



**Minutes  
Gateway Steering Committee  
May 12, 2004**

**Attendees:** Ellen Harshman, Bobbi Kysar, Lee McDurmont, Chris Cannon, Paul Schnabel, Andrew Wimmer, Michael Burks, Phil Lyons, Sandy Pritt, Linda Noyes, Ned Harris, Jeff Kapp, John Goerke, Andrew Wimmer, Robert Heaney

**Absent:** Jean Donnelly, Paul Jackson, Mark Schmotzer, Robert Webster, Julie Weissman, Elizabeth Winchester, Austin Winckleman

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>• Luminis transition</li> </ul>
Review minutes from meeting of April 28, 2004 Steering Committee and April 21, 2004 Executive Committee	<ul style="list-style-type: none"> <li>• Approved and will be posted on web May 12, 2004</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>• <b>Name Types</b> – Chris Cannon – presented proposed updates to Data Standards Document and Shared Tables. Refer to document for further information. The following additions to the Data Standards Document and Shared Tables were approved:</li> <li>• Name Types – approved with modification to definition.</li> <li>• Address Source - Approved as an addition to Data Standards Document.</li> <li>• Telephone Types – Steering Committee will revisit proposed addition at the May 26, 2004 Executive Committee meeting.</li> </ul>
Status Updates	<ul style="list-style-type: none"> <li>• Overall project – <b>Ellen Harshman</b> – Met with audit committee to present financial statement, audit and project report update. The budget for this quarter did not change, but expenditures to respond to needs for conversion and go-live for finance will be reflected in the next budget report.</li> <li>• SCT - Kathy singer filed four Issue Reports (staffing issues, Lumnis, ITS reorganization and School of Medicine) . Kathy is obligated to report any potential risk to the project. The issues were discussed in the Executive Committee and they are in the process of being handled appropriately.</li> <li>• Alumni &amp; Development – <b>Chris Cannon:</b> - Making progress with conversion and reporting. Bob Gantner is in the process of loading constituent data. Moving forward with end-user training. A few of the core team members will be participating in the IBI training on Friday. Jeff Kapp has outlined a timeline and responsibility for the additional resource we will receive from SCT. The gift and pledge records are the most difficult to convert. The week of May 21, 2004 the resource will assess the scope of the conversion, and will be on site the first week of June. We can begin converting other data in the meanwhile. The conversion team is working on duplicate records.</li> <li>• Financial Aid – <b>Sandy Pritt:</b> - Preparing for the May 18-20, 2004 system education training. Making progress on tables. A meeting has been scheduled with the School of Medicine to discuss representation for project.</li> <li>• Finance – <b>Linda Noyes:</b> The screen development for self-service fund balance is coming along. Making progress with the Evision product report writing. The HP LaserJet printer has been delivered. Requisitioning training scheduled for Monday, May 17, 2004 classes are filling up fast. The security tables have been loaded and the spreadsheet has been developed. Preparing for</li> </ul>

Topic	Discussion
	<p>SCT consultant Jim Keches visit the week of May 25, 2004.</p> <ul style="list-style-type: none"> <li>• Human Resources – <b>Bobbi Kysar</b>: Completed system education training the week of May 4, 2004. There were a few things were identified and they are working on and making progress. Preparing for next consultant visit.</li> <li>• Student – <b>Ned Harris</b>: Received a conversion date for moving from sandbox to test from Lisa Streicher. System education is scheduled for the week of May 18, 2004. Will finalize tables by the 20<sup>th</sup> of this month. Core team has received test plan and will begin to discuss. The meeting with the Medical School has been moved to the week of May 18, 2004.</li> <li>• Luminis – <b>Michael Burks</b>: Due to the ITS reorganization, suggested that Andrew Wimmer takes over the Luminis portion of the project. Working with Andrew Wimmer to make transition. Preparing for the upgrade to Platform 3. The test instance will be ready soon. Do not anticipate a problem with the upgrade. There will be some changes in the Luminis functionality, will keep everyone updated on changes.</li> <li>• Data Conversion – <b>John Goerke</b>: refreshed E-val all but 13,000 moved. We have a plan to put back in or identify as duplicates. On a weekly basis E-val will be refreshed.</li> <li>• Banner Issue – <b>Jeff Kapp</b>: Preparing for finance going live. By Monday, May 25, 2004, DBA team will have everything defined to-date. All general tables, student tables and alumni validation tables will be moved to a pre-production instance. From that point from conversion will not be running anything new. Jim Keches will be here testing and doing evaluation the week of May 25, 2004. Data will be pushed into production instance live for finance June 7, 2004. This data will be used for final testing on server. The data for alumni will be in that production as well. Finalized plans on moving data and the timeframe. Staff is setup to do copying procedure on a regular basis. A system window needs to be identified before August 2, 2004. Go-live recommendation will not until Jim Keches verifies the system. A special Steering Committee meeting may be called for recommendation.</li> <li>• Marketing &amp; Communication – <b>Kathryn Hundman</b>: Continuing to communicate through Grand Connections and NewsLink. Michael Burks meet with team to discuss Gateway groups. Marketing staff has participated in training for Intro to Gateway and Banner.</li> </ul>
New Business	<ul style="list-style-type: none"> <li>• Big Banner and Self-Service Banner Password – <b>Jeff Kapp</b> – In Big Banner and Self-service Banner e-mail name is your account name. There are several issues that need to be explored. (Handout)</li> <li>• <b>Password Notification</b>: How are people notified of Banner ID and password? There has been some discussion to work with Finance on notification. Parking and card services is an option, because of re-issuance of IDs. WHAT DOES THIS MEAN---CHECK WITH JEFF. They have redesigned the front of the ID card. There is a possibility of putting the banner ID number on front side of card.</li> <li>• <b>Physical Access to System</b>: Where is the link? Should a channel be developed to identify banner access and put that as workplace tool tab? This option will encourage the use of the portal. This option is being tested. To encourage portal as single way in, it is important to enter the system through the portal. This will make portal more viable. <b>Question</b>: What if portal is not available? <b>Response</b>: The links will function separate from portal.</li> <li>• <b>Password Security</b>: There is a concern if a person password is obtained or given to a parent, that person has access to person's e-mails and other important information.</li> <li>• We will have a further discussion about issues at the next Executive Committee Meeting.</li> <li>• <b>Announcements</b>: John Goerke will be leaving the university.</li> </ul>
Items to refer to May 19, 2004 Executive Committee meeting	<ul style="list-style-type: none"> <li>• Big Banner and Self – Service passwords</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>

