

**University Records and Information Management  
Committee meeting**

Agenda, 06/27/2018, 11:00 a.m.–12:00 p.m.

102 Fairchild Hall, <https://ksu.zoom.us/j/415780152>

**FUTURE MEETINGS:**

07/25 (Wed), 11:00am–12:00pm, 102 Fairchild

08/22 (Wed), 11:00am–12:00pm, 102 Fairchild

09/26 (Wed), 11:00am–12:00pm, 102 Fairchild

10/24 (Wed), 11:00am–12:00pm, same?

11/28 (Wed), 11:00am–12:00pm, same?

12/12 (Wed), 11:00am–12:00pm, same?

- I. Welcome and standard business (5 mins)
  - a. Present: Joel Anderson, Cliff Hight, Monty Nielsen, Frieda Beat, Ryan Leimkuehler, Jim Bach, KSHS Megan Rohleder, KSHS Ethan Anderson
  - b. Minutes from April 25 meeting
    - i. Frieda was added as an attendee for the April 25<sup>th</sup> meeting.
    - ii. Joel moved to approve the minutes as amended. Jim seconded motion, and the approval of the minutes passed unanimously.
- II. Report on assignments from previous meeting (5 mins)
  - a. First Tuesday appearance pushed to September (Cliff)
    - i. Cliff gave brief review of the intent to be added to first Tuesday agenda in September. The goal of the presentation is to discuss records management, training, and the RIMC.
- III. Next steps (40 mins)
  - a. Proposals
    - i. Managing evaluations memo sent
      1. Cliff will follow up with provost office.
    - ii. Data governance proposal from CIO
      1. Cliff stated that meetings are currently focusing on what the Data Governance group scope will be.
  - b. Communications and training
    - i. July 17<sup>th</sup> 12-1:30 Town Hall Leadership building Records 101 (university wide call)
      1. Ryan discussed the goal for the training session and encouraged all committee members to share the announcement with their departments.
    - ii. Gave training to Olathe Campus on records management/shared drive management (June 18<sup>th</sup>)
      1. Ryan described the training efforts at the Olathe Campus and intent to develop a retention schedule specifically for them. Because of their 501c3 status they may have different rules than the main campus. Ryan will ask legal counsel for guidance with the 501c3 entities.

- iii. Reach out to Salina (in the near future)
  - 1. Ryan will reach out to Lisa Shappee to set up a training for Salina in the future.

c. Retention schedule entries

- i. Ryan stated that he is working with the KState PD to develop a full schedule estimated to appear before SRB in October.
- ii. Ryan is also working with KState PD to develop an ERP on Case Management System (EnterPol) estimated to appear before SRB in October.
- iii. Ryan had started retention review process with Payroll he will continue when things have settled down with their office post fire.

d. Other topics (EU GDPR, CUI, etc.)

- i. Ryan gave an update on the Digital Asset Management Group and the scope and goals of the group. Second meeting will be July 24<sup>th</sup> 10-11:15. Joel: is there an opportunity with LOC grant to diversify our data management. Cliff stated that internal IT is aware of lessons learned and importance of diversification. Cliff asked if Joel could provide sources/contacts for grant opportunities. Joel will draft email for Cliff to see how to best respond to the fire challenges.
- ii. GDPR: Monty stated that there has been emails exchanged with legal counsel on privacy statement and will most likely be an update at the Data Governance Meeting.
- iii. CUI: No new information

IV. Review assignments for next time (5 mins)

- a. Cliff proposed to cancel July meeting and plan to meet again in August 22<sup>nd</sup>. Proposal was accepted unanimously.
- b. Joel will email Cliff about grant opportunities.

V. Adjourn

- I. Frieda moved to adjourn and Joel seconded the motion. The committee adjourned at 11:24.

**University Records and Information Management  
Committee meeting**

Agenda, 08/22/2018, 11:00 a.m.–12:00 p.m.  
102 Fairchild Hall, <https://ksu.zoom.us/j/970505195>

**FUTURE MEETINGS:**

09/26 (Wed), 11:00am–12:00pm, 102 Fairchild  
10/24 (Wed), 11:00am–12:00pm, same?  
11/28 (Wed), 11:00am–12:00pm, same?  
12/12 (Wed), 11:00am–12:00pm, same?

