# Data Governance Council

**August 14th, 2025**

**2:00 – 3:00PM**

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# Agenda

1. Present progress being made during the summer break

2. Discuss how we all can engage on a data retention initiative

3. **Standing agenda item-** Open the floor for cross domain issues- proposed resolution and next steps

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# We have had plenty of activity over the summer

**Creating useful data tools:**
Building a data architecture that helps collect, organize, and visualize data

**Helping leaders make decisions:**
Combining data from different Talent and Culture areas to supply both Workday and other analytics

**Protecting sensitive information:**
Classifying sensitive and confidential Talent and Culture data so that it is handled safely and correctly

**Supporting Workday changes:**
Helping with the transition by tracking important data movements and determining appropriate data retention rules

**Adding rules and structure:**
Building processes and guidelines to keep data projects consistent and reliable
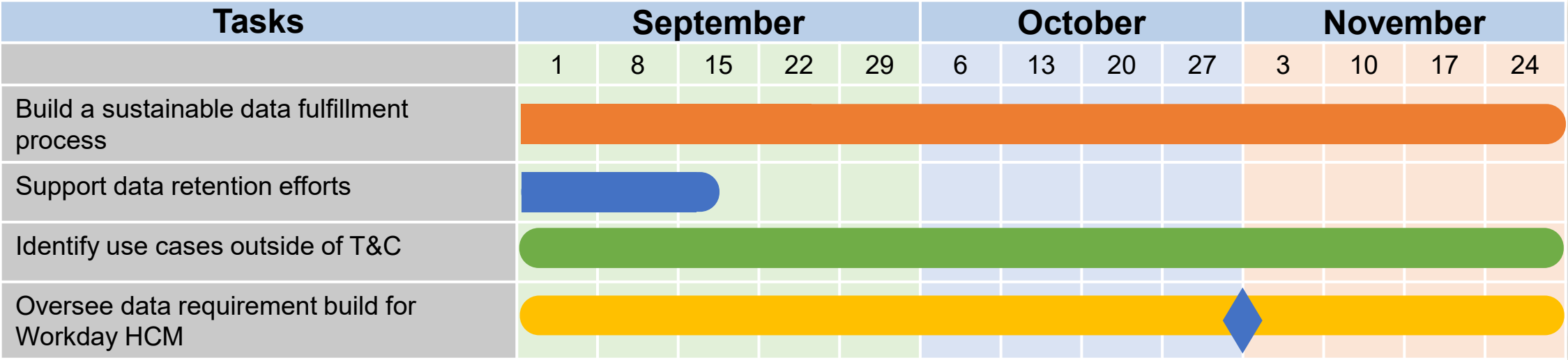
**Improving data sharing:**
Making it easier and faster to get the right data to the right people

**Encouraging use and learning:**
Building training and resources so people know how to use the data tools

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# The fall will be busy

| Tasks | September | | | | | October | | | | November | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 |
| Build a sustainable data fulfillment process | | | | | | | | | | | | | |
| Support data retention efforts | | | | | | | | | | | | | |
| Identify use cases outside of T&C | | | | | | | | | | | | | |
| Oversee data requirement build for Workday HCM | | | | | | | | | | | | | |

● = DnA, ITS, T&C DSs, T&C leadership team

● = DSs, Data Governance, Data Governance, Council, Modernization team

● = Data Governance, Data Governance Council

● = T&C DSs, Data Governance, Modernization team

◆ = Workset data conversion

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# Retaining critical data

# We have a responsibility to balance rising costs and data storage

Historical insights
Machine learning
Data recovery

Storage costs
Maintenance costs
Reduced performance
Regulatory violations
Data breaches

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# We will focus on retaining the data needed to meet regulatory and operational requirements

## In scope

- Retention for data in systems being retired as part of the Workday and Research Connect implementation
- Identification of tools or software systems needed to support a solution for data retention

## Out of scope

- Retirement or decommissioning of the original systems
- Implementation of data retention systems or solutions

*Goal: Gather the requirements and determine solution options*

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# Discovery work now will lead to how we develop solutions

