



**Minutes
Gateway Steering Committee
February 18, 2004**

Attendees Michael Burks, Ned Harris, Chris Cannon, Steve Dina, Jeanne Donnelly, John Goerke, Ned Harris, Ellen Harshman, Kathryn Hundman, Paul Jackson, Jeff Kapp, Bobbi Kysar, Lee McDurmont, Linda Noyes, Paul Schnabel, Julie Weissman, Austin Winkleman

Absent: Robert Heaney, Phil Lyons, Steve Miller, Sandy Pritt, Mark Schmotzer, Robert Webster, Elizabeth Winchester

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • Fish Summary
Review minutes from meetings of February 4, 2004 & January 21, 2004	<ul style="list-style-type: none"> • January 21, 2004 minutes approved with minor changes from Austin Winkleman who will forward to Tracy. Committee approved February 4, 2004 minutes.
Old Business	<ul style="list-style-type: none"> • None
Status Updates	<ul style="list-style-type: none"> • Overall project – Bruce Vieweg: Winter Update will be distributed to the Board of Trustees and Audit Committee. • <u>Financial Aid</u> - A new consultant has been assigned to Financial Aid. This will delay system education training for a month, but will not affect original go-live date. • <u>Web-for-Alumni</u> - Postponed until Banner is up and running. Anticipated go-live date will be in October 2004. • <u>Software Purchase</u> – Additional utility software was purchased and implementation will be added to Project Plan. • <u>Water Tower Inn</u> – SCT consultants elected not to stay at the Water Tower Inn since November 2003. Consultants presented the President’s Office with a two-page grievance listing issues about accommodations. Ellen Watson and SCT came to an acceptable compromise that SLU would pay up to \$40.00 a night for the consultants stay elsewhere; this will be retroactive January 04. Bob Woodruff is in the process of drafting a letter of agreement that will be an addendum to the SCT contract. • <u>SCT Contracted Services</u> – There are several hours that have not been allocated and available for allocation. Robert Franscone is scheduled to return to facilitate Letter Generation for Alumni and Human Resources. • <u>Gateway Training</u> - Barb Coleman has trained 500 people in the gateway portal. All sessions scheduled through March 2004 are full. Space is limited, and project staff is attempting to identify additional trainers and training space. We will use a couple of the computer labs in Des Peres Hall to help accommodate space for training. Barb has done special focus training in Cook, Law School, Health Sciences Center and Public Safety. It is a possibility that Tech-Interns will be able to assist with the Gateway training. We recognize there is a concern about exposing personal calendar to the World Wide Web. This can be address in an article on NewsLink and in the portal classes.

Topic	Discussion
	<ul style="list-style-type: none"> • Alumni & Development – Chris Cannon: Scheduled for Improved State the Week of February 24-26, 2004. Close to signing off on tables, and looking forward to the implementation of Alumni Self-service. On Friday, February 20, 2004 a presentation of the program will be given to the alumni leaders. • Finance – Linda Noyes: Working with self-service part of finance module. • Human Resources – Bobbi Kysar: Completed system education training the week of February 10, 2004 on benefits and deductions. Making progress in building user tables and employee class tables. During training HR crossed trained with Alumni. • Student – Ned Harris: Completed system education training the week of February 10, 2004 focusing on Location Management, Housing and Faculty Workload. Currently working on communication plan. Goal to firm up tables by the end of the month. Approaching the implementation of the Value Instance Program. • Luminis – Michael Burks: Making progress with installed patch. SCT has announced the release of Luminis Platform 3 in June 04. When upgrade is received will run a series of test. Made an appeal to several student groups to form groups within. Luminis will be down for a brief period on Thursday, February 19, 2004 to perform necessary maintenance. • Data Conversion – John Goerke: Converted over 380,000 forms with only seven errors. We should have something to move to the Eval instance by the end of the week. • Banner Issue – Jeff Kapp: Self-Service Banner (SSB) has in it a lot of what has been developed as SLU functionality for the past several years. SSB is where we will look to enhance system without changing baseline. • Marketing & Communication – Kathryn Hundman – Rotating articles about Gateway to maintain interest. Scheduled to meet with Bruce Vieweg, Jeff Kapp and Michael Burks to discuss Communication Plan.
New Business	<ul style="list-style-type: none"> • <u>Training Structure</u> – Committee members received the following handouts: Training Workbook PowerPoint Presentation, Training Process Workbook and a Generic Training Workbook, which was developed by Linda Beard, Jeff Kapp, and Tracy Watkins. A series of Train-the-Trainers meetings were held in the month of January 2004. The PowerPoint presentation is discussed at the initial meeting that introduces the training process and material. The Training Workbook assists with analysis of the department, identifying task processes and responsibilities with worksheets to log the process. There will be an evaluation process for those who have developed the class, facilitated the training and the attendees of the classes. Linda has started the process with Finance, and will setup a meeting to begin working with Alumni. • Announcements: <u>Report Writing</u> – There has been a large amount of setup completed locally, and IBI has not completed installation. Deb Coella was on site the week of February 10, 2004 to assist with process. We can bring in a contracted person dedicated to report conversion if necessary. • <u>Fish</u> – There is an issue with communication within the project. Ensure the management process executed. A preliminary agenda has been instituted. The committee will revisit concerns and frustrations on a regular basis to stay on track.
Items to refer to Executive Committee	<ul style="list-style-type: none"> • Social Security Numbers • Data Standards
Adjournment	<ul style="list-style-type: none"> •