VI. Welcome and standard business (7 mins)

- a. Present: Ryan Leimkuehler, Cliff Hight, Lisa Shappee, Frieda Beat, Chad Currier, Monty Nielsen, Ethan Anderson, James Bach, Megan Rohleder

- b. Introductions
    - i. Chad Currier the Chief Information Security Officer was introduced to the group.
  - c. Minutes from June 27 meeting
    - i. Ryan projected minutes for group to review.
    - ii. Frieda moved to approve the minutes as presented. Chad seconded the motion, and the approval of the minutes passed unanimously.
- VII. Report on assignments from previous meeting (5 mins)
- a. First Tuesday appearance pushed to maybe October (Cliff)
    - i. Cliff talked to Brian Nehoff to meet in October since September already had a full agenda. Ryan and Cliff will present to the group on records and the records committee.
- VIII. Next steps (40 mins)
- a. Proposals
    - i. Managing evaluations memo sent, still awaiting feedback
      - 1. Cliff is still waiting for feedback from the new provost.
    - ii. Others
      - 1. Digital Asset Management (DAM) Group: Ryan gave update on group. Smaller more focused group will meet later today 08/22/18 to discuss goals established by the larger group.
      - 2. Data governance group: Cliff gave update. Intent of the group to govern all data issues on campus. Maureen Redeker from legal counsel is working on GDPR issues, generated privacy statements for review.
  - b. Communications and training
    - i. Ryan reported on July training and September planned training. Ryan would like to target Salina for records training potentially in October.
  - c. Retention schedule entries
    - i. Ryan briefed the committee on COI. Ryan plans to bring a retention schedule for approval before the group next meeting in September.
    - ii. Ryan Briefed the committee on KSU PD records retention schedules.
  - d. Other topics (digital asset management, data governance, EU GDPR, CUI, etc.)
    - i. See above for report
  - e. Meeting location after September

- i. Cliff checked to see if the location for meetings were working for committee members. There was no objection to the location. Cliff will schedule out the room for the next several meetings.
  - f. Monty requested update on Hale Library status
    - i. Cliff gave update on recovery, available services, and tentative timeline.
- IX. Review assignments for next time (5 mins)
  - a. Before next meeting Cliff will explore how to add Ethan and Megan to group communications.
- X. Adjourn
  - a. Frieda motioned to adjourn and Chad seconded the motion. The committee adjourned at 11:40 am.

### **University Records and Information Management Committee meeting**

Minutes, 09/26/2018, 11:00 a.m.–12:00 p.m.

102 Fairchild Hall, <https://ksu.zoom.us/j/502860258>

- XI. Welcome and standard business (7 mins)
  - a. Present: Ryan Leimkuehler, Cliff Hight, Frieda Beat, Hannah Manning, James Bach, Lisa Shappee, Loren Wilson, Ethan Anderson
  - b. Introductions
    - i. None needed
  - c. Minutes from August 22 meeting
    - i. Ryan suggested to amend the “Agenda, 08/22/2018” to “Minutes, 08/22/2018”
    - ii. James moved to approve the minutes as amended. Hannah seconded the motion as amended, and the approval of the minutes passed unanimously.
- XII. Report on assignments from previous meeting (5 mins)
  - a. First Tuesday update (Cliff)
    - i. No update at this time. Cliff stated that we would likely not show up on the October Agenda. Cliff will continue to work on getting a spot on the agenda in the future.
- XIII. Next steps (40 mins)
  - a. Proposals
    - i. Managing evaluations memo
      - 1. Cliff is still waiting for feedback. Cliff will try to set up a meeting with Provost Taber.

- b. Communications and training
  - i. Ryan gave a report on the September RM101 training. 36 attendees with around 42 scheduled. Due to high numbers of enrollment, Ryan plans to schedule another training in February to catch new hires and interested 9-month appointments.
- c. Retention schedule entries
  - i. Conflict of Interest (COI) Records: Retention schedule is needed to manage records generated and managed by HCS that indicate if employees have a conflict of interest in their duties at the University. Ryan changed the last sentence since sending the email to committee members. Frieda moves to send proposal to the State Records Board, Loren seconded.
  - ii. Patron Feedback Records: Retention schedule is needed to manage records generated by Library staff who record suggestions, comments, and various types of feedback from patrons, staff, or the public. Eventually this entry could expand to include all types of feedback records on campus. Hannah moves to send proposal to the State Records Board, James seconded.
  - iii. KSU Police Department: Ryan is still drafting retention schedules; ERP is almost complete for their electronic record system.
  - iv. Pending ERP's: Ryan is working with Scott Finkeldei from OME.
    - 1. Identity Management/KEAS eID support tools:
      - Loren stated – HRIS, KSIS may be the actual repository of records. May want to look into policy updates first.
    - 2. Mediasite
    - 3. Service-Now
    - 4. Various KSRE systems
- d. Other topics (digital asset management, data governance, EU GDPR, CUI, etc.)
  - i. Digital Asset Management (DAM) group: Ryan reported the group met last month to discuss various goals established in the first larger meeting. Topics included:
    - 1. What have other Universities done with the DAM issue
    - 2. What clients do we all serve and how to best meet their needs
    - 3. What metadata standards exist on campus and compile guidelines to send to units who would like guidance
    - 4. Larger group will meet in November where we will approve/edit suggested guidelines and send them to campus units.
  - ii. Data Governance: Cliff gave update and DAM group may move into the Data governance group as a subcommittee. But, nothing official at this time.
  - iii. GDPR – No update
  - iv. CUI – No update

