

Nebraska Statewide Workforce & Educational Reporting System (NSWERS)
Executive Council Business Meeting Notification and Agenda
March 8, 2021 2:30 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 2:30 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 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. Matthew Blomstedt.

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 his Executive Director's Report. (Please see attached power point presentation.)

Strategy (Core approach to accomplishing our goals.) – *Strategic Plan* - The Strategic Approach was approved by the Executive Council in December with the intent to develop a Strategic Plan. The Strategic Plan has two goals: Establish NSWERS Data System for Sustainable Insights **and** Evaluate the Efficacy of Nebraska's Education and Workforce Training Systems. Objectives, strategies and tactics have been built around the two goals.

Dr. Hastings spoke briefly about the Strategic Plan and the organization of the goals, objectives, strategies and tactics (GOST) that he and the Management Team have prepared as the result of several meetings and an all-day retreat in February and have a draft in place for the Executive Council to consider and comment on today and intend to have the final Strategic Plan in place for final approval at the next Executive Council Business Meeting on April 26, 2021.

Budget and Finance: Dr. Hastings reported that in keeping with the goal of NSWERS to have a budget prepared and distributed to NSWERS Partners by April 1 and having unanimous approval of the Executive Council by June 1, he has begun work on the FY2022 budget. In his preparation of same, the budget will include carrying forward unexpended resources from FY2021 and reworking allocations around needs guided by the NSWERS Strategic Plan. Dr. Hastings reminded the Council that if a budget is not approved by the June 1 date, the budget will revert to what is existing.

Drs. Blomstedt and Fritz gave an update of their conversations with Heath Mellow, former state senator and Vice President for External Relations, UNL, about the strategies for a legislative request for continuous future funding. Dr. Fritz conveyed that Dr. Blomstedt has taken the lead to secure state funding from the Legislature. NSWERS needs to continue to think collaboratively and use the Proof of Concept (POC) as a vehicle for fundraising when approaching state senators for same. NSWERS has asked one senator to introduce and carry request to the Legislature.

Dr. Fritz reported that Foundations are supporting NSWERS as well and have indicated that they are ready and willing to have conversations with Senators when appropriate. Dr. Illich and Dr. Turman both are interested in connecting with conversant senators and would like to be notified when they can initiate these conversations with same. Dr. Illich also inquired about a fiscal note for the Legislature. Dr. Hastings reported that the LB 1160 report due in December should provide the Legislature with fiscal information.

5. COMMITTEE REPORTS (none)

6. EXECUTIVE SESSION

6.1 Receive, review, and discuss legal advice from the organization’s attorney regarding liability and related insurance considerations.

6.2 Receive, review and discuss legal advice from the organization’s attorney regarding audit obligations pursuant to the rules of the Nebraska Auditor of Public Accounts.

6.3 Discuss the opportunity of private foundation grant supported projects.

Motion for the Council to enter closed session to receive, review, and discuss the legal advice from the organization’s attorney as the motion is clearly necessary to protect the public’s interest and to maintain the attorney-client privilege passed with a motion by Dr. Paul Turman, second by Dr. Matthew Blomstedt.

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

Executive Session began 3:05 p.m.

Motion for the Council to end the closed session to receive, review, and discuss the legal advice from the organization’s attorney passed with a motion by Dr. Paul Illich, second by Dr. Paul Turman.

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

Executive Session ended 3:49 p.m.

7. ACTION ITEMS

7.1 Approve Minutes of NSWERS business meeting, January 25, 2021.

Motion to approve the minutes of the January 25, 2021 NSWERS Business meeting passed with a motion by Dr. Matthew Blomstedt, second by Dr. Paul Turman.

Dr. Susan Fritz	Yea
Dr. Paul Turman	Yea
Dr. Matthew Blomstedt	Yea
Dr. Paul Illich	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 3:51 p.m.

A NSWERS Executive Council Meeting will be held on Monday, April 26, 2021 at a time and place to be determined.

**Executive
Director's
Report**

Matt Hastings, Ph.D.
March 8, 2021



nswers
ANSWERS FOR NEBRASKA.



Strategy

Core approach to accomplishing our goals.

Strategic Plan

- From Strategic Approach to Strategic Plan
- All Day Strategic Planning Workshop
 - Executive Director + Management Team
 - NU's Schorr Suite on February 26, 2021
- First draft to Executive Council - March 8
 - Consider for adoption - April 26



Strategic Plan (cont.)

