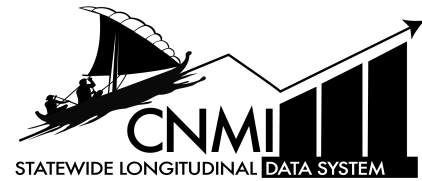


CNMI P20W DATA GOVERNANCE COMMITTEE

CNMI STATE LONGITUDINAL DATA SYSTEM (SLDS)



WORK SESSION MINUTES

Date: August 7, 2024

Venue: Caladium Hall, Laolao Bay Golf Resort

Time: 9:00 am

ATTENDANCE

Northern Marianas College

- ☐ Vilma Reyes DS
- ☐ IT
- ☒ Geri Rodgers Pxy

NMTech Institute

- ☒ Leo Master DS
- ☒ Stephen Sablan IT
- ☐ Pxy

Dept. of Labor

- ☒ Candy Feliciano DS
- ☐ Eugene Tebuteb IT
- ☐ Pxy

Dept. of Finance

- ☒ Ryan Camacho DS
- ☐ Frank Celis IT
- ☒ Eleuterio Palacios Pxy

Dept. of Commerce

- ☐ Justin Andrew DS
- ☐ IT
- ☐ Pxy

CNMI PSS

- ☒ Dr. Riza Liwag DS
- ☒ Jesse Tenorio IT
- ☒ Louie Bautista Pxy
- ☐ Pxy

EXECUTIVE LEADERSHIP

- ☐ Dr. Galvin Guerrero NMC
- ☐ Jodina Attao NMTech
- ☐ Leila Staffler DOL
- ☐ Tracy Norita DOF
- ☐ Dr. Lawrence Camacho PSS
- ☐ Remedio Mafnas DOC

UPDATES

1. Data Transfer Requirements

- Missing submission from the following:
 - i. Dept of Commerce
 - ii. Dept of Labor
 - iii. Northern Marianas College
- Submission is required for Data Sharing Agreement

2. Enrichment Opportunities

- ACTE CareerTech VISIONS
 - i. December 3-7 in San Antonio, TX
 - ii. Participation from: Dept of Labor (1), Dept of Commerce (1), PSS (1)
 - iii. Focus: Education-workforce pipeline data strategies

DISCUSSIONS

*P-20W Data Governance Committee Work Session presentation can be viewed at [P-20W DGC Work Session 8.7.2024](#).

1. Data Stewards v. IT Responsibilities

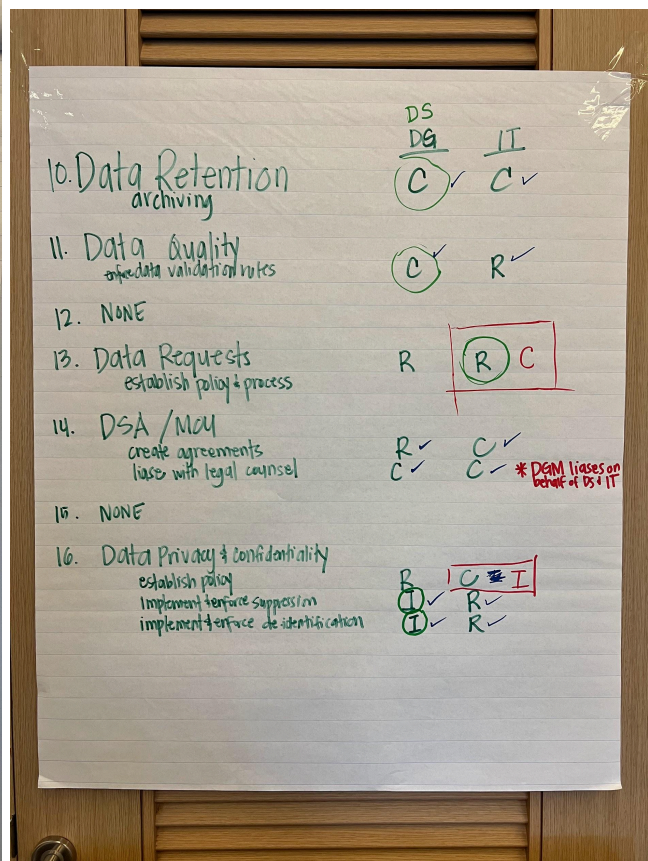
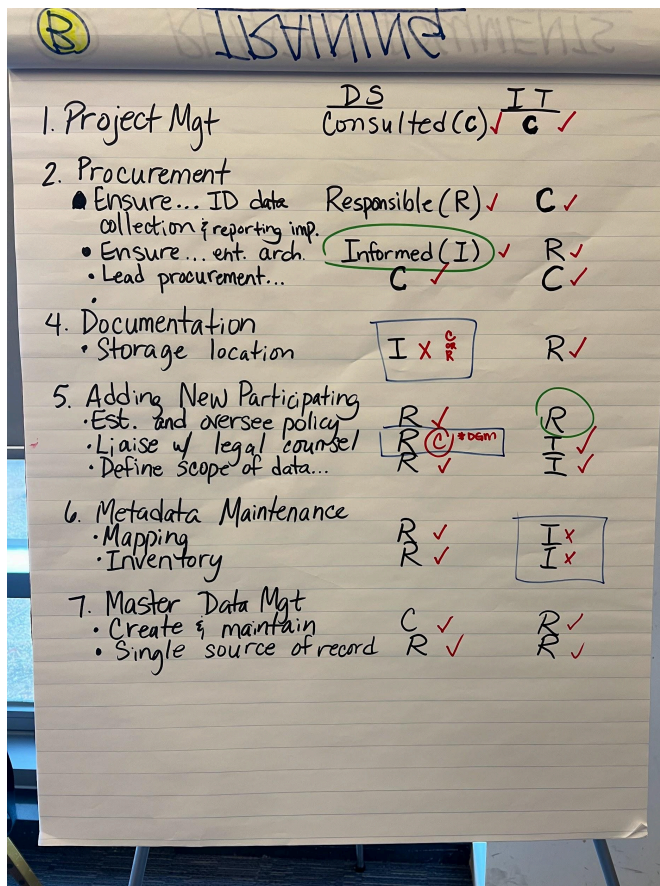
- Data Stewards: Oversees and manages an organization's **information (data) assets**.
- IT Reps: Oversees and manages an organization's **technology assets**.

