

Nebraska Statewide Workforce & Educational Reporting System (NSWERS)
Executive Council Business Meeting Notification and Agenda
December 21, 2020 1:30 p.m. via **ZOOM**

Publicized notice of the Executive Council meeting was given by posting the date, time, and location on the NSWERS.org website.

1. CALL TO ORDER – President Dr. Susan Fritz called the meeting to order at 1:30 p.m.

1.1 Roll Call

Roll Call showed the following NSWERS members in attendance:

Dr. Susan Fritz, President
Dr. Matthew Blomstedt, Secretary/Treasurer
Dr. Paul Turman, Vice President
Dr. Paul Illich, Member

1.2 Announcement of the placement of the Open Meetings Act information

President Fritz announced that information regarding the Open Meetings Act is available on the NSWERS.org website.

2. PUBLIC COMMENT PERIOD

No one connected to ZOOM for public comment.

3. PRESIDENT'S REPORT

3.1 Additions or corrections to agenda

No agenda items were removed, added or corrected.

Approval of the agenda as presented passed with a motion by Dr. Paul Turman, second by Dr. Paul Illich.

Dr. Paul Illich	Yea
Dr. Matthew Blomstedt	Yea
Dr. Paul Turman	Yea
Dr. Susan Fritz	Yea

4. EXECUTIVE DIRECTOR'S REPORT

Dr. Matthew Hastings, Executive Director, NSWERS made a presentation on behalf of himself and the Management Team.

Dr. Hastings presented an update to the Executive Council members. Dr. Hastings encouraged feedback from the Council members as he is reporting out. (Please see attached power point presentation.)

Strategy (Core approach to accomplishing our goals.) – *Communications*: NSWERS has a logo! Dr. Hastings conveyed his appreciation to NDE in assisting NSWERS in creating this logo. NSWERS will also focus on a redesign of the NSWERS.org website to incorporate modern functionality. *Strategic Approach*: Executive Council members will be asked to adopt the final draft of this document today and includes Legislative Direction; Vision; Mission; Guiding Principles; Organizational Scope and Goals.

The Legislative Direction language comes directly from LB 1160, which also states that a Legislative Report is due by December 1, 2021. With that in mind it is reasonable to begin working on the report concurrently with discussions regarding the NSWERS budget FY2021 (July 1- June 30).

Dr. Blomstedt suggested that Dr. Hastings meet with Dr. Fritz and himself regarding the budget and budget requests and report to the full Council in January or March 2021. Several items that should be considered: allocation of funds; NSWERS need to ask for additional funds from Legislature; line item language to know where to put the money; how does this look from an interlocal standpoint; consult with NSWERS legal counsel; start to build a foundation with Legislature by means of open communication with same.

Drs. Turman and Illich agreed that starting the development of a budget and funding request was the logical starting point, NSWERS would have a better sense of where they are at and what their needs are. If NSWERS were to receive direct appropriations to manage, it would be sensible for clear language for the allocations to be allocated to an entity with the intent for the funds to be appropriated to NSWERS. NDE would be the logical place to allocate IF it had to be that way. As NSWERS considers personnel in the budget, will want to have the flexibility of opting for contractual services versus the expenditure of a fulltime position.

Dr. Hastings indicated that along with the budget discussions the establishment of procuring auditing services should take place, which will include how often; who; scope of how aggressive. Dr. Hastings will discuss with legal counsel and Council members as the budget is prepared.

Dr. Hastings reported on the cash balance available at the NU Foundation and keeping funders advised of progress through submitted reports to same.

Dr. Hastings reported that, as expressed in the Service Agreement, NSWERS is obligated to acquire insurance for general liability, directors and officers and cyber liability. An application for cyber liability has been submitted and he and legal counsel are working on the other insurance obligations. It has also been recommended by legal counsel for NSWERS to look at business property coverage as well as commercial umbrella/excess liability coverage when applicable. The cost of these would also be considered part of the NSWERS budget. Along with the insurance matters it is imperative that technical safeguards and procedures are in place.

