

BOARD OF REGENTS
BRIEFING PAPER

1. Agenda Item Title: *iNtegrate 2 Handbook Revision Regarding Administrative Data*

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

At its October 22, 2014 special meeting, the Board of Regents approved the Chancellor's recommendation concerning selection of a vendor for the iNtegrate 2 Project. The Board also reviewed the Chancellor's recommendation concerning *Handbook* language (Title 4, Chapter 21) to support the implementation of iNtegrate 2. The proposed data policy is necessary to ensure that the efficiency and effectiveness goals for iNtegrate 2 to reduce administrative burdens and ensure consistent, easily accessible management information are clearly communicated and understood as we move into the implementation phase for this critical system.

Following the October 22 meeting, the Chancellor requested comments from the Presidents concerning the *Handbook* language presented at the meeting. After considering the Regent comments at the meeting and those received from the Presidents, the proposed *Handbook* language was revised. Redlined and clean copies of the proposed *Handbook* language are presented for the Board's consideration and adoption.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Approval of *Handbook* language to support the implementation of iNtegrate 2.

4. IMPETUS (WHY NOW?):

A vendor has been selected for the iNtegrate 2 project and it is necessary to determine the appropriate data standards policy before implementation commences.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

It is important that the data policy requiring minimal customizations and consistent data to support the Board's desired efficiencies and outcomes of the iNtegrate 2 project are adopted and communicated prior to implementation.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

The status quo allowing inconsistent policies and uses of data should be maintained.

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

Maintain the status quo allowing separate data uses and policies.

8. COMPLIANCE WITH BOARD POLICY:

Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
 Amends Current Board Policy: Title # 4 Chapter # 21 Section # 6 (new)

Amends Current Procedures & Guidelines Manual: Chapter #_____ Section #_____

Other: _____

X Fiscal Impact: Yes_____ No_X_

Explain.. _____

PROPOSED REVISIONS – HANDBOOK
TITLE 4, CHAPTER 21, SECTION 6 (NEW)
Data Management Standards

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 6. Administrative Data

All administrative information maintained in the operation of the Nevada System of Higher Education is the property of the Board of Regents. This information is a vital asset. While the Regents are the owners of the administrative data, campuses have stewardship responsibilities for large portions of the data. NSHE intends that the data be available for decision-making, reporting, and accountability, while recognizing the System's responsibility for the security of data.

The Nevada System of Higher Education shall maintain one physical or logical database of information for its human resources, financial, and related transactions (NSHE Unified Information System or NUIS). Only data contained within NUIS (or records retrieved from an authoritative backup of NUIS) shall be considered official.

NUIS shall be constructed in a database schema that requires when a discrete data element in the database is changed, that change is reflected in every incidence of the appearance of the data throughout the database.

The Chancellor shall maintain and enforce compliance of data standards as well as the data dictionary, which defines every data element within NUIS. No System Office or campus employee may enter data into NUIS that does not conform to the definitions found in the NUIS data dictionary. Any changes to the NUIS data dictionary shall be made only after consultation with affected campuses as well as System staff, subject to approval of the Chancellor.

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~~degree as possible,~~ while recognizing the System's responsibility for the security of data.

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NUIS shall be constructed in a database schema that requires when a discrete data element in the database is changed, that change is reflected in every incidence of the appearance of

the data throughout the database. ~~For example, when the address of an employee is changed in the database, everywhere in the database where that data element exists, is automatically replicated.~~

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