



Minutes

gateway Executive Committee - Steering Committee

May 4, 2005

Attendees: Ellen Harshman, Ellen Watson, Jeff Kapp, Chris Cannon, Jeanne Donnelly, Greg Haney, Kathryn Hundman, Paul Jackson, Bobbi Kysar, Phil Lyons, Steve Miller, Sandy Pritt, Laurinda Smith, Julie Weissman, Elizabeth Winchester, Andrew Wimmer, Austin Winkleman

Absent: Donna Dori-Adams, Steve Dina, Robert Heaney, Lee McDurmont, Paul Schnabel, Jim Weldon,

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> Information security – Ellen Watson
Review minutes from April 20, 2005	<ul style="list-style-type: none"> The April 20, 2005 minutes were approved.
Information Security – Ellen Watson	<ul style="list-style-type: none"> Ellen Watson distributed a handout regarding information security and the need for colleges to do a better job in keeping sensitive information safe. A discussion ensued on this topic and the fact that security is not just a technical issue but a societal issue as well. Austin Winkleman will present some suggestions to the committee at the May 18, 2005 Steering Committee meeting.
System Maintenance Schedule – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp described the need for scheduling some regular system maintenance time and proposed a few days and times to reserve for maintenance activities. The Team Leads are to check with their team members to see what impact if any, this would have on their processes.
Luminis & Integrated Sign-on Action Items/Communication – Andrew Wimmer/Jeff Kapp	<ul style="list-style-type: none"> Andrew Wimmer reported on the communication plan for the rollout. A discussion centered on the rollout plan and the communication methods. There was a motion to adopt the proposed roll out date of July 9th and the change to the password format. The proposal and password format changed was unanimously approved. Andrew will schedule a meeting with Kathryn Hundman and Jeff Kapp to develop a formal communication plan.
Data Warehouse Task Force – Jeff Kapp	<ul style="list-style-type: none"> The task force, will meet after the May 4, 2005 Steering Committee and will have a further update for the May 11, 2005 Executive Committee meeting.
Overall Project – Ellen Harshman/Donna Dori-Adams	<ul style="list-style-type: none"> Ellen Harshman was pleased to announce that all modules of the initial project plan are now live. There will be some historical academic data brought over at the end of the year; grades for example will need to be feed over.

Topic	Discussion
Student – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith distributed a Student and AR Grow Live status update. The Spain campus is having problems with printing and with WebFocus reports. This is due to the infrastructure between the 2 campuses and Ellen Watson is proposing that a task force group go to Spain to address some of their issues.
Alumni – Chris Cannon	<ul style="list-style-type: none"> Chris Cannon reported that there has been 2 weeks of gift entry and the feed to finance is working well. They need to have an Event Management piece of software up and running by Homecoming. A discussion centered on the Event Management software and what the expectations of a solution are. Jeff Kapp will have an update on the reporting piece for the May 11, 2005 Executive Committee meeting.
Financial Aid – Sandy Pritt	<ul style="list-style-type: none"> Sandy Pritt reported that the Medical School awards would be going out this week. They continue to work in both PLUS and Banner systems and with the Student Team to ensure a smooth transition.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> Bobbi Kysar reported there are now more things going right than there are going wrong. The benefits open enrollment is taking place this week, while the process is a little more complex than the legacy system, the new process is working. There is an issue with exempt personnel and their failure to initiate timesheet, this will be discussed at the May 11, 2005 Executive Committee meeting.
Finance – Greg Haney	<ul style="list-style-type: none"> Greg Haney distributed a Banner Finance Update document, which described the Alumni Feed to Finance issues, the Student Feed to Finance issues and the Budget Process. The Academic budget process has gone very well and felt it went smoother with Banner than it did in PLUS. The SCT consultant will be on campus the last week of May to help with on-going Budget development.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported that the issue with holiday pay has been resolved. Xtender will be rolled out to finance by the end of this week and then will look to roll it out to other teams. Another resource has been identified to help write reports and will be starting early next week or as soon as he is released from his previous assignment.
Luminis – Andrew Wimmer	<ul style="list-style-type: none"> Andrew Wimmer reported that Content Management is no longer associated with Luminis and Beth Tucker is putting a project plan together for the Content Management implementation.
Data Integrity – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported that a couple of fixes to correct the address issue would be applied by the end of the day. After a thorough test, and automatic department list will be generated.
Marketing & Communication – Kathryn Hundman	<ul style="list-style-type: none"> Kathryn Hundman reported that she has been working with Beth Tucker developing a project plan for Content Management.
Items to refer to Executive Committee – May 11, 2005	<ul style="list-style-type: none"> A discussion on the HR Web Time Entry process for exempt personnel. Security path for ancillary products. Scheduled system maintenance.