Structure (How our work is situated and coordinated.) – The NSWERS Executive Council Business Meeting have been scheduled through the end of the fiscal year (June 30, 2021). The Council is currently meeting every six weeks and ultimately hope to get to a quarterly meeting schedule.

Dr. Hastings reported that in accordance with the NSWERS bylaws an Advisory Committee will be assembled from a list of individuals recommended and provided by each institution. This Committee will report and advise the Executive Council members. Council Members agree that before meeting with an Advisory Committee, the POC, Strategic Plan and budget should be in place to engage suitable conversations with the Advisory Committee. Dr. Hastings stated that individuals are anxious to be a part of the process and agrees that POC and other core pieces of plan should be in place first before meeting with the Advisory Committee. The consensus of the Executive Council was that a biannual schedule of meeting with the Advisory Committee would suffice.

Dr. Blomstedt would like legal counsel consulted regarding Open Meeting requirements of the Advisory Committee.

Dr. Hastings indicated that he and the Management Council have been meeting weekly and will be backing off to bimonthly and then monthly by Q2 (18 month matrix). After January 1 the Council will focus on strategic plan and policies/procedures. Dr. Hastings praised the work the Management Council has done and his appreciation for their time and expertise is getting NSWERS launched and meeting timelines and goals established.

Dr. Fritz indicated her appreciation of the good work that has been done in the past three months with Dr. Hastings and the Management Council. Other Executive Council members concurred.

As with the Management Council, Dr. Hastings has been working with the Data and Technology Committee this past month, which comprises of individuals from each institution. This Committee provided insights for data elements and workflow for the POC as well as establishing a NSWERS Data Warehouse. Dr. Hastings appreciates the institutions providing these individuals and is very impressed with the professionalism and expertise these individuals possess.

Dr. Hastings stated that he is available to make presentations or meet with NSWERS Partners. He has met with the Community College presidents and is scheduled to meet with the NU Executive Council in January 2021. As Executive Director Dr. Hastings considers it is one of his duties to keep partners aware of NSWERS and the activities of same. If the Executive Council wants or hears of any institution that would like for him to make a presentation, please let him know and he would happily do so.

Dr. Hastings discussed NSWERS Interlocal Phases. There are two phases: 1) Development and 2) Implementation. These two have the same power but the implementation is triggered when your institution signs off on the Appendix B part of the Interlocal Agreement, a distinction without a difference if you will. It was recommended by Executive Council to present moving into Phase 2 in the scope of NSWERS Strategic Plan by meeting certain objectives, benchmarks, etc. Dr. Hastings will work with the Management Council on this.

System (Processes used to add value.) – Dr. Hastings reported that he and Management Council are working on completing Data Sharing Agreements with institutions. Dr. Hastings did make it clear that no data transfer for the POC will take place until all data sharing agreements and cyber liability plan are finalized. It was a goal to have all of this in place by January 1, 2021, but that timeline will have to be stretched out as all of the data sharing agreements nor the insurance have been completed to date.

Dr. Turman queried if during the timeframe of waiting for all agreements to be signed and insurance to begin, can institutions ask what they can do now as far as what data will be shared so those institutions can be ready? Dr. Hastings indicated that, yes, that can be done but with limitations as no cohort yet.

Dr. Hastings gave a status update of the Data Warehouse and Research Agenda. Currently the status of the Data Warehouse is that currently v0.01 was created to support POC and v1.0 is scheduled to be ready in Q2 once key information is attained. The Research Agenda is scheduled to be developed in Q1 and by June 30, 2021 have something published and ready to go; have some key inputs identified to get this done.

Dr. Hastings reported that he and the Management Council have a draft of the Responsibility Matrix and will present to Executive Council at the January 2021 business meeting for approval. They are also working on Board Policies regarding Executive Director, Data Governance, Strategic Planning, Budget & Finance as well as Standard Operating Procedures (SOP) for public meetings, data access and data governance. Dr. Hastings provided the Executive Council with a draft NSWERS Data Request Decision Matrix.