## Phase 1- Collect requirements

✓ Match the data types in the systems being retired to the data types and retention length in the University Retention Schedule
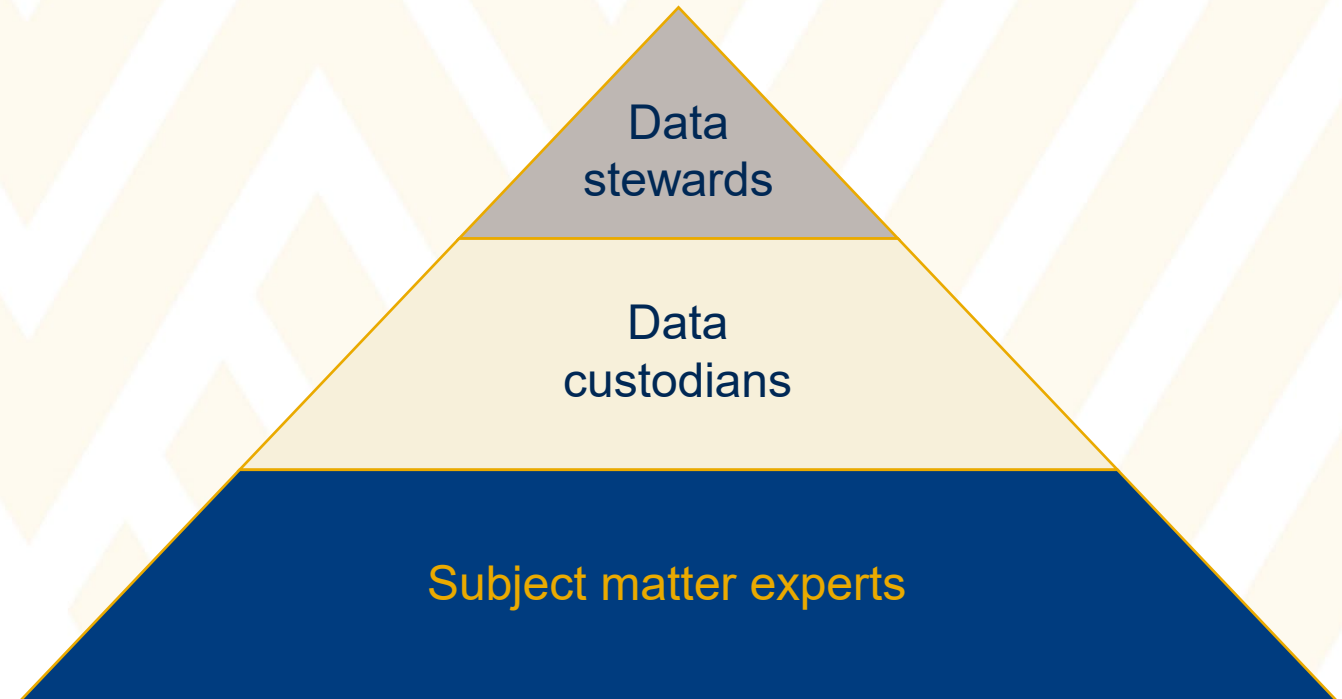
✓ Validate any exceptions with Data Stewards

## Phase 2- Solutioning

✓ Analyze requirements list and group into solution(s)

✓ Determine resources needed to implement solution

*Requirements analysis is est. 8-10 weeks. Solutioning timeframe is TBD as will be impacted by outcome of requirements phase*

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# We need the help of folks across our data governance program

/ **Data stewards** make decisions and are held accountable for the data in their domain

/ **Data custodians** are responsible for enforcing the rules that the data stewards put in place

/ **Subject matter experts** (SME) has the knowledge of the domain and how data are being applied and utilized

Data stewards

Data custodians

Subject matter experts

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# Work is currently underway and will ramp up in the Fall

**June – July 2025**

/ Develop approach

**October 2025- TBD**

/ Analyze requirements
/ Research options
/ Assess needs against costs

## Initiate → Plan → Design

**August – Sept 2025**

/ Gather requirements
/ Validate with experts
/ Refine and prepare for solutioning

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# Appendix

# Appendix- Several of us are already engaged in data retention

| ROLE | DESCRIPTION |
|---|---|
| **Project sponsor(s):**<br>• Brice Knotts<br>• Lisa Castellino-Gergich | ╱ Has ultimate authority and responsibility for a project and serves as project champion<br>╱ Approves changes to scope or schedule<br>╱ Helps resolve conflicts of interest on design or deliverables<br>╱ Approves final deliverables |
| **Team leads:**<br>• Jennifer Bennett<br>• Erica Craft<br>• Jeff Witt | ╱ Identifies and helps mitigate risks between resources within respective unit<br>╱ Provides expertise and institutional knowledge to guide project for respective domains |
| **Business analysts:**<br>• Susan Coleman<br>• Tim Crowe<br>• David Phares | ╱ Helps lead discussions on design to meet requirements and deliverables<br>╱ Provides expert business understanding of the subject areas<br>╱ Identify and documents current environment , future-state recommendations and created related artifacts |
| **Data stewards:**<br>• Sam Burwell, HCM<br>• Kathy Day, FIN<br>• Josh Imes, Student<br>• TBD, Research Admin | ╱ Makes decisions for data within domain area<br>╱ Accountable for standards to support data use and quality<br>╱ Create usage guidelines based on business needs or as required by law<br>╱ Ensure data is secured appropriately based on its classification |
| **Project manager:**<br>• Kristin Floyd | ╱ Manages, reviews and prioritizes project work plans to stay on time, within scope and on budget<br>╱ Primary contact for internal communications, risk mitigation and resource management<br>╱ Assess project risks and impact in relation to the overall program portfolio |