1. **Establish Data System**
 1. **Develop and Implement Foundational Elements**
 1. Define Organizational Strategy
 2. Establish Organizational Structures
 3. Create and Implement Organizational Systems
 4. Acquire Organizational Skills
 2. **Define NSWERS Data Collection**
 1. Ensure the Interoperability of NSWERS Data
 2. Leverage Nebraska Person ID System
 3. Pursue Value-Add Partners Support Activities
 4. Leverage Public Domain Data Repositories
 5. Explore Methodologies for Auxiliary Data Collection
 3. **Design and Execute Data Acquisition**
 1. Develop and Implement Secure Web-based Portal
 2. Leverage Industry-Standard Data Exchange Technologies
 3. Develop and Implement Quality Control Processes
 4. Establish Annual Calendar
 4. **Optimize Data Processing and Protect Digital Assets**
 1. Establish and Maintain a Robust Data Security Program
 2. Implement a Comprehensive Program of Data Governance



Strategic Plan (cont.)

2. Evaluate Efficacy

1. Establish Data Analysis & Prediction Operation

1. Create NSWERS Research Agenda
2. Implement a Modern, Flexible and Scalable Analytics Unit
3. Establish Collaboration Opportunities and Cultivate Funding
4. Leverage the Capacity of NSWERS Partners and Affiliates

2. Assess Against Outcome Framework

1. Operationalize and Measure Education Outcomes
2. Operationalize and Measure Workforce Outcomes

3. Release Data and Disseminate Research & Evaluation Findings

1. Establish and Maintain a Data Clearinghouse to facilitate Data-as-a-Product (DaaP) Enterprise
2. Establish and Maintain Data-as-a-Service (DaaS) Enterprise
3. Create or Acquire Communications Methods and Platforms
4. Strengthen Awareness, Facilitate Collaborations and Drive System Improvements



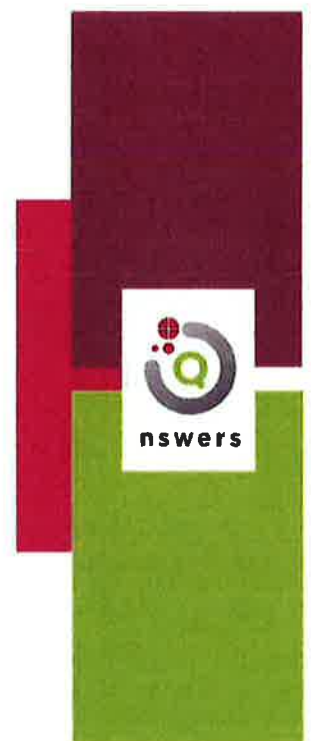
NSWERS Budget & Finance

- **FY 2022 Budget**
 - **NSWERS Fiscal Year (July 1 – June 30)**
 - As identified in the NSWERS Interlocal
 - **Budget Prepared and Distributed to NSWERS Partners by April 1st**
 - Carry forward unexpended resources from FY21
 - Rework allocations around needs guided by NSWERS Strategic Plan
 - **Unanimous Approval by June 1 or Revert to Existing**
 - As identified in the NSWERS Interlocal
- **Action Item for Budget Approval at next business meeting:**
 - April 26, 2021



NSWERS Budget & Finance

- Conversations ongoing about strategy for legislative request for continuous future funding
- Establish annual audit for NSWERS
 - As required via NSWERS-NU Service Agreement
 - At Dr. Blomstedt's request, NSWERS legal counsel has researched obligations under state law as a political subdivision
 - Receive, review and discuss legal advice during Executive Session



Philanthropy

- As of September 30, 2020:
 - Cash balance at NU Foundation of \$1.6M
- Touch-Base Meeting:
 - February 8, 2021
 - Provide Status Reports to Foundations as Needed
- Strategy 2.1.3 Establish Collaboration Opportunities and Cultivate Funding
 - Discuss opportunity of private foundation grant supported project during Executive Session



Risk Management

- Insurance Update:
 - NSWERS has now secured (effective 3/1/2021) the following:
 - \$2M Public Officials Liability Coverage
 - \$5M Cyber Liability with Expanded Coverage
- More extensive than some individual partners prefer, and less than others favor
 - Balanced approach for the POC project, well considered by:
 - Aon Risk Solutions (Insurance Broker)
 - NSWERS Legal Counsel
 - NSWERS Partners
 - NSWERS Management Council
 - NSWERS Executive Council President



Risk Management (cont.)