Skills (The capabilities of our organization.) – Dr. Hastings presented a proposed organizational structure for NSWERS, which includes a three-tiered hiring process and defined each tier and timelines for same. Dr. Fritz inquired if this proposal meets with the 9.7 FTE originally established. Dr. Hastings indicated that it does and concurred with Dr.

Blomstedt that if a full time position was not justified, contractual employment would be sought.

Executive Council members were very impressed with Dr. Hastings and the Management Council achievements at the close of this calendar year; the fiscal year midpoint all in the 3.5 months he has been Executive Director.

5. COMMITTEE REPORTS

6. EXECUTIVE SESSION (if needed)

No Executive Session held.

7. ACTION ITEMS

7.1 Approve Minutes of NSWERS business meeting, November 23, 2020

Motion to approve the minutes of the November 23, 2020 NSWERS Business meeting passed with a motion by Dr. Matthew Blomstedt, second by Dr. Paul Illich.

Dr. Susan Fritz	Yea
Dr. Paul Turman	Yea
Dr. Matthew Blomstedt	Yea
Dr. Paul Illich	Yea

7.2 Approve the NSWERS Strategic Approach

Discussion: Dr. Turman was appreciative of using Continuous Improvement in lieu of the word Kaizen based on Management Council feedback.

Motion to approve the NSWERS Strategic Approach passed with a motion by Dr. Matthew Blomstedt, second by Dr. Paul Turman.

Dr. Paul Turman	Yea
Dr. Susan Fritz	Yea
Dr. Paul Illich	Yea
Dr. Matthew Blomstedt	Yea

8. ADDITIONAL BUSINESS

No additional business.

9. SPECIAL PRESENTATIONS AND DISCUSSIONS

No special presentations and discussion.

10. INFORMATION ITEMS AND REPORT

No information items and reports.

8. ADJOURNMENT

Motion to adjourn the NSWERS Executive Council Business Meeting passed with a motion from Dr. Paul Turman, second by Dr. Paul Illich.

Dr. Susan Fritz	Yea
Dr. Paul Turman	Yea
Dr. Matthew Blomstedt	Yea
Dr. Paul Illich	Yea

President Fritz adjourned the meeting at 2:47 p.m.

A NSWERS Executive Council Meeting will be held on Monday, January 25, 2021 at a time and place to be determined.



nswers

Executive Director's Report

Matt Hastings, Ph.D.

December 21, 2020



Strategy

Core approach to accomplishing our goals.

Communications

- Contract with NE Dept. of Education for:
 - Preliminary Communications Strategy
 - Designed to support the NSWERS Strategic Approach and the launch of an NSWERS early data product POC
 - Products and Services
 - A package of products and services to advance the communications strategy above (e.g. logo)
 - Website Development
 - Redesign www.nswers.org to incorporate modern functionality, user interface design considerations, and responsiveness across all platforms



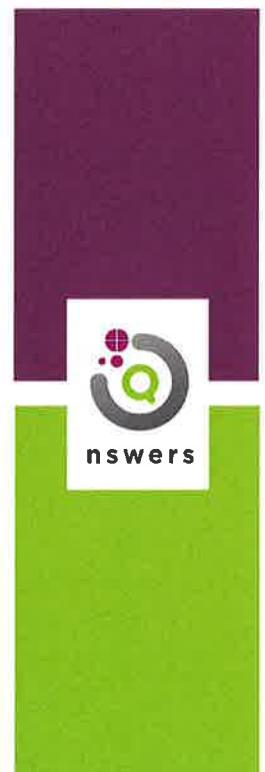
Strategic Approach

- Final draft presented for your approval today
- Components:
 - Legislative Direction
 - Vision
 - Mission
 - Guiding Principals
 - Organizational Scope
 - Goals



Legislative Direction

- The Nebraska Statewide Workforce and Education[al] Reporting System is envisioned as **a comprehensive, sustainable, and robust lifelong learning and workforce longitudinal data system** to allow for the **targeting of resources, and focus data analysis** on assessing workforce development and employment success in order to enable the training of tomorrow's workforce.
 - From Legislative Bill 1160



Vision

We aspire to...

