



Minutes

gateway Executive Committee - Steering Committee

January 18, 2006

Attendees: Kevin Ballard, Steve Dina, Keith Hacke, Jennifer Haegele, Ellen Harshman, Sandi Hubert, Kathryn Hundman, Phil Lyons, Laurinda Smith, Lynne Weinzettel, Ellen Watson, Jim Weldon, Julie Weissman, Elizabeth Winchester, Austin Winkleman

Absent: Donna Dorl-Adams, Chris Cannon, Barb Coleman, Greg Haney, Robert Heaney, Jeff Kapp, Paul Jackson, Bobbi Kysar, Lee McDurmont, Steve Miller, Sandy Pritt, Paul Schnabel, Andrew Wimmer, Mary Souris

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • There were no additional items for the agenda.
Review minutes from January 4, 2006	<ul style="list-style-type: none"> • The January 4, 2006 minutes were approved.
Overall Project – Ellen Watson/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Watson reported that an update on Gateway Phase II will be presented at the February 1, 2006 Steering Committee meeting. A meeting regarding funding for Phase II is scheduled for today, January 18, 2006 after the Steering Committee meeting. Donna Dorl-Adams reported that Phase I of the project is really winding down; about 98% of the budget has been allocated or spent, this includes Electronic Research.
HR/Payroll – Jennifer Haegele	<ul style="list-style-type: none"> • Jennifer Haegele reported that W2's are being printed today. The ability to update addresses in the Portal had been temporarily disabled while W2's were being run; this program has now been enabled.
Student – Laurinda Smith	<ul style="list-style-type: none"> • Laurinda Smith distributed a Student “Grow” Live status report and reviewed the highlights. A SCT consultant is on campus this week to provide some additional support and training. Ellen Harshman asked how we are proceeding with security access models. Laurinda Smith reported she had met with John Jaffry to discuss this issue. John will create roles within Banner that have certain set security access.
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> • Laurinda Smith reported the next meeting is scheduled for January 30, 2006. Kevin Ballard reported that currently the group has no mission or charter; he will begin putting those documents together.
Portal – Andrew Wimmer	<ul style="list-style-type: none"> • Andrew Wimmer reported the Project Initiation document was complete and would be presented at the Gate Review next week. Keith Hacke reported that there are some operational issues with the calendar database, he is

Topic	Discussion
	investigating an option the vendor suggested, and the suggestion was to rebuild the database.
UMG Update – Mary Souris/Jeff Kapp	<ul style="list-style-type: none"> • Lynne Weinzettel reported the FTE report needs some minor tweaking. Jeff Kapp is addressing this need.
Marketing & Communication – Kathryn Hundman	<ul style="list-style-type: none"> • Kathryn Hundman reported that funding was approved for a Content Management System. Jim Edmond will be performing a Needs Assessment and will spend some time looking at security as well. A discussion centered on placing an article in Grand Connections featuring the Gateway Celebration and how are lives are better now that Banner is in place.
Items to refer to Executive Committee January 25, 2006	<ul style="list-style-type: none"> • There were no items to refer to the Executive Committee.
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 2:30 p.m.