



Minutes  
 gateway Executive Committee - Steering Committee  
 January 26, 2005

**Attendees:** Ellen Harshman, Donna Dorl-Adams, Jeff Kapp, Chris Cannon, Bobbi Kysar, Laurinda Smith, , Robert Heaney, Paul Jackson, Phil Lyons, Steve Miller, Julie Weissman, Elizabeth Winchester, Steve Dina, Jeanne Donnelly, Kathryn Hundman, Lee McDurmont, Jim Weldon

**Absent:** Ellen Watson, Greg Haney, Sandy Pritt, Paul Schnabel, Robert Webster, , Austin Winkleman, Kathy Singer, Linda Noyes, Andrew Wimmer

Topic	Discussion
<b>Agenda Review – Any additional items?</b>	<ul style="list-style-type: none"> <li>No additions to the agenda.</li> </ul>
<b>Review minutes from January 12, 2005</b>	<ul style="list-style-type: none"> <li>The January 12, 2005 minutes were approved.</li> </ul>
<b>HR/Payroll Go – Live</b>	<ul style="list-style-type: none"> <li><b>Bobbi Kysar/Linda Noyes</b> – The first monthly payroll has been processed and everything went well. Direct Deposits were processed without a problem. A recommendation was made to compare a November pay stub with a January’s pay stub to insure accuracy. Any discrepancies need to be reported to HR and they will correct the appropriate discrepancies. In Banner a re-hired employee must be made active again or the employee record will not update. Ellen Harshman opened a discussion of how user feedback was being gathered and used. A core team meeting is scheduled for January 27, 2005 and this topic will be addressed. There will be a list of FAQ’s and a list serve will be established to address user payroll issues. He help desk will assist users who are unable to log on.</li> </ul>

Topic	Discussion
<b>Financial Aid Go - Live</b>	<ul style="list-style-type: none"> <li>• <b>Laurinda Smith</b> – Sandy Pritt was absent and Laurinda Smith reported that the process for creating a general person record was worked through and looks good. This process will be implemented. Jeff Kapp reported that due to some compliance issues the Financial Aid team would like to change how Summer term aid is viewed as part of the award year. This will create some additional effort and coordination with the technical team. Ellen Harshman explained the Financial Aid teams in more detail.</li> </ul>
<b>Overall Project</b>	<ul style="list-style-type: none"> <li>• <b>Ellen Harshman</b> – A protocol for requesting Backfill has been established, the request needs to have a justification on why Banner should fund this expense. Ellen Harshman, Ellen Watson and Donna Dorl-Adams will be responsible for approving or rejecting submitted Backfill requests. Currently 3 requests have been approved and there is 1 pending.</li> </ul>
<b>Alumni &amp; Development</b>	<ul style="list-style-type: none"> <li>• <b>Chris Cannon</b> – On February 23, 2005 Alumni will present their Go-Live recommendation to the Executive Committee. There are about 5 weeks to verify processes and make sure training is developed. The technical team is feeling confident with their aspect of the project. The soft credit is not longer an issue. A discussion centered on WebFocus and the flexibility of the product to extract data and to be used more efficiently.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• <b>Greg Haney</b> – There was no Finance update.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Laurinda Smith</b> –By the end of February there will be a resolution of the fee assessment issue. In order to work through FSA Atlas, technical and user assistance will be required for a few days. The SCT consultant schedule is being addressed and changes made where appropriate. The next mock test will include a load test. A discussion centered on communicating the upcoming changes to the user community. This will be described in the Go-Live recommendations</li> </ul>
<b>Banner Issues</b>	<ul style="list-style-type: none"> <li>• <b>Jeff Kapp</b> –There are 3 major components going live within the next 2 months but we are confident they will go smoothly. The project plan and issues log are now available on the Gateway Initiative web site.</li> </ul>
<b>Luminis</b>	<ul style="list-style-type: none"> <li>• <b>Andrew Wimmer</b> - After meeting with the Advisory Committee a considerable amount of interest was generated in the Ingeniux product. A question and answer session was scheduled for February 2, 2005.</li> </ul>
<b>Marketing &amp; Communication</b>	<ul style="list-style-type: none"> <li>• <b>Kathryn Hundman</b> – A discussion centered on developing a page in Grand Connection and what types of information should be included. An update will be provided at the next meeting, February 9, 2005.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Ellen Harshman – The project definition document will be updated with the help and participation of the Steering Committee.</li> </ul>
<b>Items to refer to Executive Committee (February 2, 2005)</b>	<ul style="list-style-type: none"> <li>• Go-Live Recommendations for Student.</li> </ul>