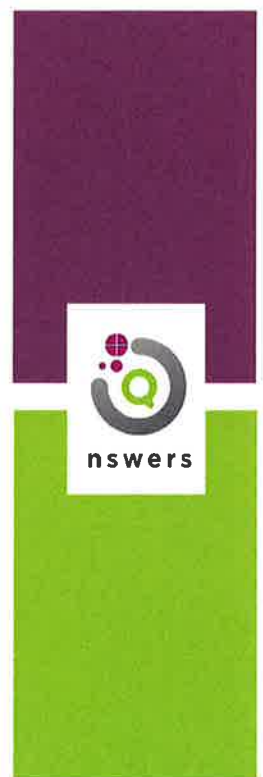
- Create a data-informed decision culture to support successful pathways of learning and earning for the people of Nebraska.



Mission

We exist to...

- Integrate and organize Nebraska's workforce and education data to inform decision making.



Guiding Principles

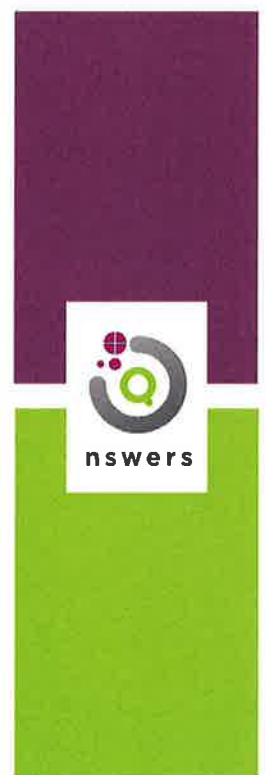
We value...

- Quality
- Excellence
- Collaboration
- Continuous Improvement
- Integrity



Organizational Scope

- **As a Data System:** organize all elements and functions necessary for a comprehensive, sustainable, and robust lifelong learning and workforce longitudinal data system.
- **As an Administrative Entity:** manage all matters related to the creation, communication, operation, security, maintenance, expansion, and use of the NSWERS data system.



Goals

We are successful if we...

1. Establish NSWERS data system for sustainable insights
2. Evaluate the efficacy of Nebraska's education and workforce training systems



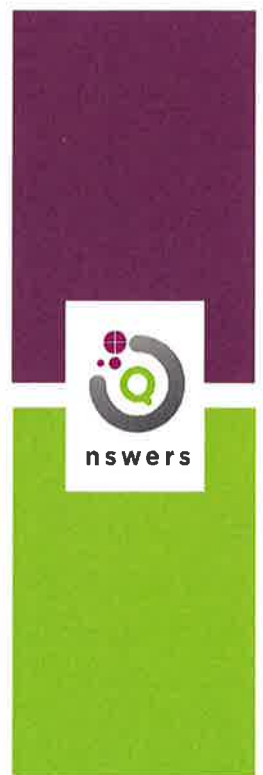
Legislative Report

- LB 1160, Section 4. (2):
 - The Nebraska Statewide Workforce and Education Reporting System shall issue a report electronically to the Clerk of the Legislature **on or before December 1, 2021**. Such report **shall make recommendations** on the planning and development of the Nebraska Statewide Workforce and Education Reporting System, including, but not limited to, **additional data and stakeholder needs** and **potential future funding**.



NSWERS Budget & Finance

- 2021 Budget
 - NSWERS Fiscal Year (July 1 – June 30)
 - As identified in the NSWERS Bylaws
 - Conversations about budgeting and strategy for legislative request for continuous future funding
- Establish audit services for NSWERS



Philanthropy

- As of September 30, 2020:
 - Cash balance at NU Foundation of \$1.6M
- Submit reports to funders, as required:
 - Sherwood Foundation – 12/31/2020



Risk Management

- Insurance

- General Liability
- Directors & Officers
- Cyber Liability*
- For consideration:
 - Business Property Coverage
 - Commercial Umbrella / Excess Liability Coverage



Risk Management (cont.)

