



**Minutes  
Gateway Steering Committee  
February 4, 2004**

**Attendees:** Ellen Harshman, Bruce Vieweg, Chris Cannon, Jeanne Donnelly, John Goerke, Ned Harris, Kathryn Hundman, Paul Jackson, Jeff Kapp, Bobbi Kysar, Lee McDurmont, Linda Noyes, Sandy Pritt, Mark Schmotzer, Paul Schnabel, Robert Webster, Elizabeth Winchester, Julie Weissman, Austin Winkleman, Chris Waldvogel, Robert Heaney

**Absent:** Janice Barnes, Michael Burks, Steve Dina, Phil Lyons, Steve Miller

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>Human Resources recommended go-live date.</li> </ul>	
Old Business	<ul style="list-style-type: none"> <li><b>Bruce Vieweg</b> – I have not had a chance to review the minutes from the previous Steering Committee meeting. I apologize for the delay, and you should receive them by Thursday, February 05, 2004.</li> </ul>	
Status Updates	<ul style="list-style-type: none"> <li>Overall project – <b>Ellen Harshman</b> –The agenda for the meetings is a preliminary agenda, and we solicit your input. Send Tracy an E-mail with any additions to the agenda. She will then in turn forward it to Bruce and myself so we can review additions. Attached to the back of the packet is the FISH summary from the retreat. The summary is comprised from the topics from flip charts. The one resounding topic throughout the retreat was the inefficiency of communication. Kathryn Hundman and Chris Waldvogel are here to today to discuss the communication plan. Austin Winkleman brought up the concern issues and project management. Jeff Kapp will address this issue later in the meeting. Review the summary and if you see that something was not captured bring it up at the next meeting, and we will discuss the item.</li> <li><b>Training Promotional:</b> A suggestion was made at the retreat that we should consider doing some type of motivational promotion.               <ul style="list-style-type: none"> <li>T-Shirts–Alumni developed a promotional shirt with the slogan “Got Banner”. The shirts are less than \$7.00.</li> <li>Swishy Billikens used for stress release? <b>Kathryn Hundman</b> will investigate the possibility of promotional and provide a price quote.</li> </ul> </li> <li>Forward additional ideas to Bruce Vieweg.</li> <li><b>Financial Report</b> – Attached is a financial report that carries us through December 2003, and from a balance side through January 2004 for other things. This will not align with Mark Schmotzer’s and Pat Thibodeau report because the reports reflect two different points in time. The report will indicate the</li> </ul>	