- **Contract with NU ITS to provide industry-grade data storage, security and IT support for POC project**
 - Voluntarily self-identify all POC data as “high-risk” (although most is not)
 - Stored and managed in a manner consistent with NU ITS security standards for high-risk information
- **\$5M in cyber liability coverage likely not sufficient for full-fledged NSWERS operations**
 - With SOW, project scope, actors, and plan of execution for version 1.0 of the NSWERS Data Warehouse
 - Reevaluate risk profile and make adjustment to insurance coverage according to need
- **Receive, review and discuss legal advice during Executive Session**





Structure

How our work is situated and coordinated.

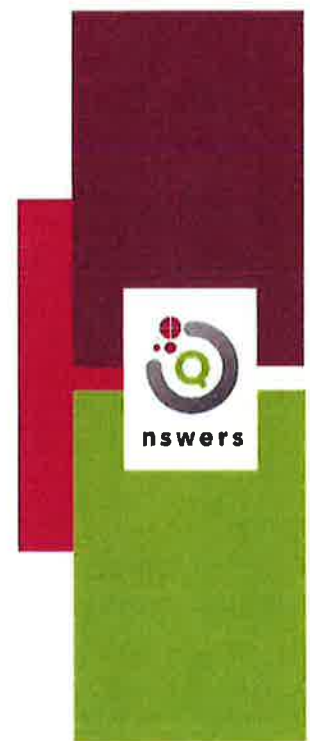
Executive Council

- **Current Meeting Dates and Times:**
 - Monday, April 26 @ 2:30 – 4:00
 - Wednesday, June 9 @ 2:30 – 4:00
- **Looking to Fiscal Year 2022:**
 - July 28, 2021 @ 2:00
 - October 27, 2021 @ 1:30
 - January 26, 2021 @ 1:30
 - April 27, 2021 @ 1:30



Management Committee

- Meeting Dates:
 - Weekly – Q4 2020
 - Bimonthly – Q1 2021
 - **Monthly - Q2 2021**
- Key Focus:
 - Strategic Plan
 - Operationalizing NSWERS Strategies
 - Input around the tactical-level activities
 - Sounding board and thought partner for Executive Director and staff



Executive Director

- Status at 6-months
 - Feedback from Executive Council and Management Committee
- Establish an Evaluation and Performance Review Process
 - Opportunities to provide formal feedback
 - Preference as to next steps?



NSWERS Expansion

- Conversations related to NSWERS expansion
 - Preferred Circumstances
 - Logistics and Timing
 - Administrative and Legal Processes
 - Questions / Concerns
- Public and Nonpublic Institutions, e.g.:
 - Tribal Colleges
 - Nebraska Independent Colleges and Universities





System

Process used to add value.

Data Visualization POC

- **Status Update**

- **Data Sharing Agreements**

- All parties have executed data sharing agreements with NSWERS except NU
 - Waiting on data storage contract to be inked

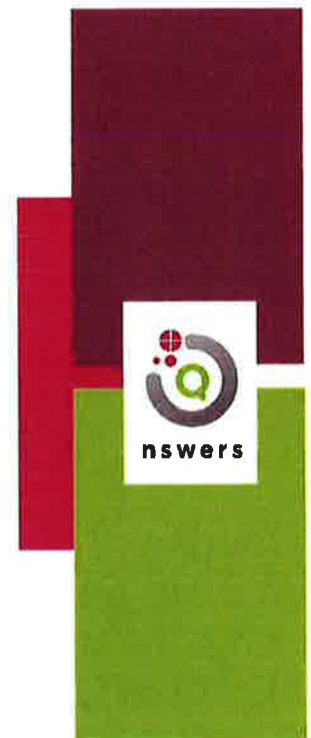
- **Data Storage & Security**

- Received draft agreement from NU on 3/5/21
 - NSWERS Legal Counsel currently reviewing
 - Once complete, we will begin contacting your institutions
 - Provide technical keys to begin sending POC data