- Technology & Information Management
 - Network Design
 - Infrastructure Security
 - Identity Management
 - Data Encryption
- Process & Procedure
 - Data Governance
 - Data Access & Use
 - Annual Privacy and Security Training



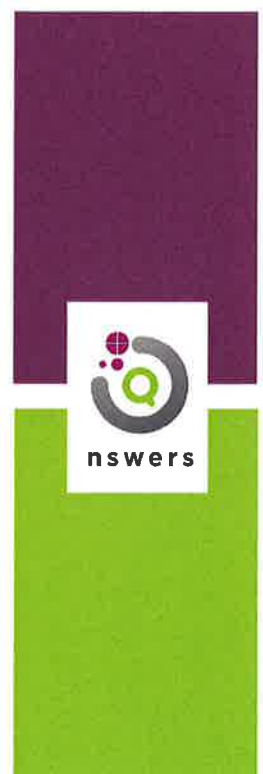


Structure

How our work is situated and coordinated.

Executive Council

- Meeting Dates and Times
 - Monday, January 25 @ 2:30 – 4:00
 - Monday, March 8 @ 2:30 – 4:00
 - Monday, April 26 @ 2:30 – 4:00
 - Wednesday, June 9 @ 2:30 – 4:00



Advisory Committee

- Purpose:
 - Review progress and provide input to emerging reports, research agenda, and processes associated with the management of NSWERS
 - Extend participation and visibility to a larger stakeholder community - potential users of the NSWERS research or have interest in the initiative
- Meeting Dates
 - Periodicity?
 - Quarterly or Biannually



Management Council

- Meeting Dates
 - Weekly – Q4 2020
 - Bimonthly – Q1 2021
 - Monthly - Q2 2021
- Key Focus
 - Strategic Plan and Policies/Procedures



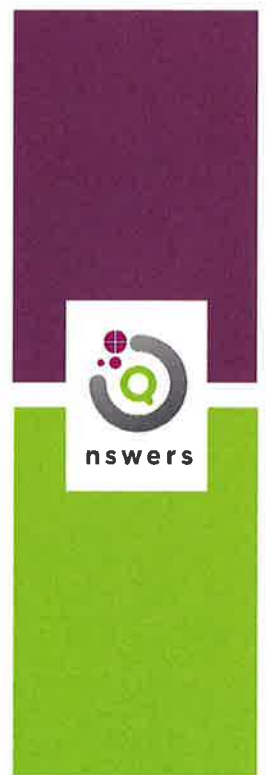
Data & Technology Committee

- Meetings:
 - NSWERS Data Elements and Collection Workflow
 - 11/20
 - 11/30
- Upcoming
 - Data transfer considerations related to the POC
 - Establishment of v1.0 NSWERS Data Warehouse



NSWERS Partner Meetings

- Community College Presidents – 9/18/20
- NU Executive Council – 1/5/21
- Others as needed
 - NSWERS awareness with Partner Structures



NSWERS Interlocal Phases

- Two Phases:
 - Development
 - Implementation
- What do these mean, exactly?
 - In practice, a distinction without a difference
- Implementation Phase:
 - A “Coming of Age” for NSWERS



Implementation Phase

- Criteria for Consideration:
 1. Successful release of POC
 2. Adopt core package of Executive Council Policies
 3. Adopt core package of NSWERS Standard Operating Procedures
 4. Onboard Tier-One NSWERS Staff
 5. Complete Strategic Plan and Research Agenda
- Timeline
 - Approximately Q2 2021?





System

Process used to add value.

