



**Minutes
Gateway Steering Committee
October 29, 2003**

Attendees: Ellen Harshman, Bruce Vieweg, Lee McDurmont, Steve Miller, Kathy Singer, Chris Cannon, Sandy Pritt, Michael Burks, Paul Jackson, Elizabeth Winchester, Jeff Kapp, Julie Weissman, Austin Winkleman, Bob Heaney, Phil Lyons, Steve Dina

Absent: Paul Schnabel, John Goerke, Linda Noyes, Bobbie Kysar, Ned Harris, Kathryn Hudman, Mark Schmotzer

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None 	
Review minutes from meeting of October 15, 2003	<ul style="list-style-type: none"> • None 	
Old Business	<ul style="list-style-type: none"> • Backfill financial resources – Bruce Vieweg - The allocation of backfill dollars will be based upon the percent of overall SCT consulting hours purchased for each module. The backfill dollars will be allocated as follows: Alumni 16%, Financials 20%, Human Resources 21%, Financial Aid 17% and Student 27%. Chris Cannon expressed the uniqueness of certain areas that will have to do extensive cleanup especially in names. It would be preferred not to use backfill dollars for additive pay. Funds for additive pay would only be used in extreme cases such as a loss of a key employee to the project. • WebFocus purchase – Bruce Vieweg – There was only \$200,000.00 estimated in the budget for the purchase of a new reporting tool. The actual cost was \$276,408.00. The balance of \$76,408.00 was extracted from the Oracle/Luminis software line. The Banner project was gifted with approximately \$91,000.00 worth of software that will allow the UMG to use this tool to access IDX data that is stored in a format called MUMPS. The Medical School will pick up the \$12,000.00 a year maintenance fee. • Ellen Harshman – We are in the process of hiring a technical writer. A job description has been drafted, and submitted to Human Resources. The technical writer will develop and implement end-user training documentations from the materials that have been gathered by the teams. This person will float from team to team to document process, and will attend team meetings on a weekly basis. If you have a person in mind for this position, please submit their name to Bruce Vieweg. 	
Status Updates	<ul style="list-style-type: none"> • Overall project – Ellen Harshman, Bruce Vieweg: School of Medicine completed their mini BPA the week of October 21, 2003. Aisha Holmes and Dena Gasic, SCT Consultants, conducted the BPA for two days. Those that attended the BPA felt that it was successful and informative. The SCT consultants will forward a report within the next two weeks. 	

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	<ul style="list-style-type: none"> • A rush ordered for a reporting tool server has been placed with Sun. There has been a discussion with Jeff Kapp about additional software to complete the operational side of the Banner project. There will also be some additional development that will be needed. At this time we do not have an estimate of cost, but believe there are adequate funds for development. • Alumni & Development – Chris Cannon: Completed system education training the week of November 12, 2003. In the process of looking at validation tables. • Financial Aid – Sandy Pritt: The week of October 21, 2003, SCT consultant, Bruce Foote, meet with staff to establish a sense of how we conduct business before the scheduled BPA in January. • Finance – Mark Schmotzer: Xtender consultant, Jim Flowers, was here the week of October 7, 2003 to meet with finance and other teams. Accounts payable expressed an interest in implementing imaging. There was a discussion with Kathy Singer and Jeff Kapp about the possibility, both agreed that it could be done within the time frame that has been allotted. A BPA will be scheduled to discuss imaging for accounts payable. • Student – Ned Harris: Completed the scheduled Improved State BPA the week of October 14, 2003. System education training for recruitment has been scheduled for the week of November 11, 2003 for the graduated recruiting. We are continuing to meet and make progress. • Luminis – Michael Burks: Received SCT report from last visit. We have a much better idea of tasks that must be accomplished. Looking at the potential soft launch of Luminis in December 2003. Anticipate opening Luminis up to students and faculty members as early as January 04. There are some complications with opening Luminis up to staff members. At this time we are looking at the possibility of upgrading to Luminis Platform 3. • Data Conversion – John Goerke: Completed Conversion Tool Kit training the week of October 21, 2003. Consultant, Steve Vuletic, provided John's group with very detailed technical instructions. 	
Announcements:	<ul style="list-style-type: none"> • Ellen Harshman – last week received announcement from human resources to do performance reviews in Banner. There is a misconception that human resources has gone live. This communication is in regards to workload and not the Banner application. • Bruce Vieweg – In the planning budget document \$350,000.00 has been allocated for electronic research. The Provost office has requested that we move forward with the implementation. Ellen Watson asked that research be done on how to connect to Banner. We will be investigating InfoEd. The University of New Hampshire has taken same path and may be a resource for us. • Jeff Kapp–The Banner web page has been updated. Please look at it, and send any specific comments to Jeff Kapp. Page link: http://www.slu.edu/gatewayinitiative 	
Action Items		
Items to refer to Executive Committee	<ul style="list-style-type: none"> • Elizabeth Winchester will meet the Executive Committee to discuss audit status. 	
Adjournment	<ul style="list-style-type: none"> • 	