* There is a need to formalize Data Custodians to understand who covers what administrative Data Domains across campus.
  + A few domains that should have am appointed Data Custodian includes PHI Health Domain, Business Services Domain, HR Domain, and other administrative data across campus
    - Appointing Registrar’s Office, Scott Owczarek as the Data Custodian of Student Data. Wisconsin Foundation contact manager (ABE) is where the Alumni Data is stored.
      * This would not include Alumni Data. Wisconsin Foundation would be the Data Custodian for Alumni Data.
    - For the Human Resources data domain, Mark Walters’ role – Director of the Office of Human Resources – was determined to be the Data Custodian.
    - For the Financial data domain:
      * Discussion occurred about having Martha’s role as the Data Custodian.
      * The concern was raised that because a number of silo’d departments have set up their own financial systems, it would be extremely difficult to have one central role acting as custodian in addition to their normal job duties.
      * Defining such a role and the implementation of that role and the Restricted Data Access policy has natural alignment with the internal controls initiative.
      * There is a need to define Financial Management because there are policies in place, but there are not controls around enforcing the policies.
      * Jason is going to have a conversation with Mike Lehman to gauge his level of comfort in sponsoring some institutional level of custodianship.
  + The importance of having a Data Custodian assigned is to have a point of contact for people to get access to data and to have someone who can help in moderating access and training of the appropriate handling of that data.

1. **Discussion of Restricted Data Access Procedures (Jason Fishbain)**

* Suggested Changes to the Policy Statement of the Restricted Administrative Data Authorization Policy:
  + 1. B. – Changing wording to state ‘a role in the management or operation of a business process and/or academic or faculty process. Also, including in definitions defining academic process, business process, and faculty process.
  + 1. D. – Should include faculty in improving. Also, researcher data should be lightly referred to in the project in in the improvement in instruction.
  + 2. – State that there will be procedures that will follow later around Restricted Data.
  + 4. – Added this section based on discussion and language coming out of ITC. That committee has drafted a Privacy Policy. speaking to personally identifiable restricted data..
  + Also, adding that exceptions can be made to the policies with the approval from the Data Stewardship Council.
  + .
* Exemptions may be granted by the Data Stewardship Council.
  + - There may be a problem in inserting exceptions into policies in that people may view this as a way to appeal the policies.
    - An example of an exemption would be an employee ask for another employees address to send a nice card to that employee.
* There is a definition section that the Stewardship Council can add to when proceeding forward with Restricted Data Policies.
* The Steering Team is accountable for the Restricted Administrative Data Authorization Policy and the Stewardship Council is responsible for drafting it an the appropriate implementation procedures.
* Jason will make needed updates to the Restricted Administrative Data Authorization Policy and will resend it out to everyone to review and make recommendations and approval to move forward with this policy at the next meeting.