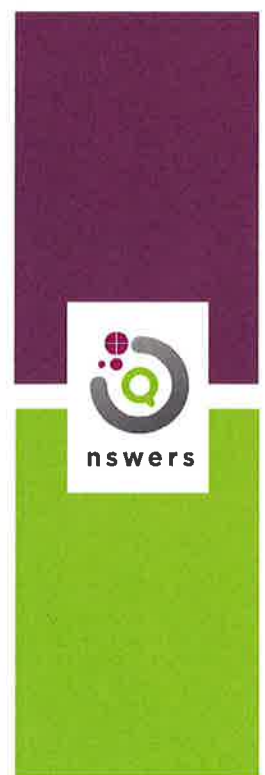
Data Visualization POC

- Status Update
 - Data Sharing Agreements
 - Completed:
 - Central Community College
 - Western Nebraska Community College
 - Northeast Community College
 - Nebraska State Colleges System
 - NSWERS Insurance
 - Cyber Liability Application submitted
 - **Note: no data transfer for POC until data sharing agreements + insurance in place**



Data Warehouse

- Status Update
 - v0.1 created to support POC
 - v1.0 - Q2 2021
- Key Inputs Needed:
 - Strategic Plan
 - Research Agenda
 - Stakeholder engagement feedback
 - Advisory Committee
 - Data & Technical Committee
 - Consulting support



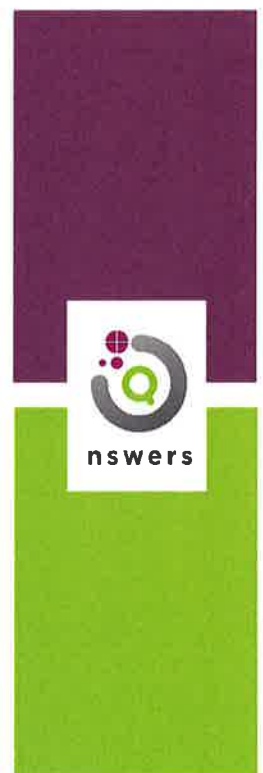
Research Agenda

- Status Update
 - Develop - Q1 2021
 - Publish - Q2 2021
- Key Inputs:
 - Stakeholder engagement feedback
 - Advisory Committee
 - Data & Technical Committee
 - Your Organization?
 - Consulting support



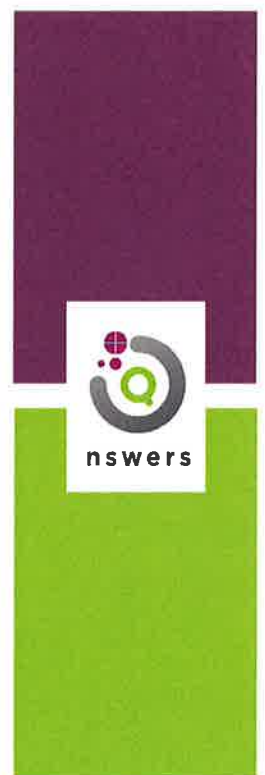
Responsibility Matrix

- Draft in progress with Management Council
- Items for consideration:
 - Budget & Finance
 - Personnel
 - Policy and Procedure
 - Data Elements, Use and Requests
 - Research Agenda
 - Contracts
 - Communications



Board Policies

- Executive Director
 - Authorities
 - Performance and Appraisal
- Data Governance
 - Data Access and Use
 - Data Sharing
- Strategic Planning
 - Timelines for review
- Budget & Finance
 - Timelines



Standard Operating Procedures

- Draft in progress:
 - Public Meetings & Agenda
 - Data Access & Use
 - Data Governance



