



**Minutes  
Gateway Steering Committee  
January 12, 2005**

**Attendees: Ellen Harshman, Donna Dorl-Adams, Jeff Kapp, Chris Cannon, Steve Dina, Jeanne Donnelly, Greg Haney, Robert Heaney, Kathryn Hundman, Paul Jackson, Bobbi Kysar, Phil Lyons, Steve Miller, Sandy Pritt, Laurinda Smith, Robert Webster, Julie Weissman, Elizabeth Winchester, Austin Winkleman, Kathy Singer**

**Absent: Lee McDurmont, Linda Noyes, Paul Schnabel, Ellen Watson, Jim Weldon, Andrew Wimmer**

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>• None</li> </ul>
Review minutes from December 22, 2004	<ul style="list-style-type: none"> <li>• The December 22, 2004 minutes will be updated and sent electronically to the Steering Committee.</li> </ul>
HR/Payroll Go-Live – Bobbi Kysar	<ul style="list-style-type: none"> <li>• Bobbi Kysar reported that HR is running smoothly since the conversion. They have encountered few problems, which were resolved quickly. The Steering Committee was advised that if a time sheet is not viewable to a Time Approver, the approver should verify the employee has initiated their time sheet. Another notice will be sent to employees instructing them on this process. A discussion centered on ensuring all time approvals would meet the approval deadline. The approval process was described which included the check and balance processes for ensuring all time approvers meet the approval deadline. The HR department is gathering a list of FAQ’s that will be used by the Help Desk to answer users questions. They have requested any information that would be helpful to this document be sent to Linda Noyes or Bobbi Kysar. There was also a discussion on how employees are reporting time, they should continue to report hours as before only using the Banner System. Sandy Pritt questioned the length of time in which time sheets will be stored on the system. Jeff Kapp responded that there are currently no plans to purge the data stored in Banner. Ellen Harshman recommended that if a purge is planned we verify the length of time we are required to retain this information.</li> </ul>
Financial Aid Go-Live Recommendation – Sandy Pritt	<ul style="list-style-type: none"> <li>• Sandy Pritt presented the Financial Aid Go-Live recommendation and explained that since her report to the Executive Committee on January 5, 2005 a considerable amount of progress has been made. A discussion centered on using Social Security numbers as an alternative id, this option is still being explored. There are a few medical school processes to define but these are not critical to meeting the go-live date, which is about 4 weeks away. SCT is</li> </ul>

Topic	Discussion
	<p>working on a solution for a bridge with AMCAS, until resolved there is a work around. Ellen Harshman explained the Executive Committee had dealt with a longer task list but some had been completed. There was no objection from the Executive committee regarding the Go-Live Recommendations. After opening the floor to questions, a vote to accept the recommendation was requested. Austin Winkleman made a motion to accept the Go-Live recommendations, and Greg Haney seconded the motion. The motion was put to a vote and unanimously approved.</p>
Overall Project – Ellen Harshman/ Donna Dorl-Adams	<ul style="list-style-type: none"> <li>• Ellen Harshman welcomed the Steering Committee back after Winter break and reported that the HR staff and the support team worked almost steadily over the holidays to ensure a smooth transition. The team was congratulated on a job well done. An explanation of how to put in a request for backfill was described and a standard list of questions to respond to was sent electronically to the Committee Members. Communication with the Committee was discussed and we need to do a better job of getting information to them.</li> <li>• Donna Dorl-Adams explained that SCT updates would be sent electronically for the Committee’s review as well as some financial information. The web page will be updated and a lessons learned document is being drafted.</li> </ul>
Alumni & Development – Chris Cannon	<ul style="list-style-type: none"> <li>• Chris Cannon reported that there are one or two technical issues being addressed and that they are working on the process side. While in Kansas City, there was a meeting with other Banner users who had a soft credit issue as well. However, their quantity of soft credits was considerably lower than SLU’s. Reports are progressing well with 5 or 6 reports that are dead on replications or better.</li> </ul>
Finance – Greg Haney	<ul style="list-style-type: none"> <li>• Greg Haney reported that the first biweekly payroll went well; this is the best feed from payroll to finance we’ve had in all his time at SLU. There were 3 small problems that were easily fixed. A few additional items were added to the issues list.</li> </ul>
Student – Laurinda Smith	<ul style="list-style-type: none"> <li>• Laurinda Smith reported that mock registration is scheduled for the week of January 17, 2005. A discussion centered on the fee assessment issue, this will continue to be researched.</li> </ul>
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> <li>• Jeff Kapp reported having discussions with the lead SCT consultant on fee assessment and now there is a better understanding of this process. A user reported that understand the process the have been using for years much better than they ever have before and feel more confident about how the information flows. The pseudo hour issue has been resolved and works well but still needs to be tested and verified. The AMCAS bridge is an enhancement from SCT that was originally thought to be available in January but now it looks like it will not be available until May 2005. Several teams participated in a strategic reporting assessment with a consultant from SCT. Another session will be scheduled the week of January 24, 2005. A discussion centered on creating standards for browsers across the university.</li> </ul>
Items to refer to Executive Committee January 19, 2005	<ul style="list-style-type: none"> <li>• Project Definition Document</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 2:30 p.m.</li> </ul>