



**Minutes  
Gateway Steering Committee  
May 26, 2004**

**Attendees:** Jeff Kapp, Jim Weldon, Austin Winkleman, Julie Weissman, Elizabeth Winchester, Bobbi Kysar, John Goerke, Chris Cannon, Sandy Pritt, Ned Harris, Andrew Wimmer, Jim Weldon,

**Absent:** Ellen Harshamn, Mark Schmotzer, Linda Noyes,

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>Survey Tool</li> </ul>
Review minutes from meeting of May 12, 2004 Steering Committee and May 5, 2004 Executive Committee	<ul style="list-style-type: none"> <li>Approved and will be placed on the web</li> </ul>
Old Business	<ul style="list-style-type: none"> <li><b>Name Types</b> – It was recommended to align telephone types with general and fax. Committee voted in favor to align telephone types and add to Data Standards Document and to be placed into production environment.</li> <li><b>Banner Self-Service Banner Password:</b> Proposed strategy for Banner account name is the user’s e-mail name: the initial password would be the same, which will expire the first time user logs in and user will be prompted to change password. The Self-service piece is separate WebPro, WebFac, and WebStar. Banner Self-service works off Banner ID and then we assign a password. The password in Self-services is restricted to six alpha or numeric characters. It is recommended to use numeric characters and initial Webpro pin. <b>Suggestion:</b> Need to make self-service password alpha numeric to keep in sync with other systems. There will be no attempt to keep self-service password in sync with Plus. <b>Question:</b> Unclear if e-mail user in Banner has different ID in self-service? <b>Response:</b> Account name in database works off of ID. Banner generates an ID number that is numeric. <b>Question:</b> Why don't we use Big Banner Id to have just one ID? <b>Response:</b> Most authentication on campus is via e-mail name; the one difference is current self-service which is SSN#. Banner implementation would follow the same model. <b>Question:</b> Who else see the user name in Banner? Security and audit is stored as the audit trail. Would not change over time, audit trail would be better. Furthermore, current Ldap to tie into other systems. There is not a tie between e-mail and banner user name. <b>Question:</b> If we don't keep in sync, overtime will get messy. If the Banner user name is e-mail name should sync overtime with e-mail username changes to keep consistent for an audit trail. <b>Suggestion:</b> Do not use e-mail and password as same. <b>Motion</b> for Banner user name to be Banner ID and password initially generate for go-live will be Webpro pin. Majority favored, one abstain and one nay. <b>Question:</b> How many Big Banner users do we have? <b>Response:</b> 860 for finance. <b>Concern:</b> Concerned with future Ldap pieces if we do not use the e-mail name as the Banner user name. There are other e-mail issues we are discussing not reusing e-mail name, and Ldap is not finished. There will be a change to other systems possibly. As long as we have e-mail user name publish on web give to a big risk.</li> <li><b>Parking and Card Services</b> – They are going to re-card everyone for an August 1, 2004 timeline, and will distribute cards. On front of card will be individual's Banner identifier and it will be encoded on the magnetic strip on the back of the card as</li> </ul>

Topic	Discussion
	<p>well, eliminating the SSN from the card. Banner will be available through the portal only on campus. For Big Banner only and not Self-service. <b>Question:</b> Define on campus. <b>Response:</b> Any sl.u.edu machine on campus which will includes Salus and Madrid. If you are in France, you will not have connection. <b>Question:</b> What if portal is down? Is there a backup plan for accessing Banner? <b>Response:</b> We can make available in addition with a separate address. Additional address will be published somewhere else. Andrew Wimmer, Jeff Kapp and Michael Burks will work on location. <b>Question:</b> Are we going to single sign on? <b>Response:</b> That is a portal discussion piece.</p>
Status Updates	<ul style="list-style-type: none"> <li>• Alumni &amp; Development – <b>Chris Cannon:</b> Participating in system education this week. Working on small general person issue. Within three to four weeks will present go-live recommendation to committee.</li> <li>• Financial Aid – <b>Sandy Pritt</b> - System education session was last week. It went very well. The team is continuing to load data. 7,100 records have been currently loaded. Scheduled a meeting with Medical School to discuss representation.</li> <li>• Finance – <b>Bobbi Kysar</b> – Linda Noyes wanted the committee members to be informed that the SCT Consultant is here this week validating system that will be going into production. Intend to make production system on Tuesday, June 1, 2004. The remainder of the week verifying and testing system. In the process of executing test plan. System administration and database administration will be verified and plan to go-live June 7, 2004.</li> <li>• Human Resources– <b>Bobbi Kysar</b> – Preparing for system education training the week of June 2, 2004. Conversion is going very well.</li> <li>• Student – <b>Ned Harris</b> – The first two weeks of June 2004 will be back-to-back training. Scheduled to meet with Medical School. Student team is working on test plan.</li> <li>• Data Conversion – <b>John Goerke:</b> - completed working with alumni to develop a solution for duplicate name issue. Working with teams to finish up on last minute tables.</li> </ul>
New Business	<ul style="list-style-type: none"> <li>• <b>Information Survey</b> –There are a large number of independent databases that are being maintained. Suggest that a survey be developed. A survey would allow us to have a better knowledge of how many individual databases there are. This survey would also ask if people are interested in knowing if their database can be stored in Banner. The survey would give people the opportunity to say that they want their database stored in Banner. A subgroup will need to be formed to identify what system the data lives in. A time line must be established for the survey. Jeff Kapp, Julie Weissman, Bobbi Kysar, and Jennifer Haegele scheduled a meeting to discuss, and at the next meeting have a response back to the committee.</li> <li>• <b>Finance Go -live</b> – At our next meeting, June 9, 2004, a go-live recommendation will be given by Mark Schmotzer and Linda Noyes. It is the intent to have SCT Consultant, Jim Keches, to address the committee. The recommendation will come two days after going live. A special meeting can be called before that date, we would have to check with Mark Schmotzer first.</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>•</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>