NSWERS Data Request Decision Matrix

Data Request Characteristics			Data Request Determination			
Requestor	Student Relationship	Data Use Classification	Source Directory Information	NSWERS Approval	IRB Approval	Financial Access
NSWERS Partner	Yes	Level 1 - Highly Restricted-Use	Yes	Approve	Not Required	No Cost Export
			No	Executive Council	Not Required	No Cost Online
		Level 2 - Restricted-Use	Yes	Approve	Not Required	No Cost Export
			No	Approve	Not Required	No Cost Export
	No	Level 3 - Public-Use	-	Approve	Not Required	No Cost Export
			-	Approve	Not Required	No Cost Export
		Level 1 - Highly Restricted-Use	Yes	Executive Council	At Processing	No Cost Online
			No	Executive Council	At Processing	No Cost Online
NSWERS Affiliate	Yes	Level 2 - Restricted-Use	Yes	Approve	At Processing	No Cost Online
			No	Research Review Committee	At Processing	No Cost Online
		Level 3 - Public-Use	-	Approve	Not Required	No Cost Export
			-	Approve	Not Required	No Cost Export
	No	Level 1 - Highly Restricted-Use	Yes	Reject	-	-
			No	Reject	-	-
		Level 2 - Restricted-Use	Yes	Approve	At Submission	Charge Fee Online
			No	Research Review Committee	At Submission	Charge Fee Online
External	Yes	Level 3 - Public-Use	-	Approve	Not Required	Charge Fee Export
			-	Approve	Not Required	Charge Fee Export
		Level 1 - Highly Restricted-Use	Yes	Reject	-	-
			No	Reject	-	-
	No	Level 2 - Restricted-Use	Yes	Approve	At Submission	Charge Fee Online
			No	Research Review Committee	At Submission	Charge Fee Online
		Level 3 - Public-Use	-	Approve	Not Required	Charge Fee Export
			-	Approve	Not Required	Charge Fee Export

*NOTE: Review 18 months following approval, fee structure to be reviewed each June for an effective rate of July 1 of the following year.





Skills

The capabilities of our organization.

NSWERS Positions

- Three-tiered hiring process
 - Allow time to:
 - Establish clear sense of critical skillsets
 - Complete 'housekeeping' items necessary to ensure 'shovel-ready' tasks at onboarding
 - Tier-One Hires:
 - Posted: <https://careers.nebraska.edu/postings/search>
 - Applications Development
 - ETL/Database Development
 - Communications

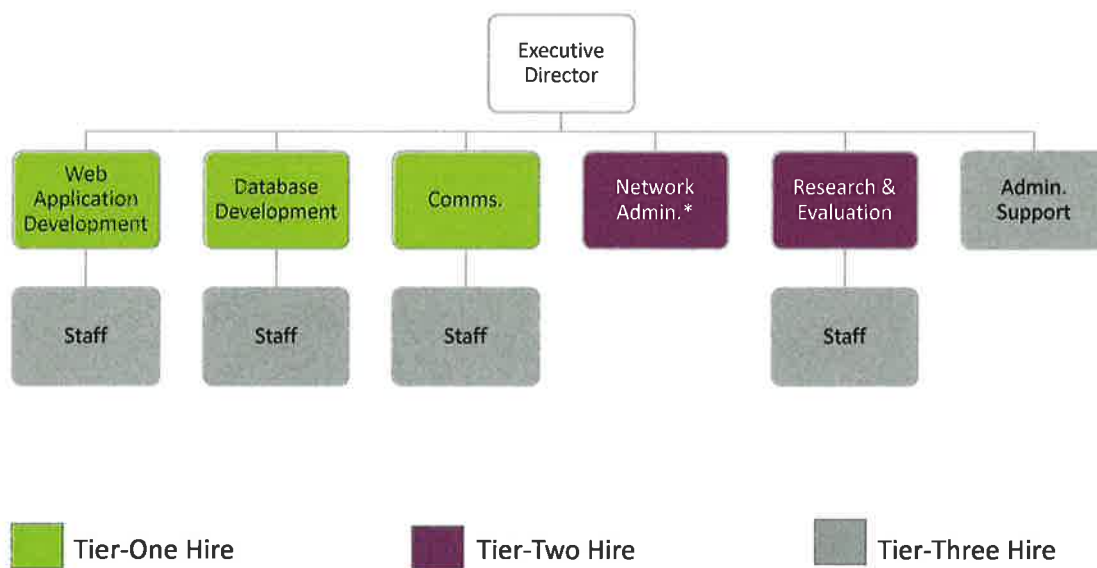


NSWERS Positions (cont.)

- Tier-Two Hires:
 - Research & Evaluation
 - Network Administration*
- Tier-Three Hires:
 - Line Staff
 - IT Web Development
 - Database Development
 - Research & Evaluation
 - Communications (Data Literacy)
 - Administrative Support



Organizational Structure (proposed)





Thank You

Close of Calendar Year – Fiscal Year Midpoint – 3.5 Months Staffed