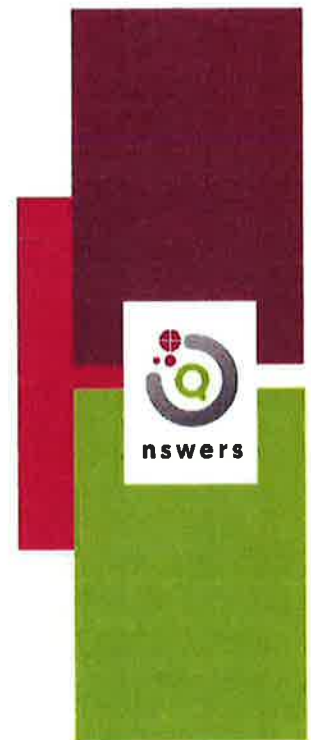
Research Agenda

- **Catalyze development of Research Agenda**
 1. **Perform Research Scan, Expert Interviews & Literature Review**
 2. **Define Framework and Slate of Research Questions/Topics**
 3. **Facilitate Feedback from NSWERS Partners/Affiliates, the NSWERS Advisory Committee, and the Nebraska Unicameral**
 4. **Refine Slate of Research Questions & Topics**
 5. **Prioritize and Codify Research Questions and Topics into a Draft NSWERS Research Agenda**
 6. **Refine Draft NSWERS Research Agenda into a Final Research Agenda**
 7. **Design an Approach for the Ongoing Maintenance and Management of the NSWERS Research Agenda**
 8. **Identify Core Data Elements Necessary to Support Operationalization**



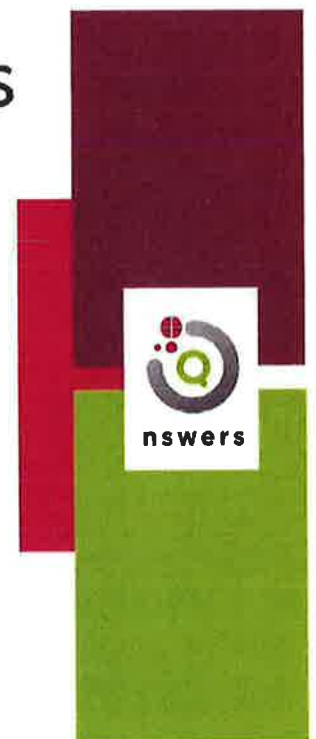
Research Agenda

- Leverage Strategic Plan in development
 - Mission – Integrate and organize Nebraska’s education and workforce data **to inform decision making**
 - Strategy 2.1.2 – Implement a Modern, **Flexible and Scalable** Analytics Unit
 - Research Agenda Framework that:
 - Expresses our Values
 - Anticipates Questions for Timely Response
 - Supports Decision Making
 - Decisions about what?



Standard Operating Procedures

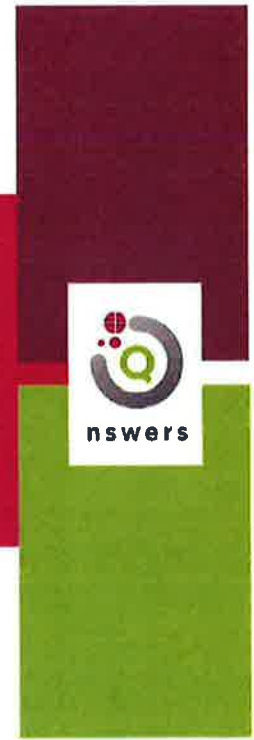
- **NSWERS Data Sharing & Management Policy**
 - Complete draft for consideration April 26th
- **Policy Outline:**
 - Responsibilities of NSWERS
 - Responsibilities of NSWERS Partners
 - Protecting Privacy and Confidentiality
 - Disclosure of Data to NSWERS Partners
 - Disclosure of Data to NSWERS Affiliates
 - Disclosure of Data to External Researchers
 - Destruction of Data
 - Use of Data for NSWERS Research



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		No	Approve	Not Required	No Cost	Export
		Level 3 - Public-Use	-	Approve	Not Required	No Cost	Export
		Level 1 - Highly Restricted-Use	Yes	Executive Council	At Processing	No Cost	Online
NSWERS Affiliate	Yes		No	Executive Council	At Processing	No Cost	Online
		Level 2 - Restricted-Use	Yes	Approve	At Processing	No Cost	Online
			No	Research Review Committee	At Processing	No Cost	Online
	No	Level 3 - Public-Use	-	Approve	Not Required	No Cost	Export
		Level 1 - Highly Restricted-Use	Yes	Reject	-	-	-
			No	Reject	-	-	-
External	Yes	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
	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		
	Level 3 - Public-Use	-	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

- **Tier-One Hires:**
 - ETL/Database Development
 - Search successful
 - Employee starting March 15th
 - Applications Development
 - Failed search
 - Reevaluate needs, tailor description and repost at a later date

