



## Meeting Minutes April 22, 2015

### Members Present

Commissioner Teresa Lubbers, Mr. Scott Feeny, Mr. David Galvin, Mr. Jeff Hudnall, Mr. Jeff Gill, Dr. Stacy Townsley, Mr. Andrew VanZee.

### Members absent

None

### Staff present

None

### Conference phone line

None

#### I. **Call to Order**

Dr. Stacy Townsley (sitting in for Chair McConnell) called the meeting to order at 10:05 AM.

#### II. **Chair's Welcome and Report**

Dr. Townsley welcomed members, representatives, and guests. Mr. Hudnall called roll and a quorum was established. Dr. Townsley presented the minutes from the January 21, 2015 meeting for approval. Mr. Feeny motioned and Mr. Galvin seconded. The motion passed.

Mr. Hudnall announced that Chair Bill McConnell resigned from the governance committee. Mr. Hudnall said he would be working with the Governor's office to name a replacement.

#### III. **Opportunity for Public Comment**

Dr. Townsley indicated there were no sign-ups for public comment, but that there would be an opportunity, time permitting, at the end of the meeting for comments.

#### IV. **INK Staffing and Funding**

Mr. Hudnall provided an update on the current status of funding and staffing for INK. Mr. Hudnall said there is a Statewide Longitudinal Data System (SLDS) grant remainder of approximately 1.5 million dollars that ends June 30, 2015. The Department of Education plans to apply for a no cost extension for the grant, and that process takes place in May 2015. The Department of Workforce Development (DWD) has agreed to match the SLDS grant with approximately 1.5 million dollars for INK funding. Mr. Hudnall is working with other agencies to determine other possible funding sources. Mr. Hudnall said he has hired a Business Systems Consultant that will start work May 4, 2015 and be paid through the SLDS grant funds. Additional staff will be hired once the INK staffing plan is completed. INK is also working with the Management Performance Hub (MPH) to determine system costs.

**V. Data Requests and Research Agenda**

Mr. Hudnall provided an update on three data requests that were submitted to INK since the last meeting. The three requests submitted came from The Batelle Group, The University of Connecticut, and The Indiana Career Council. It was determined that there needs to be more clarification on the data request process and procedures before these requests can be approved. Mr. Hudnall agreed and said he will be working with the Research Advisory Group and Technical Advisory Group to work on the data request process details. Mr. Feeny requested that Mr. Hudnall provide feedback on data requests from the groups to the INK governance committee.

Commissioner Lubbers mentioned the importance of having the data requestor provide the overall purpose of the data request and the benefit to the state of Indiana. Mr. Hudnall said he is in the process of creating the data request form and it will have a section for the requestor to state the purpose and benefit to the state. Mr. Feeny requested a tracking process for data requests that could be posted on the INK website to show the status of requests.

**VI. Stakeholder Engagement**

Mr. Hudnall said he wanted to focus on the next round of stakeholder engagement, and asked if each governance committee member could provide suggestions of people and groups that could represent an expanded layer of INK stakeholders. Mr. Gill asked for a current list of stakeholders to be sent to committee members. Once they receive the list the members can then suggest potential new stakeholders.

**VII. INK Project Update**

Mr. Hudnall gave an update on the INK project and the document deliverables produced by Netlogx. The Requirements, Vision Statement, and Stakeholder Analysis documents have been completed. Netlogx is working on the completion of the Readiness Assessment and Strategy and Future State documents. Ms. Kathy Davis of Netlogx gave an update and explanation of their work in Phase 1 and recommendations for Phase 2 of the project. Ms. Davis said at the end of Phase 1 there will be a set of deliverables to map out the path going forward.

**VIII. Staff Updates**

Mr. Hudnall said he was able to attend two conferences in the month of March. Mr. Hudnall presented an overview of INK to the Indiana Association of Institutional Researchers (INAIR) on March 5<sup>th</sup>. He also attended the SLDS Best Practices conference on March 10-11 in Washington D.C.

**IX. Adjourn**

Dr. Townsley reminded members of the next meeting on July 22, 2015 at 10:00AM. Mr. Gill motioned to adjourn, Mr. Feeny seconded. The meeting adjourned at 11:05 AM.