

# 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.

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

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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](mailto: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	<a href="mailto:Tatiana.Topyrik@utah.edu">Tatiana.Topyrik@utah.edu</a>

## 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	<a href="mailto:christian.singleton@utah.edu">christian.singleton@utah.edu</a>

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](mailto:susan.schaefer@utah.edu)