



Minutes

gateway Executive Committee - Steering Committee

January 4, 2006

Attendees: Kevin Ballard, Donna Dorl-Adams, Steve Dina, Keith Hacke, Jennifer Haegele, Robert Heaney, Sandi Hubert, Jeff Kapp, Lee McDurmont, Lynne Weingtled, Ellen Watson, Julie Weissman, Elizabeth Winchester, Austin Winkleman

Absent: Barb Coleman, Ellen Harshman, Greg Haney, Kathryn Hundman, Paul Jackson, Bobbi Kysar, Phil Lyons, Steve Miller, Sandy Pritt, Paul Schnabel, Jim Weldon, Andrew Wimmer

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • There were no additional items for the agenda.
Review minutes from December 14, 2005	<ul style="list-style-type: none"> • The December 14, 2005 minutes were approved.
Gateway Phase II Program – Donna Dorl-Adams	<ul style="list-style-type: none"> • Donna Dorl-Adams distributed the Gateway Phase II Project and explained the details. This document provides the framework for the next phase of the project; it explains the purposed governance and responsibilities of each group and success indicators. The 6 projects will be managed together under one umbrella and an initiation document for each project will be created.. The individual projects in Phase II were briefly discussed as well as funding and individuals to serve on the various committees. Andrew Wimmer suggested taking a look back at the documents created at the beginning of Phase I and continue towards the original vision; the fact is, we can't keep operating in silos which is why we need a combined effort.. Ellen Watson stated that every project has operational needs and we can't expect new money to do an upgrade every 18 months. This needs to be included in operational funding. Ellen Watson explained that we were able to obtain funding for a WebFOCUS upgrade quickly because of the deal that was offered. We will move towards a Linux operating system as a long term strategy and we will have testing and training environments. The University did agree to become a reference site, as one of the first to move to Linux so IBI will want to have a smooth migration.
Overall Project – Ellen Watson/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Watson reported she conducted the last of meetings with departments and divisions about pain points with banner. She is reviewing the list and identifying what might have a quick fix and those that have a longer term effort. The list will be published by the end of January.

Topic	Discussion
Alumni – Chris Cannon	<ul style="list-style-type: none"> Chris Cannon reported that in terms of processes, things going well. They are working on developing a feed from Kintera to Banner to be able to use the WebFOCUS too. We are conducting training for operations folks the first Monday of the month and are developing division specific new employee training by the next quarter.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> Jennifer Haegele reported that HR is reviewing some forms that they choose not to implement in the beginning to see how they might be used. The ability to update addresses is Self Service will be disabled for a period of 2 weeks during W2 processing.
Student – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith distributed the Student “grow live” status report. The CASPUS bridge has been loaded into production, and Continuing Ed has been converted into production. Evision has 1 problem that Jeff Kapp is addressing and he is working on reclassification for law school. Jay Haugen has created a process for creating parent information in about 80% of the cases..
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith reported they will discuss how to handle any outstanding issues at the next meeting.
Portal	<ul style="list-style-type: none"> Sandi Hubert reported the Portal is part of Gateway II and they are working on the project document. Andrew Wimmer is conducting meetings to determine their needs.
Banner Update – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp distributed guides for reviewing Banner 7 documentation. He has assigned ITS staff to review the entire guide and has asked Team Leads to review their areas. Andrew Wimmer asked if the upgrade will resolve any of the outstanding issues. Jeff Kapp indicated there is nothing in the release guides that appear to address any of our outstanding issues.
UMG Update – Mary Souris/Jeff Kapp	<ul style="list-style-type: none"> Lynn Weintgle attending in Mary’s place, she reported that Mary is working on developing special reports such as the FTE report.
Data Warehouse Task Force – Kevin Ballard	<ul style="list-style-type: none"> Kevin Ballard reported they had been prepared to do an Oracle patch upgrade during the Holiday break, they were not able to perform the upgrade due to UMG needs and will look for another time to schedule installing the patch.
Adjournment	<ul style="list-style-type: none"> The meeting was adjourned at 2:30 p.m.