

Data Management Roles Guideline - Contact Information

This expands the information found in Policy 4-001. The following indicates the appointment process for data stewards and custodians as well as the individuals currently filling each data management role. This guideline is used to help clarify which individuals should be contacted for each functional area. Data users making data requests should go through the custodian first as they have operational knowledge. Data stewards have a responsibility to assign data custodians and indicate the data use guidelines utilized by their functional areas.

Enrollment Management (Admissions, Financial Aid, & Registrar)			
All data stewards appointed by VP of Enrollment Management, Steve Robinson			
Admissions - Data Steward - Executive Director of Admissions			
Current Appointee:	John Marfield		
Responsible Area(s)	Data Custodian	Current Contact	Contact Information
Prospective students, applications, and admittance information	Sr. System Manager in Office of Admissions	Brandon Ritter	brandon.ritter@utah.edu
Financial Aid - Data Steward - Executive Director of Financial Aid & Scholarship			
Current Appointee:	Anthony Jones		
Responsible Area(s)	Data Custodian	Current Contact	Contact Information
Student financial aid & scholarships	Assistant Director of Financial Aid Systems	Matt Mason	mat.mason@utah.edu
Registrar - Data Steward - Registrar			
Current Appointee:	Erin Mason		
Responsible Area(s)	Data Custodian	Current Contact	Contact Information
Enrolled students, academic courses, majors, & degrees	Associate Registrar of Student Systems/Technology	Andrea Roner	aroner@sa.utah.edu
Financial & Business Services			
Data Steward - Associate VP of Financial & Business Services			
Current Appointee:	Theresa Ashman, CPA		
Responsible Area(s)	Data Custodian	Current Contact	Contact Information
General ledger, financial systems, student financials, income accounting & card payment services, and tax services	Controller/Senior Director	Steven Phillips, CPA	steven.phillips@admin.utah.edu
Purchasing, purchasing cards, travel, personal reimbursements, accounts payable, & general store operations	Senior Director, P2P	Glendon Mitchell	gmitchell@purchasing.utah.edu
Post award grants, accounting, compliance accounting, property accounting, surplus & salvage operations	Senior Director, Research & Compliance	Ken Erickson	ken.erickson@admin.utah.edu

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Human Resources (Campus)

Data Steward - Director of HR Information Systems (HRIS)

Appointed by Chief HR Officer, Jeff Herring

Current Appointee: Josna Kotturappa josna.kotturappa@utah.edu

<u>Responsible Area(s)</u>	<u>Data Custodian</u>	<u>Current Contact</u>	<u>Contact Information</u>
Human resources (campus)	Director of HR Business Intelligence	Tatiana Topyrik	Tatiana.Topyrik@utah.edu

Institutional Advancement

Data Steward - Senior Director of Advancement Operations

Current Appointee: Paul Majnik (Appointed by VP of Institutional Advancement, Heidi Woodbury)

<u>Responsible Area(s)</u>	<u>Data Custodian</u>	<u>Current Contact</u>	<u>Contact Information</u>
Development & alumni relations	Director of Information Services	Christian Singleton	christian.singleton@utah.edu

References: Policy 4-001, Data Management Policy Guideline Owner – Chief Information Officer

*Guideline will be maintained as a website to make additions or edits to the guidelines easier

Send updates or changes for the guideline to:

susan.schaefer@utah.edu