



**Minutes  
Gateway Steering Committee  
March 3, 2004**

**Attendees:** Ellen Harshman, Bruce Vieweg, Bobbi Kysar, Lee McDurmont, Mark Schmozter, John Goerke, Paul Jackson, Austin Winkleman, Michael Burks, Julie Wisemann, Sandy Pritt, Elizabeth Winchester, Ned Harris, Kathryn Hundman, Linda Noyes, Chris Cannon, Phil Lyons, Steve Dina

**Absent:** Jeff Kapp, Jeanne Donnelly, Robert Heaney, Steve Miller, Robert Webster

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>• None</li> </ul>
Review minutes from meeting of February 18, 2004	<ul style="list-style-type: none"> <li>• Minutes approved. Sandy Pritt requested that Janice Barnes be removed from sign-in sheet.</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>• <b>Status Updates</b> – Status reports will be placed on the Gateway web page. Financial information will be omitted from reports.</li> <li>• <b>Project Updates</b> – The week of March 8, 2004 team leads will receive project update.</li> <li>• <b>Audit Committee Presentation</b> – The overall presentation went well. Additional questions were raised about security for Banner and in general. Ellen Watson is in the process of preparing a response to be presented at the April 30, 2004 Audit Committee meeting.</li> <li>• <b>Technical Support</b> – Finance is requesting additional ITS technical support to assist with several issues they have identified.</li> <li>• <b>Utility Software</b> – The implementation of the recently purchased utility software packages is a time consuming process, and will not be completed by the end of the project. Therefore, will be removed from the Gateway project plan, and a separate project plan will be devised for the implementation of utility software.</li> </ul>
Status Updates	<ul style="list-style-type: none"> <li>• Overall project – <b>Ellen Harshman, Bruce Vieweg:</b></li> <li>• Alumni &amp; Development – <b>Paul Schnabel:</b> - The week of February 25, 2004 alumni completed the improved state BPA. The overall visit was productive and informational. The functional team has scheduled several working meetings. Finance and alumni will meet March 23, 2004. This will give a better understanding of how the two modules work together. <b>Question:</b> Is there a training schedule for Webfocus: <b>Response:</b> It is not on the agenda as of yet. The week of March 8, 2004 IBI will be here to complete installation.. Once that is completed a schedule will be developed to train the campus. Alumni congratulated, thank and commended John Goerke on his hard work with data migration.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Financial Aid – <b>Sandy Pritt:</b> - Completed system education training the week of February 23, 2004. Dan DeBower was very knowledgeable technically and functionally. He is scheduled to return at a later date. Bruce Vieweg has received the updated financial aid system education schedule that has been shared with all team members.</li> <li>• Finance – <b>Mark Schmotzer:</b> - Focusing on end-user training. Met with Linda Beard and was able to devise a timeline to develop training material. There will be two different trainings: one for self-service in April 04 and one for on-line requisitioning beginning May 04. Requested additional ITS additional technical support for self-service module. Kathy Singer is in the process of acquiring additional support. <b>Question:</b> What is the status of imaging? <b>Response:</b> It is our intention to use it for accounts payable. Software has been installed and technical support will be required for this service. Jeff Kapp is in the process of doing some research. Imaging is scheduled to go live in July 04. Implementation was only budgeted for finance. Licenses for large-scale scanners are a concern. Currently there is only storage for finance.</li> <li>• Human Resources – <b>Bobbi Kysar, Linda Noyes:</b> - Since last system education training in February 04, we have been working on benefits, deductions and codes. Some refinement is required, but overall we are in good shape. On scheduled with homework task and will be completed by next system education training scheduled for March 16, 2004. Anticipating completing one paycheck during training.</li> <li>• Student – <b>Ned Harris:</b> - Recently received Eval and will start loading tables. The week of March 16, 2004 SCT Consultant Carol Berg will facilitate Catalog and the week of March 23, 2004 Robert Franscone will return to do an additional session on population selection and Letter Generation.</li> <li>• Luminis – <b>Michael Burks:</b> - In the process of refining system. Encountered a few software bugs. In the process of working with SCT to resolve issues. Presented a demonstration to the Board of Trustees that was well received. Developing more content to generate additional interest. <b>Personal Channel</b> – The product comes with channel called “My Headline”. It is a live feed from a news services that SCT has an agreement with. There are various headlines news links, but also provides lottery numbers and horoscopes. There have been several discussions about if this is something that the university wants to provide. Unfortunately, you cannot turn on a portion of this channel it is all or nothing. Barb Coleman and staff have trained over 500 people for the portal. Beginning to experience some no shows, which becomes a administrative challenge when you have a waiting list. Close to making the PDA sync with calendar available. Will release detailed information on how to use.</li> <li>• Data Conversion – <b>John Goerke:</b> Completed data conversion for general person with Eval. Out of 3,8000 records only identified 60 duplicates. Jeff Kapp and I are in the process of developing a formal evaluation for team leads to sign-off approving conversion. Information about evaluation will be forward to team leads. <b>Question:</b> What steps are being taking to ensure that Banner and Plus are kept in sync when there is data changes? <b>Response:</b> Data will be reviewed on a weekly basis, and then daily close to going live. Will work with each team to define a meaningful metric. Installed codes behind Webpro fields so students cannot enter unacceptable characters, and taken fields down to 30 to match Banner. A refresher course will be offered to departments that have a high volume of data entry.</li> <li>• Banner Issue – <b>Bruce Vieweg</b> - Jeff Kapp and I are spending time updating the project plan details. Once updated the project plan will be posted on the Gateway website.</li> <li>• Marketing &amp; Communication – <b>Kathryn Hundman</b> –To efficiently communicate to person involved in project, the web page will be used a major form of communication. Jeff Kapp furnished a contact list for specific areas of the project. In the process of working a story focusing on Gateway portal’s group function. There is a campus communicator meeting scheduled for April 04. This is an internal group that focuses on how to communicate to campus externally. Michael Burks</li> </ul>

Topic	Discussion
	has been invited to discuss group function and using the content management system of gateway.
New Business	<ul style="list-style-type: none"> <li>• <b><u>Security Process</u></b> – At the Wednesday, February 25, 2004 Executive Committee meeting Austin Winkleman discussed the concerns of the Security Commission about using social security numbers. The Security Commission was presented with a draft policy and in the process of reviewing the documentation. When the policy is refined, it will be presented to us for informational purposes.</li> </ul>
Action Items	<ul style="list-style-type: none"> <li>• None</li> </ul>
Items to refer to Executive Committee March 10, 2004	<ul style="list-style-type: none"> <li>• Reporting tool and training tool</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>