

# Data Governance Council (DGC) Meeting Minutes

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**Date 5/8/2025**      Teams; 2:00 PM

Information about DGC: [WVU Data Governance Council | General | Microsoft Teams](#)

Attended	Title	Name
X	Associate Vice President for Institutional Data and Analytics	Lisa Castellino-Gergich (Chair)
X	Executive Director for Infrastructure and Operations, ITS	Steven Watkins (Vice Chair)
X	Senior Associate Vice President for Finance	Barbara Weiss
X	Associate Provost for Curriculum and Assessment	Louis Slimak
	Associate Vice President for Enrollment Management	Sandra Oerly-Bennett
X	University Registrar	Joshua Imes
	Interim Chief Information Security Officer	Lee Lawson
	Sr. Associate General Counsel	Abigail Wolfe (Ex-Officio)
X	Director of Benefits and Compensation Administration	Rebecca Meyer
	Chief Financial Officer, WVU Institute of Technology	Amy Alton
X	Data Governance Lead, Institutional Data and Analytics	Jeffrey Witt
X	Director of Data Engineering, Information Technology Services	John Loeffelbein
X	Associate Vice President Research	Sheena Murphy
X	Chief Budget Officer	Dixie Paletta

## Next Meeting:

Next Meeting is: September 11<sup>th</sup>, 2025 2:00 PM Teams:

### 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

### Notes:

#### Summer Progress & Meeting Purpose

- **Jeffrey Witt** opened by noting it's been a busy summer with good progress and broad involvement.
- The meeting aimed to:
  - Share updates on summer initiatives.
  - Highlight the **Data Retention Initiative**.
  - Encourage council members to raise other relevant topics.

#### Data Retention Initiative Overview

##### Presented by Lisa Castellino-Gergich

- **Context:** Tied to the Workday implementation and retirement of legacy systems like MAP.
- **Purpose:** Identify and manage data that won't be converted to Workday but must be retained for:
  - Compliance
  - Audits
  - Mandated reporting
- **Challenges:**
  - Balancing data retention needs with cost and risk.
  - WVU's tendency to retain data "just in case" adds complexity.
- **Scope:**
  - Focused on systems being retired.

- Not about retiring systems or implementing new ones—just understanding and defining the data landscape.
- **Current Phase:**
  - **Requirements gathering** (8–10 weeks).
  - Leveraging **data governance roles**: subject matter experts, custodians, and stewards.
  - Using existing resources, e.g., Sam Burwell in HR wearing multiple hats.
- **Exclusions:**
  - **Research data** (e.g., data depot) is **not** part of this initiative.
- **Future Considerations:**
  - Potential for **data destruction policies**, including phased approaches (e.g., archiving vs. deletion).
  - Likely storage in **Snowflake**, depending on sensitivity.

## Voting

A quorum for conducting committee business shall consist of 50% + 1 voting members. Motions shall be approved by a simple majority.

Voting may occur via email as deemed appropriate by the Chair. A quorum of responses is required for the vote to be official.

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### Data Governors to do/Things to remember:

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- The below items are next steps/action items.
  - Identify and share cross domain data issues
    - Issues can be shared with me
    - Or just [add a post in our Teams channel](#)
  - Let me know if you'd like to continue the one-on-one meetings
  - Look out for updates to the [Managing Data Assets webpage](#)
    - Data glossary containing terms from our public dashboards
    - Our own data governance page!