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	<p>following purchases: utility software for printing checks, job scheduling, job sequencing, and a special editor for programs in oracle and load testing. The second largest place for money is in unallocated funds. The majority of the money we know where it is going, but have not transferred it yet. I am happy to report that we are still under budget. Monday afternoon I will update the status report. Web for alumni has been moved to February 2004 to provide a more thorough discussion. We have a roadblock in conversion and general person, therefore, cannot move anything else until this is resolved. The report will be presented at the next Executive Committee meeting on Wednesday, February 11, 2004, to this committee on February 18, 2004 and then presented to the board. John Goerke had to do budget screening that took a week, and was not able to spend anytime on conversion.</p> <ul style="list-style-type: none"> <li>• <b><u>Alumni &amp; Development</u></b> – <b>Paul Schnabel</b> - Looking forward to meeting on Monday. Finished chunking address to comply with Data Standards, and signed off on tables. Designated people have been attending train the training sessions in preparation to training our department and end-users.</li> <li>• <b><u>Financial Aid</u></b> – <b>Sandy Pritt</b> – Acquired a new SCT consultant that has been with SCT for several years. We may loose about a month, but can make it up. First visit is scheduled for April 12, 2004</li> <li>• <b><u>Finance</u></b> – <b>Mark Schmotzer</b> – Finance has completed most of the system education training, and we are busy testing and preparing workloads in Banner. We are scheduled to meet with Linda Beard and Tracy Watkins today at 3:00 p.m. to discuss the training methodology.</li> <li>• <b><u>Human Resources</u></b> – <b>Bobbi Kysar</b> – Completed two system education-training sessions in December 2003. In the process of working on homework assignments and data cleansing. We are scheduled for training the week of February 10, 2004. After the first training in December 2003 we had discussion about go live in December 2004 and realized that there were significant risk to bring the system up at that time. We came to the conclusion that it would be beneficial to go-live January 1, 2005.</li> <li>• <b><u>Student</u></b> – <b>Ned Harris</b> – Completed system education session for Letter Generation facilitated by SCT consultant Bob Franscone who was excellent. Hopefully, he can come back and do another session. Next week we are scheduled for Faculty Workload and Housing system education training. The core teams have been broken into sub-teams to start data cleansing. We contracted with a bridge company called SSD to pass data from Recruitment Plus to System Plus that piece will be ready by Friday, which is good news.</li> <li>• Luminis – <b>Michael Burks</b> – Have not seen any negative impact from launching Luminis. Barb Coleman’s group has trained 140 people on the portal, and there is a waiting list for classes. Will need to secure more space for training to keep up with the demand. Received favorable e-mails from students in regards to the portal.</li> <li>• <b><u>Data Conversion</u></b> – <b>John Goerke</b> – Successfully loaded general person data at this point. Down to under 50,000 under 800,000 that is pretty good. It takes 7-10 hours to run, which has slowed down the process. Soon we will be able to cut production. The week of February 16, 2004 we will have SLU names and address ready to look at. SCT consultant Deb Coella will be here the week of February 16, 2004.</li> <li>• <b><u>Banner Issue</u></b> – <b>Jeff Kapp</b> - Ned Harris mention Recruitment Plus, we are working on connecting Luminis to Plus to connect to Banner. The other component is Xtender imaging – to be implemented during the finance go live. Getting communication setup for finance to go-live. Jim Weldon is scheduling meetings for Med School BPA follow-up.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b><u>Marketing &amp; Communication</u></b> – <b>Chris Waldvogel</b> – Published three stories in the news media announcing the launch of Luminis. There has been a steady stream of communication about Luminis. Articles were published in July 03, September 03 and October 03 about Luminis. In December 2003 Luminis was featured in the Grand Connections, and for the first week of January 2004 we had articles and Q&amp;As on Newslink. Communications about Luminis will continue this week. Michael Burks will be featured in the upcoming Grand Connections. Communication about the project is not limited to Newslink, it is published in The Grand Connection as well. A follow-up meeting to update the communication plan is scheduled for later in February.</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>• <b><u>Issues Database</u></b> – <b>Jeff Kapp</b> – Developed a document called the Issues Database that will keep track of issues, along with a spreadsheet for the teams to submit issues. The Issues Database spreadsheet will be on the Gateway web page (<a href="http://www.slu.edu/gatewayinitiative/index.html">http://www.slu.edu/gatewayinitiative/index.html</a>) by the end of this week. The spreadsheet will allow you to view one particular set of issues or all of the document issues. Once the issue is resolved, a brief description of the will be reported on the spreadsheet, or if it has not been resolved a status of the issue will be reported. The Issues Database spreadsheet will be updated on a weekly basis.</li> <li>• <b><u>Training Methodology</u></b> – <b>Jeff Kapp</b> - Linda Beard, Tracy Watkins and I have set down and laid out the overall plan that we hope each team to use as a basis or anchor. A presentation will be given to finance at 3:00 p.m. today. The template will assist the teams to identify functional and departmental processes, their target audience and the materials for the targeted audience. There are a series of worksheets to record one step to the next. Some portions of the template will be used and others will not due to the uniqueness of each module. Barb Coleman, Linda Beard and Tracy Watkins meet with the teams designated persons who will supervise the training piece. The process aligns with the security plan that the teams are in the process of doing.</li> </ul>	
Action Items	<ul style="list-style-type: none"> <li>•</li> </ul>	
Items to refer to Executive Committee February 11, 2004	<ul style="list-style-type: none"> <li>•</li> </ul>	
Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>	