



**Minutes**

**gateway Executive Committee - Steering Committee**

**February 1, 2006**

**Attendees:** Kevin Ballard, Chris Cannon, Steve Dina, Keith Hacke, Ellen Harshman, Jennifer Haegele, Robert Heaney, Sandi Hubert, Lee McDurmont, Steve Miller, Sandy Pritt, Laurinda Smith, Ellen Watson, Julie Weissman, Andrew Wimmer, Austin Winkleman, Jeff Mossoff, Lynne Weinzettel

**Absent:** Donna Dorl-Adams, Barb Coleman, Greg Haney, Kathryn Hundman, Paul Jackson, Jeff Kapp, Phil Lyons, Paul Schnabel, Mary Souris, Jim Weldon, Elizabeth Winchester

Topic	Discussion
<b>Agenda Review – Any additional items?</b>	<ul style="list-style-type: none"> <li>• Jeff Mossoff from SLUCare is attending for Mary Souris.</li> <li>• There were no additional items for the agenda.</li> </ul>
<b>Review minutes from January 18, 2006</b>	<ul style="list-style-type: none"> <li>• The January 18, 2006 minutes were approved.</li> <li>• On behalf of the entire Steering Committee, Ellen Watson thanked the members of the Gateway Celebration Committee for their efforts on the “Ring in a New Era” event.</li> </ul>
<b>Gateway Phase II – Ellen Harshman/Ellen Watson</b>	<ul style="list-style-type: none"> <li>• Ellen Watson reported that Keith Hacke, Jeff Kapp, Sandi Hubert and I met with SCT/Ciber on January 31, 2006 to discuss project management for Phase II. Ciber is a consulting firm that partners with SCT to provide project management for enterprise resource project efforts. We reviewed their proposal and asked them to make some improvements in the proposal and bring it back to us within the next few weeks.</li> <li>• On February 14, 2006, Ellen Watson will be meeting with the Executive Staff to present the accomplishments of Phase I and the benefits of Phase II.</li> <li>• Sandi Hubert reported that 6 projects from Phase II completed their Project Initiation documents and presented them to Ellen Watson and Marla Berg-Weger.</li> <li>• Keith Hacke asked the Steering Committee to document how the new system has benefited their departments; this will help us communicate our accomplishments with the Banner products.</li> </ul>
<b>Overall Project – Ellen Watson/Donna Dorl-Adams</b>	<ul style="list-style-type: none"> <li>• Ellen Harshman also applauded the efforts of those who worked on the celebration.</li> <li>• Over the next few weeks, the Steering Committee meetings will be wrapping up and the governance for Phase II will begin. We remain under budget for Phase I but roughly 98% of the budget has been used or is committed.</li> </ul>

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	<p>Ellen thanked the members for their commitment to the project and reminded them that any outstanding requests were due by January 31, 2006; if the deadline was missed, requests must be made by the end of the week, February 3, 2006.</p> <ul style="list-style-type: none"> <li>• Austin Winkleman suggested that it would be beneficial to review lessons learned; this could be helpful in planning Phase II.</li> </ul>
<b>Alumni – Chris Cannon</b>	<ul style="list-style-type: none"> <li>• Chris Cannon reported that things are going well; they are working on developing departmental training for new employees, reviewing data standards and USPS regulations. Kintera is their next software project; they will need at least 1 feed from Kintera to Banner and will work with ITS to accomplish this. By April 6, 2006 1 on-line community will be in production, then they will begin exploring how this software may be used University wide.</li> </ul>
<b>Financial Aid – Sandi Pritt</b>	<ul style="list-style-type: none"> <li>• Sandy Pritt reported that some additional Financial Aid processes have been put into productions and they are working on the process details. Student 1098T's have been printed and mailed. Sandi has accepted a new position with the Medical School's Financial Aid department.</li> </ul>
<b>Finance – Greg Haney</b>	<ul style="list-style-type: none"> <li>• Lee McDurmort reported that a SCT consultant visit had not been helpful to the purchasing department. The consultant was only able to answer 1 question of the 15 or so the department had. The SCT consultant made no effort to find the answers and left the team feeling very frustrated. Ellen Watson asked Keith Hacke to follow up on this issue.</li> <li>• Jeff Mossoff asked the status of the UMG budgeting requirements. Keith Hacke reported this is part of the Gateway Phase II proposal; Capital funding has been approved and the project budget is in the approval process. Jeff Kapp will provide a status update.</li> </ul>
<b>HR/Payroll – Jennifer Haegele</b>	<ul style="list-style-type: none"> <li>• Jennifer Haegele reported as project sponsor for WorkFlow; she met with Maggie Waters to discuss the details of the project. There was an issue with payroll this week where a certain range of check numbers were duplicated, they are investigating the cause of this issue. They are now able to identify SLUCare employees based on a flag that indicates if you are or are not a SLUCare employee.</li> <li>• Jeff Mossoff asked if the number of pays and distributions has been adjusted in Salary Planner for FY07. Jennifer Haegele responded that Dan Hitchell is the lead on this project; training has begun and several staff members from the School of Medicine have attended. Additional training dates will be scheduled in February.</li> </ul>
<b>Student – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>• Laurinda Smith distributed a student grow live, met with school of med for resident info into banner, med verify student info, some ess problems and bridge, implementing add security to f01 reports, made a nature all schools use same reports, so that each college can only pull there school info, share file feature has been fixed. Outstanding issues and tasks that we are hoping to complete.</li> </ul>
<b>Data Integrity Update – Kevin Ballard - Laurinda Smith</b>	<ul style="list-style-type: none"> <li>• Laurinda Smith reported that the team met on Monday, January 30, 2006 and discussed multiple pidm's, address issues and data standards.</li> <li>• Kevin Ballard reported they are also working on building the charter.</li> </ul>
<b>Portal – Andrew Wimmer</b>	<ul style="list-style-type: none"> <li>• Andrew Wimmer reported that Portal enhancements are included in Phase II. New channels available in Banner 7, we will be reviewing those and determining University needs.</li> </ul>
<b>Banner Update – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>• Kevin Ballard reported that Banner would be down from 9:00 a.m. – 3:00 p.m. on Sunday, February 5, 2006 for a database upgrade.</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

Topic	Discussion
<b>UMG Update – Mary Souris/Jeff Kapp</b>	<ul style="list-style-type: none"> <li>• Jeff Mossoff reported that SLUCare has been hindered in their efforts to budget effectively because the system does not currently meet their needs. Because their budget requirements are incorporated in the Gateway Phase II project plan, Jeff requested that all Phase II budget requests for UMG be given first priority. Since UMG is a major revenue producer for the University and due to the impact this issue is having on managing the UMG group practice, this must take a higher priority.</li> </ul>
<b>Marketing &amp; Communication – Kathryn Hundman</b>	<ul style="list-style-type: none"> <li>• Kathryn Hundman reported General Counsel is reviewing the contract for the Content Management system. A needs assessment meeting was held with Jim Edmonds. Barb Coleman is developing training; DreamWeaver will be repurposed. Phase 1 of the project plan will involve a pilot program with Doisy Health; this will require an extract of course information from Banner. A decision regarding whether authentication should take place in Banner or LDAP needs to be made. Another needs assessment is scheduled for February 2006. Schools who have developed their content contributors will take priority over those who have not. Marketing will help the schools roll their pages into the new system; this will help gain some quick success before tackling larger issues.</li> </ul>
<b>Items to refer to Executive Committee February 8, 2006</b>	<ul style="list-style-type: none"> <li>• Gateway Phase II update</li> <li>• Operational issues</li> </ul>
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 2:30 p.m.</li> </ul>