



**Minutes  
Gateway Steering Committee  
April 14, 2004**

**Attendees:** Ellen Harshman, Bruce Vieweg, Jeff Kapp, Lee McDurmont, Bobbi Kysar, Julie Weissman, Ned Harris, Austin Winkleman  
John Georke, Paul Schnabel, Phil Lyons, Chris Cannon, Steve Dina, Paul Jackson, Steve Miller

**Absent:** Jeanne Donnelly, Robert Heaney, Kathryn Hundman, Linda Noyes, Sandy Pritt, Mark Schmotzer, Paul Schnabel, Robert Webster,  
Elizabeth Winchester

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>• Time-Out period</li> <li>• E-mail Switch</li> <li>• Conversion</li> </ul>
Review minutes from March 31, 2004 & March 24, 2004 Executive Committee	<ul style="list-style-type: none"> <li>• Minutes Approved and will be posted on Gateway Web page.</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>• None</li> </ul>
Status Updates	<ul style="list-style-type: none"> <li>• Overall project – <b>Bruce Vieweg:</b> - Requested task update from team leads by the end of this week. Appointments can be made to discuss report. The financial status report is near completion in the process of reconciling to Pat Thibodeau and Mark Schmotzer report. Completed the response to the Luminis Security Audit, and it was approved by Ellen Watson.</li> <li>• Alumni &amp; Development – <b>Chris Cannon:</b> Tables are completed. SCT consultant Judson Matthews will be on-site the week of April 20, 2004 to facilitate Letter Generation. Alumni will have several people involved in the WebFocus training on April 15-16, 2004. In the process of completing plan for end-user training. A directory of courses has been developed, who should attend the classes and the anticipated number hours of training.</li> <li>• Financial Aid – <b>Bruce Vieweg:</b> Financial Aid is attending their first system education training, which is going very well. They were impressed with the consultant.</li> <li>• Finance – <b>Mark Schmotzer:</b> Conducting end-user training for self-service. Received positive feedback from those who have completed training. The team that worked on the material spent all week and the weekend preparing for training. Training for on-line requisition will be in May 04. SCT consultant Jim Keches is on-site working on finalizing the test plan, Mark Schmotzer, Jeff Kapp, Linda Noyes, and Bruce Vieweg will meet on Friday, April 16, 2004 to outline everything that needs to be done and develop a timeline. Will determine if additional manpower is needed. Mark Schmotzer will present a go-live scenario to the Steering Committed on April 28, 2004</li> <li>• Human Resources – <b>Bobbi Kysar:</b> Linda Noyes in finance training. At our last consultant visit, we tested payroll, which went well. We only encountered one problem with benefit deduction not processing properly, and we are in the process of correcting the glitch. The next consultant visit will be May 4-6, 2004. We will continue to keep working and moving</li> </ul>

