



**Minutes
Gateway Steering Committee
November 12, 2003**

Attendees: Ellen Harshman, Jeff Kapp, Mark Schmotzer, Kathy Singer, Steve Miller, Lee McDurmont, Michael Burks, Elizabeth Winchester, Austin Winkleman, Bobbi Kysar, Chris Cannon, Phil Lyons

Absent: Bruce Vieweg, Kathryn Hundman, Sandy Pritt, Ned Harris, Steve Dina, John Goerke, Robert Heaney, Paul Jackson, Linda Noyes, Paul Schnabel, Robert Webster, Julie Weissman

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None 	
Review minutes from meeting of October 29, 2003	<ul style="list-style-type: none"> • None 	
Old Business	<ul style="list-style-type: none"> • None 	
Status Updates	<ul style="list-style-type: none"> • Overall Project – Ellen Harshman: SCT consultant, Dena Gasic, has resigned as the student core team project consultant. • Kathy Singer - She will be replaced with SCT Consultant, Carol Berg, who has been with SCT for 15 years. Carol Berg has experience from Metro, knowledge of the CAP program, and has worked with several Jesuit schools. The new consultant will be here the week of the December 15, 2003. This will not present a risk to the project. Carol was able to meet all of the requirements, and was available for the scheduled visits. She has been forwarded all minutes, student trip reports, and is scheduled for a conference call. • Ellen Harshman– Water Tower – There has been an ongoing discussion about the Water Tower Inn. I have passed comments onto the provost office. Bruce Vieweg has discussed the concerns with Jeremy Schierhoff, and they have addressed some of them. If you are experiencing inadequate service, please inform Ellen Harshman, and she will forward your concerns to the provost office. The Village Apartments was suggested as an alternative. The cost for one unit is \$1,200.00 a month in addition to cleaning expenses. • Ellen Harshman - Technical Writer – It has been decided to use a contracted consultant to fill the position. Bruce has several resumes and will begin the interviewing process. 	

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	<ul style="list-style-type: none"> • Ellen Harshman - Project Management – Project management will be added to the agenda at least every two weeks for discussion. • Alumni & Development – Chris Cannon: – Completed validations tables as of November 12, 2003. We are in the process of identifying duplicate addresses and characters not acceptable in name field address. We have authorized overtime for research and development. Employees will take work home or stay late to ensure that database is accurate by December 10, 2003. Ellen Harshman - Under what circumstances will employees be eligible for overtime? Area leaders will be the persons who authorize overtime for work that is specific to Banner. E-mail is being used as a control factor. • Finance – Mark Schmotzer: We have completed building chart of accounts and loaded 10,000 accounts. Converted system from 37 digits to 12 digits. System education training for accounts payable is scheduled for January 2004 along with a mini BPA for document imaging. • Human Resources – Bobbi Kysar: - We are participating in technical training this week. Currently working on creating employee classes. Must determine how many unique classes of employees that we have. It is our goal to have all classes of employees identified by Tuesday, November 18, 2003. We are also in the process of building rules and validation tables for the next system education training scheduled for the first week in December. Jeff Kapp is working on getting Human Resources access to Banner 6.0 tables. • Luminis – Michael Burks: Continuing to work on tasks and issues identified by SCT consultant for moving accounts. At this point we are on track to do soft launch for December 2003. The soft launch will be done off campus. The test will be open to faculty and students. Course channels will only be available to faculty. There are some remaining issues with opening Luminis up to staff. Working with Jeff Kapp to resolve issues. • Data Conversion – Jeff Kapp: John Goerke and I put structure in place for receiving data that people will be sending in. In mid December all of the current systems will be melted together to create new system identifier. • Banner Issue – Jeff Kapp: Barb Coleman, Tracy Watkins and myself are in the process of building a course format to help gather information for end-user training. We suggest that the technical writer participates in this course in January 04. Individual team members will be invited to attend to this three segment course. I am going to contact Karen Drake and invite her to play a role in the training. The Student core team has received their entire system education training materials. Alumni should receive theirs by the end of this week. 	
New Business	<ul style="list-style-type: none"> • Audit Findings – The Executive Committee discussed audit findings with Elizabeth Winchester. She is here today to present her findings. • Elizabeth Winchester – The audit report contains the current status of project management and status of project management controls. Some controls within the project could not be tested at this time because the control is either not in place or the necessity of the control has not yet arrived. 	

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	<ul style="list-style-type: none"> - Overall the project is well managed, but there are four items that audit would like to address: - <u>Overextended Resources:</u> There has not been an analysis of anticipated workload for staff. Overextended staff can make mistakes and Banner data controls are at risk. - <u>Accountability:</u> Activities are not assigned to persons to be accountable for task. It is difficult for the project manager to monitor the status of activities. - <u>Status of project activities:</u> Core team members do not meet as a group to discuss the status of project activities: - <u>Central Repository:</u> A central repository for project documentation has been created, but is not accessible. <ul style="list-style-type: none"> • Bruce Vieweg and Jeff Kapp will provide a formal draft response to the audit committee that will be a component of the published Audit Report. • Announcements – The retreat is tentatively scheduled for January 9, 2004. Please check calendars to see if you are available. The retreat will be conducted from 8:30 a.m. until 1:00 p.m. Please let Tracy know if you are able to attend. 	
Action Items	<ul style="list-style-type: none"> • 	
Items to refer to Executive Committee	<ul style="list-style-type: none"> • 	
Adjournment	<ul style="list-style-type: none"> • 	