



Minutes

gateway Executive Committee - Steering Committee

May 18, 2005

Attendees: Ellen Harshman, Ellen Watson, Chris Cannon, Steve Dina, Jeanne Donnelly, Bobbi Kysar, Lee McDurmont, Steve Miller, John Jaffry, Julie Weissman, Elizabeth Winchester, Andrew Wimmer, Austin Winkleman

Absent: Donna Dori-Adams, Greg Haney, Robert Heaney, Kathryn Hundman, Paul Jackson, Jeff Kapp, Phil Lyons, Sandy Pritt, Paul Schnabel, Laurinda Smith, Jim Weldon

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • There were no additional agenda items.
Review minutes from May 4, 2005	<ul style="list-style-type: none"> • The May 4, 2005 minutes were approved.
On-going Training – Barb Coleman	<ul style="list-style-type: none"> • Barb Coleman reported that she is developing a plan for faculty orientation and has a meeting scheduled on May 18, 2005 with other departments to review ITS’s participation last year, what worked, what didn’t work and what type of training will be offered this year. Barb will present an update to the Executive Committee on May 25, 2005.
Information Security – Austin Winkleman	<ul style="list-style-type: none"> • Austin Winkleman distributed handouts describing the Security Committee and the Security Review Committee and their structure. Austin introduced some concepts to information security and how it relates to all forms whether paper, email, verbal and anywhere it should be protected. The Data Stewards roles were described as those individuals responsible for knowing all the locations and uses of that data. Copies of the Abuse Policy were distributed and the 800 number for reporting abuse was identified. Austin relayed several useful hints for changing and remembering passwords. Austin offered to speak to individual departments if requested. Ellen Harshman remarked that this is more than a technology issue and requires common sense. There will be more information campus wide of this topic from Dr. Patty Haegen.
Luminis & Integrated Sign-on Action Items/Communication – Andrew Wimmer/Jeff Kapp	<ul style="list-style-type: none"> • Andrew Wimmer distributed a joint report prepared by him and Kathryn Hundman. The report details the timeline and the planned communications regarding the Portal Development. A discussion centered on the proposed Portal Development plan and such questions as what happens if the systems goes down, how to connect from outside

Topic	Discussion
Andrew Wimmer/Jeff Kapp	Saint Louis University and log in procedures were discussed. Ellen Harshman recommended that a motion be made to approve the recommendations, the motion was seconded and approved unanimously.
Student Grow-Live Recommendations – John Jaffry	<ul style="list-style-type: none"> Ellen Harshman informed the committee that the Student Grow-Live, Phases 3 – 6 were presented to the May 4, 2005 Executive Committee and were approved to be presented to today’s Steering Committee. The Go-Live Recommendation – Phases III-VI, the Grow-Live Overview and the Timeline were distributed. John Jaffry reviewed these documents and a discussion ensued on the open items. Ellen Watson is looking at the possibility of sending a resource to the Spain campus to address their needs. Ellen Harshman called for a vote to approve the Grow-Live recommendation, which were unanimously approved.
Data Warehouse Task Force – Bobbi Kysar	<ul style="list-style-type: none"> Bobbi Kysar distributed the Data Warehousing Task Force – First Report which listed the topics covered during the May 4, 2005 meeting. Topics included historical data needed for reporting/viewing, how to handle new requests for data elements, common data repository and naming for public consumption and tion needs and liability. Bobbi reported that there are specific time frames that must be met in discarding HR information, the Task Force is in its infancy and there would be more to come.
Alumni – Chris Cannon	<ul style="list-style-type: none"> Chris Cannon reported that there SCT consultant would be on campus the week of May 23, 2005 for post go-live support. Alumni staff have been evaluating an Event Registration software package that appears to meet the enterprise wide needs of the university. They are hoping to have it in place by September 30, 2005 in time for Homecoming activities. Ellen Harshman reported encountering an issue with country codes and asked about the resolution. Chris explained that the are using a different set of codes and need to cross walk those again. Tim Moser is reviewing a recommend plan to address
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> Bobbi Kysar reported that they are continuing to work on clean up issues and develop report specifications.
Items to refer to Executive Committee – May 25, 2005	<ul style="list-style-type: none"> There were no items referred to the May 25, 2005 Executive Committee meeting.