Topic	Discussion
	<p>forward.</p> <ul style="list-style-type: none"> <li>• Student – <b>Ned Harris:</b> Jeff Kapp will meet with the recruitment and admission sub-team to gain a better understanding of what their needs are. Finalized different rolls for security purposes. The security sub-team will meet on Thursday, April 15, 2004. The student team was involved with intense system education training on population selection and letter generation two weeks ago. Making good progress on completing tables, and the registration table is not too far down the road for completion. The student team is making progress on security matrix. There will be several people participating in the WebFocus training this week.</li> <li>• Luminis – <b>Michael Burks:</b> At the last meeting we discussed the difficulty people were experiencing with the Luminis time-out period. It was proposed that the inactivity period be extended to two hours. A task was given to draft something that would inform people of the precaution of the timeout period. The draft is attached to the agenda. Any suggestions can be forwarded to Michael Burks. If there are no objections, I would like to proceed and post on web page as soon as possible. <b>Approval:</b> There were no objections, and the submitted draft was approved. <b>Question:</b> After warning how much time before you are logged out, and can the system give an auditory warning? <b>Response:</b> There is a two-minute warning and auditory warning is not built in this system. <b>Luminis Action Report:</b> Met with Sun and others to discuss the communication process the lack of and how to institute a better communication plan under those circumstances. The initial problem was installation. Sun did bear some of the responsibility for the failure. It was a good session, and we come out with plan to avoid a 5-day down time in the future. <b>Question:</b> How does this get communicated to the community? A majority of the campus community was affected by this failure, and there is a need to rebuild confidence in the system. Would a public explanation be appropriate? <b>Response:</b> We can take the Action Report, and reframe it to give an explanation. A simple explanation can be given for example: There were some hardware, and software failure and steps were taken to correct it. The explanation can be placed on NewsLink.</li> <li>• Data Conversion – <b>John Goerke:</b> There were several records entered for alumni under fake identification numbers (9999) without social security numbers. We are in the process of identifying these records, and deleting them. Only individuals with the 9999 identification number will be deleted not organizations. We will provide you the results once records are identified. <b>Question:</b> What is the potential for duplication? <b>Response:</b> When we get to 5 or 4 thousand we will be doing well. <b>Question:</b> Is there a way to track institutions using their ID#? <b>Response:</b> If a number starts above 778, we know that it was artificially generated. We are putting together a game plan to resolve the issue. Responsibilities have been split to complete the task quickly.</li> <li>• Banner Issue – <b>Jeff Kapp</b> – The consultants from IBI will be here on April 15-16, 2004 to facilitate the WebFocus training. We have invited 5 additional people to attend the training. On April 29-30, 2004 will be subsequent training. We have purchased upfront 14 developer licenses. Half of the license will be central for ITS and the others distributed to each team as follows: one for financial aid, advancement, HR payroll, institutional studies, and two for student. <b>Question:</b> Can additional licenses be purchased? <b>Response:</b> Waiting for a written price quote for additional licenses. The approximate cost is \$600.00. The licenses are for registered users. <b>Question:</b> Define developer. <b>Response:</b> A developer is someone will need a new report and have access to create the report by working through and pulling down data sources. Jeff Kapp met with Austin Winklemen and Elizabeth Winchester to discuss Banner finance security evaluation. Developed a preliminary timeline that Mark Schmotzer will have by April 21, 2004 in time for his presentation to the Steering Committee. The same timeline and tasks will be set for the subsequent system as criteria to go-live.</li> <li>•</li> </ul>

Topic	Discussion
New Business	<ul style="list-style-type: none"> <li>• Name Types – <b>Chris Cannon:</b> Will make a presentation to Steering Committee in regards to Name types on May 12, 2004. Tracy Watkins will forward proposal to committee members for review.</li> <li>• E-mail – <b>Concern:</b> It was stated that soon Netscape would not be supported after June2004. For those who are not experts with Outlook, It has been a painful conversion from Netscape to Outlook. Unable to find the SLU e-mail directory. If Outlook will be primary source, some type of training should be provided. <b>Response:</b> The Company that owns Netscape will no longer support it. SLU will continue to support it for a while, but it will eventually be eliminated. <b>Response:</b> If you call the helpdesk at 74000, they should be able to assist you and walk you through. If you are still experiencing difficulty, you can request someone to come over and assist you. The browser will have explorer on window machines and MAC10.3 for Macs are built in. What to do is an open question, after a while we will not be able to support. ITS is in the process of discussing the issue now, and exploring several options.</li> </ul>
Announcements	<ul style="list-style-type: none"> <li>• Bruce Vieweg resigned from the university to take a CIO position in Kansas. His last day will be May 7, 2004.</li> <li>• WebFocus Contractor: Joe Johnson, a contractor from San Diego, will start on Monday, April 19, 2004. He is contracted for six months, and is willing to extend contract if necessary. His workload will be prioritized according to go-live schedule.</li> </ul>
Items to refer to Executive Committee April 21, 2004	<ul style="list-style-type: none"> <li>• Mark Schmotzer will present go-live scenario.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>