



**Minutes
Gateway Steering Committee
March 31, 2004**

Attendees Jeff Kapp, Lee McDurmont, Ellen Harshman, Bobbi Kysar, Bruce Vieweg, Michael Burks, Julie Wiessman, Elizabeth Winchester, Harris, Mark Schmotzer, Steve Dina, Paul Jackson, Austin Winkleman, Jeanne Donnelly

Absent: John Goerke, Kathryn Hundman, Sandy Pritt

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None • Student Service Module
Review minutes from meeting of March 17, 2004 and Executive Committee Minutes March 10, 2004	<ul style="list-style-type: none"> • Minutes Approved for Steering Committee
Old Business	<ul style="list-style-type: none"> • Shadow Database – At the March 17, 2004 Steering Committee meeting, we discussed the issue of shadow databases. There have been several discussions since then, and we determined that our approach would be from the interface side. Documentation will be created indicating existing and known shadow databases. The SLU-101 and SLU-301 databases are currently stand-alone, and have no current connection with other systems. When people make requests for downloads, those requests will be documented. Since the reporting tools are more user friendly, people will be able to manipulate the data from Banner itself instead of having to build another spreadsheet. Information will be more current and up-to-date. Exports now come from the Plus system. Each team has a list that we export to other system not every one of exports ends up as a shadow database.
Status Updates	<ul style="list-style-type: none"> • Overall project – Bruce Vieweg: - The March 2004 update sheet was forwarded to team leads last week. If you would like your section of the Project Plan to compare, let me know. Need to prepare for next audit report by April 19, 2004. To reach this timeline need requested updates by April 16, 2004. I am willing to dialogue with you if you need to change some date, or remove something that we are not going to do. The next audit committee meets April 30, 2004, I will be out of town Dr. Ellen Harshman will do the presentation. • Remote DBA – A question came up about the remote DBA in terms of extension. The SCT agreement is structured for two types of services. System education and implementation which is based on an hourly rate. BPA is a fixed cost for a one-year engagement for that service. The DBA contract started April 2003 when Brett Lovelidge did the on-site installation. This service has been extended through May 2005. The extension will provide us with 13 or 14 months of service. We are very reluctant to take the first two systems live with out SCT DBA coverage. This will cover the go-live for finance, alumni and the first part of student. We also have action web live support. We can

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	<p>report a problem, and get a response back from technical support at no additional cost.</p> <ul style="list-style-type: none"> • Alumni & Development – Paul Schnabel: The team is at the SCT Summit. They have made good contacts with other Banner users, and learned more about integrated athletes and event management. • Financial Aid – Bruce Vieweg: Financial aid will have their first system education training the week of April 12, 2004. There has been a changed in consultant, but their schedule has not been interrupted for going live. • Finance – Mark Schmotzer: We have identified 400 people for self-service training for April 12, 2004. Training materials are near completion. Missing a few screens on self-service, but if not ready we can move forward. The second phase of training for on-line and requisition is schedule for May 2004. Bruce Vieweg acknowledged Mark Schmotzer for making an excellent presentation to the UMG Administrator Forum on the Chart of Accounts. Comment: The UMG is interested in tracking cost codes, patient cost, academics and research cost. The activity codes will allow them to do this. Mark Schmotzer will be meeting with various areas of the University to discuss this possibility. • Human Resources – Bobbi Kysar: We have received positive reports from team members who are attending the SCT Summit. They have made contacts with other Jesuit schools. System education training is scheduled for the week of April 5, 2004 for payroll processing. We have created our test employees and ensuring that we have our process ready. Built numerous tables and now we are ready to put then into production. This payroll and processing training was scheduled for last week, but we needed to have consultant review what was completed to ensure accuracy. Cyd Hawkins found a few things needed to be fixed, but for the most part we were on target. • Student – Ned Harris: - SCT consultant, Bob Fransecone, was here last week doing population and letter generation. Working on tables and testing instances. Next system education training is scheduled for April 22, 2004. Received training materials from SCT consultant, Carol Berg, on Monday, March 26, 2004. We are continuing to make progress. • Luminis – Michael Burks: Downtime – Gateway was down due to hardware failure, but currently is up and running. A test was completed on the system this morning. An after reaction review will be prepared to see what has happened, our response, and what needs to be done to recognize the enterprise system so this will not happen again. Question: How long was the system down? Response: Gateway was down for 142 hours beginning Thursday, March 22 at 11:30 a.m. Question: Will we need to reenter any data? Response: No. Working with Barb Coleman to get something out by Thursday, April 1, 2004. Next week a Sun Engineer will be on site to help evaluate the problem and participate in the after action review session. • Banner Issue – Jeff Kapp – Staff has been working with Luminis issues. Spent the week preparing for finance building instances, loaded data and managing application service screens. Several of the ADITS staff are at the SCT Summit meeting in Philadelphia. They have made several contacts with technical resources, and people on similar timelines as well. The initial training for the WebFocus product is scheduled for April 15-16, 2004. Suggestion: Inform Rick Chaney in Spain of training. He expressed an interest in having his staff participate. IBI host a series of workshops at their site. They are willing to do some on campus workshops (2-hours in length) at no additional cost to SLU. Question: When will this training be offered again? Response: Dates have not been set. Focusing on completing initial training. Barb Coleman or a member of her staff will also participate in the initial training to begin the train-the-trainer process. Training is for finance, alumni, Julie Wiseman’s office and ADITS core group. There are 10 days for on-site training. Suggestion: Schedule the next training for four consecutive days and inform Rick

