



Minutes

gateway Executive Committee - Steering Committee

June 1, 2005

Attendees: Ellen Harshman, Jeff Kapp, Donna Dorl-Adams, Chris Cannon, Greg Haney, Robert Heaney, Paul Jackson, Bobbi Kysar, Phil Lyons, Sandy Pritt, Jim Weldon, Austin Winkleman

Absent: Ellen Watson, Bobbi Kysar, Steve Dina, Jeanne Donnelly, Kathryn Hundman, Lee McDurmont, Steve Miller, Paul Schnabel, Laurinda Smith, Julie Weissman, Elizabeth Winchester, Andrew Wimmer

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • There were no additional agenda items.
Review minutes from May 18, 2005	<ul style="list-style-type: none"> • The May 18, 2005 minutes were approved.
Luminis & Integrated Sign-on – Andrew Wimmer	<ul style="list-style-type: none"> • Andrew Wimmer met with marketing to develop a communication plan for the roll out. Andrew is working on creating a new look and feel to the portal for fall and will present to the Steering Committee in the next few weeks. Ellen Harshman reported that there was a discussion at the May 11th Executive Committee on the viability of changing what we call the Portal and Banner. We will continue to call the portal Gateway and the applications Banner.
System Maintenance Schedule – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp distributed a proposal for a System Maintenance Schedule and explained what the purpose of scheduled times would be. The Steering Committee approved the proposal; the System Maintenance Schedule is Tuesday evenings beginning at 10:30 p.m. and Sunday afternoons beginning at 12:00 p.m.
Security path for Ancillary Products – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported that the Executive Committee discussed the access restrictions on companion products to Banner and Banner itself. It was requested that we re-visit the access restrictions and possibility open the access so users could work in more locations than just their office. Austin Winkleman and Jeff Kapp developed the following approach: develop a small team to look at the request in terms of, types of users, number of users, applications that would be impacted, risks associated with such access, security requirements for the data accessible. They will continue to report back to the Executive Committee and make a recommendation. Systems to be considered in the analysis/discussion would include: Banner (INB), WebFocus for reporting, Imaging,

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	WorkFlow. There was a discussion about how this would be supported; there could be some usability issues and desktop support issues.
Data Warehouse Task Force – Jeff Kapp	<ul style="list-style-type: none"> • There was no Data Warehouse Task Force update.
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Harshman reported that on June 2, 2005 the Executive Committee would attend a Gateway retreat to discuss future oriented ideas. The topics will include, what kind of oversight structure should be in place, Data Standards, other products related to Banner but not part of the original project, upgrading to the next Banner release and ways to communicate the next phase of the project in the public arena. A status update will be presented at the June 15, 2005 Steering Committee. Donna Dorl-Adams reported that she is collecting consulting hours to determine if additional funding is needed. There is a risk towards the end of a project to let your guard down on expenses so we must continue to remain diligent. Ellen Harshman reported that a backfill request from the Medical School was approved.
Student Update – Laurinda Smith	<ul style="list-style-type: none"> • There was no Student update.
Alumni Update – Chris Cannon	<ul style="list-style-type: none"> • Chris Cannon reported that the SCT consultant was on campus the week of May 23, 2005 and reviewed some processing issues with his core team. Advancement is receiving a considerable amount of mail but processing it is going well. Austin Winkleman received responses from the Event Management software company, if no response is objectionable the next step would be to present a recommendation to the Executive Committee. There is a need to have an Event Management piece in place by this years Homecoming and Chris believes this package would be an enterprise solution that would meet the immediate and future needs.
Financial Aid Update – Sandy Pritt	<ul style="list-style-type: none"> • Sandy Pritt reported that the Financial Aid team is in the midst getting summer information into Banner. The are able to process loans, disbursements and refunds and the first month end in Banner was just run. All of the Medical School awards have gone out and on July 31, 2005 an orientation will be held. There was a discussion about SLU101 and whether a technology session should be part of the agenda or continue with the drop in sessions. Barb Coleman will look into this.
HR/Payroll Update – Bobbi Kysar	<ul style="list-style-type: none"> • There was no HR/Payroll update

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Finance Update – Greg Haney	<ul style="list-style-type: none"> Greg Haney reported that the SCT consultant was on campus the week of May 27, 2005 to advise on the multi-step process of loading information from the Budget Development screens into Banner Finance funds for Fiscal 2006. The various steps were tested in EVAL, the Budget Office is in process of fixing the problems identified in EVAL and after all identified problems are fixed, the FY06 budget will be loaded into Production first week in July. The Faculty salary report has been sent to the Provost. The Budget Office, in tandem with HR, held Focus Group sessions on May 24th and 25th, 2005 in order to gather feedback from departments on what they liked or not about the Banner budget process this year. The Budget process was well received by the users and they offered some good ideas for the future. Over the summer, the Budget Office will review the issues brought up in the meeting and incorporate them into the budget plan for next year. The SCT consultant will return the week of June 7, 2005 to finish year-end closing process and general consulting.
Banner Update – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported that the auditors from PriceWaterhouseCoopers were on campus and are requesting information from Finance, HR/Payroll and other areas from the project. There have been some individual discussions on when to close down WebPro, WebFac and WebStar, more to follow on that topic. Keith Hacke and Kevin Proot are working on developing a centralized request structure.
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.