e. 2019 meetings

- i. Cliff asked if the current dates, times, and location are working for everyone. Loren suggested potentially move time from 11:00 am slot. Better times are earlier in the day, but some days are more difficult (possibly Tuesdays and Thursdays), Cliff asked if second Tuesday of the month would work for most of the members? Cliff may look for another meeting space potentially at DCM.

XIV. Review assignments for next time (5 mins)

- a. See above for assignments

XV. Adjourn

- a. Frieda motioned to adjourn and Hanna seconded the motion. The committee adjourned at 11:50 a.m.

**FUTURE MEETINGS:**

10/24 (Wed), 11:00am–12:00pm, 102 Fairchild

11/28 (Wed), 11:00am–12:00pm, 102 Fairchild

12/12 (Wed), 11:00am–12:00pm, 102 Fairchild

**University Records and Information Management Committee meeting**

Agenda, 11/28/2018, 11:00 a.m.–12:00 p.m.

124 Bluemont Hall, <https://ksu.zoom.us/j/996922452>

XVI. Welcome and standard business (7 mins)

- a. Present: Ryan Leimkuehler, Cliff Hight, Joel Anderson, Chad Currier, Megan Rohleder, Ethan Anderson, Lisa Shappee, Loren Wilson, Hannah Manning
- b. Introductions
  - i. None needed
- c. Minutes from September 26 meeting
  - i. Chad moved to approve the minutes. Hannah second the motion, and the approval of the minutes passed unanimously.

XVII. Report on assignments from previous meeting (5 mins)

- a. First Tuesday update (Cliff)
  - i. Still no communication from the Provosts Office and we will take it off the agenda until new developments.
- b. 2019 meetings (Cliff)
  - i. Cliff proposed the 2<sup>nd</sup> Tuesday of the month at 9am location TBD.

XVIII. Next steps (40 mins)

- a. Proposals
  - i. Managing evaluations memo
    - 1. Cliff will continue to push for decision/commitment from the Provosts Office and will update when there are new developments.
  - ii. Others?
    - 1. None
- b. Communications and training
  - i. Salina: Ryan gave a records management 101 training at the Polytechnic Campus in Salina. There were 10 attendees and Ryan will continue to offer training sessions on demand and in February.
  - ii. Leadership studies shared drive: Ryan has been working with Leadership Studies to clean up their shared drive space, offered training, and attended several meetings to help develop policies for the department.
  - iii. IT-OME abridged records 101 training: Ryan gave records management 101 training to a group of 15 IT employees. He will continue to follow up on the training.
- c. Retention schedule entries
  - i. ERC/ERP KSU PD: Ryan gave an update on the ERP and retention schedule developments.
- d. Other topics (digital asset management, data governance, EU GDPR, CUI, etc.)
  - i. Shred-Day: Ryan and Cliff worked with ITAC to conduct the fall Shred-Day. Ryan has developed proposals for how to improve and change future Shred-Day events.
  - ii. DAM Group: Ryan gave an update about the DAM group and the metadata standards that they developed.
  - iii. CUI: Chad and Joel gave information about the CUI developments on campus and how policies may be rolled out in the future.
  - iv. Data governance: Cliff gave update on what the Data Governance group is working on. They are meeting monthly and are currently discussing how to manage various systems via the data center and cloud.

XIX. Review assignments for next time (5 mins)

- a. Continue work on next steps topics.

XX. Adjourn

Hannah motioned to adjourn and Chad seconded the motion. The committee adjourned at 12:00 PM.

**FUTURE MEETINGS:**

12/12 (Wed), 11:00am–12:00pm, 124 Bluemont  
1/8 (Tue), 9:00–10:00am, TBD