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	<p>Chaney so his people will be able to participate and other departments as well.</p> <ul style="list-style-type: none"> • Sandbox Database - By the end of today the general person data will be in the Sandbox database, less 1% problem areas. Question: There are some questions about the training instance. Response: The training as it came from Banner never intended to be loaded with data, automated or eliminate. The SCT data needs to remain as it is for the consultants. There are no plans to reload, or scrub out SCT data. For the training instance people are playing in the Sandbox database, and conversion data is in the evaluation database. Question: Is there a possibility of Gateway going down again? Response: Until we correct the single point of failure there is a possibility. • Marketing & Communication – Ellen Harshman – There should be some type of communication sent out about Gateway being down. Question: What kinds of information will people want to see, and what will it take to restore their confidence. Suggestion: If the system goes down again, a daily progress report would be helpful. Some type of communication should be sent out soon about what happened to the campus and local support. The communication should be honest and acknowledge what happened. Response: Barb Coleman is in the process of drafting a communication to the users.
New Business	<ul style="list-style-type: none"> • Luminis Timeout – Received numerous complaints about the Luminis timeout period for people who used the system calendar. At the March 24, 2004 Executive meeting the committee members made a recommendation to extend the timeout period to 120 minutes from current 30 minutes. When the upgrade to Platform 3 is installed in June 2004, it will allow each user to set own timeout period. Setting can be extended up to and not more than 10 hours maximum. This is the maximum load that the system can carry. Leaving open for 24 hours can cause system shutdown. Question: What data are we trying to protect, and do the other systems have timeout system? Response: WebPro timeout is 15 minutes. We are giving extended access to calendar and e-mail. Question: What about the privacy laws? Response: Guidelines should be established. The University Security Committee should review this recommendation. We want to be consistent with University policy. A communication plan should be implemented if we extend the timeout period. Michael Burks made a motion to extend the timeout period to two hours, provided it is accompanied with a campus wide announcement. Request: Kathy Hundman place a communication in the Grand Connection. Decision: Steering Committee agreed to extend timeout period to two hours. • Announcements – On Friday, April 2, 2004 we will be interviewing WebFocus programmer. A decision will be made soon.
Action Items	<ul style="list-style-type: none"> •
Items to refer to Executive Committee April 7, 2004	<ul style="list-style-type: none"> • Go-live criteria
Adjournment	<ul style="list-style-type: none"> •