- “The Intersection” - requires significant collaboration between data governance (data stewards vs. IT)
- Assessment of Roles - Document can be found here: [Intersection Self Assessment - Data Stewards vs. IT](#)

AREA	AGREE	SIMILAR	DISAGREE
1. Project Management	1	1	1
2. Procurement	1	1	3
3. Service Level Agreements	-	3	-
4. Documentation	2	1	1
5. Adding New Participating Entities or Programs	-	1	3
6. Metadata Maintenance	1	2	2
7. Master Data Management	1	-	2
8. Data Matching	-	4	-
9. Data Collection	1	2	-
10. Data Retention	-	3	1
11. Data Quality	1	3	1
12. Data Use Priorities	3	1	-
13. Data Requests	2	1	1
14. Data Sharing Agreements/MOU's	1	1	2
15. Data Release & Reporting	-	3	-
16. Data Privacy & Confidentiality	2	1	3
17. Data Security	3	2	-
	19	30	20

- **14 of 20 DISAGREEMENTS were resolved.** The following were decided upon by the group:
 - 6 topics were not agreed upon and will need to be brought to full discussion for a resolution. A vote may take place if a consensus is not reached. Below is a table that needs further resolution:

Area	Topic
#4 Documentation	Storage Location
#5 Adding New Participating Organizations or Programs	Liaise with Legal Counsel
#6 Metadata Maintenance	Standards Mapping
#6 Metadata Maintenance	Data Inventory
#13 Data Requests	Establish policy & process
#16 Data Privacy & Confidentiality	Establish policies for opt out, disclosure avoidance, de-identification, and access and use



2. CNMI P20W Memorandum of Agreement -

- Declarations and understandings agreed to by all 6 agencies
- Data contribution from each agency
 - Dept of Commerce: Economic development, business growth, industry trends
 - Dept of Finance: Financial data, budgetary information, fiscal matters, taxation
 - Dept of Labor: Employment outcomes, wage data, labor market trends
 - NMC: Post-secondary education, enrollment, degree attainment, course completion
 - NMTech: Technical and vocational education, enrollment, program completion, employment outcomes
 - PSS: Educational data, enrollment, academic performance, attendance, demographics
- Data Governance Structure: Executive Leadership, Data Governance Committee, Data Governance Manager and each of their respective roles
- Data Governance Committee Roles: Create policies and processes that define how data will be managed throughout the information lifecycle (Data transfer through Destruction)
- CNMI P20W Data Governance Program: Develop, implement, maintain and enforce policies & processes
 - Types of policies: SLDS expansion, metadata, master data management, data matching, data collection, data destruction, data quality, data use priorities, data

requests, data sharing agreements, data release and reporting, data privacy and confidentiality and data security

3. Presentation : 2024 SLDS Policies & Processes

- Presentation can be accessed here: [2024 SLDS Policies & Processes \(VA\)](#)
- Presentation overview:
 - i. Data Governance Policies and its value
 - ii. Data Governance Processes and its value
 - iii. Implementation of Policies & Processes
 - iv. Connections, Networking & Resources of SLDS

4. CNMI P20W: Data Transfer Policy

- DGC reviewed, commented and revised the policy draft.
- Policy can be accessed here: [P20W Data Transfer Policy](#)
- Policy will be presented for approval at the next DGC.

Action: DGM will incorporate edits per revisions of the DGC and send out to DGC for review and final edits.

NEXT STEPS

1. Intersection of Roles: Continue Resolution of “Disagreements”
2. Data Transfer Policy : Present to DGC for approval at next DGC
3. Data Policy Prioritization: Assessment
4. Next Meeting:
 - a. DGC - Wed, Sept 4, 2024
 - i. 9am-3:30pm (FULL DAY)
 - ii. Queens Hall, Kensington Hotel
 - b. Executive Leadership - Wed, September 18, 2024
 - i. Venue: Queens Hall, Kensington
 - ii. Deliverable: Data Quality Policy