



**Minutes
Gateway Steering Committee
June 9, 2004**

Attendees Ellen Harshman, Ellen Watson, Steve Dina, John Goerke, Ned Harris, Paul Jackson, Jeff Kapp, Bobbi Kysar, Lee McDurmont, Steve Miller, Linda Noyes, Mark Schmotzer, Jim Weldon, Julie Weissman, Elizabeth Winchester, Andrew Wimmer, Austin Winkleman
Jim Keches

Absent: Michael Burks, Chris Cannon, Jeanne Donnelly, Robert Heaney, Kathryn Hundman, Phil Lyons, Sandy Pritt, Paul Schnable, Robert Webster

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None
Review minutes from meeting of May 26, 2004	<ul style="list-style-type: none"> • Minutes approved and will be posted on the web.
Finance Go-live	<ul style="list-style-type: none"> • Mark Schmotzer introduced Sungard Consultant for Finance, Jim Keches, to the committee members. • Mark Schmotzer, Jim Keches and the finance team recommends the implementation of the Banner Finance Module subject to successful testing of the final copy of the production instance. Don't anticipate any problems just want to make sure that all tables are copied over. Have tested major things. • Mark Schmotzer thanked the core team members and others who were instrumental in the readiness of the system. • <u>Go-live Recommendation Summary:</u> Distributed a Recommendation Summary to members. The summary is divided into five sections: Application, Application Components, Project Life Cycle, Organizational Readiness and Technical Readiness, • <u>Application Policy</u> – Operation procedures under Banner make no significant changes to Business & Finance polices. Business & Finance web pages will be updated to reflect changes in the terminology. Interfaces have been successfully tested. There are several interfaces that we will continue to use. (<i>Refer to summary for greater detail</i>). • <u>Application Components</u> – Components implemented effective July 1, 2004: General Ledger, Cashiering, Accounts Payable, Research Accounting, Purchasing, Security and Approvals. The following modules will be implemented during fiscal 2005: Budgeting, Research Billing, and Endowment Record Keeping. Integrated and related software components implemented effective July 1, 2004. Xtender (<i>document imaging</i>), Evisions (<i>IntelleCheck printing</i>) and AppWorx (<i>Job scheduler</i>). Test plan completed including mock procedural testing. (<i>Refer to summary for greater detail</i>). • <u>Organizational Readiness</u> – User manuals for end-user departments have been prepared for Finance Self-Service and On-line Requisitioning. Trained approximately 600 employees for Self-Service and On-Line Requisitioning training is currently in progress. At least one representative from each department has attended these sessions.

Topic	Discussion
	<p><u>Technical Readiness</u> – The majority of the system is functional in terms of requirements, just need to close old fiscal year. Support from ITS, has been planned for and addressed with an initial combination of ITS staff, contracted services and SCT standard support systems. The Help Desk has been prepared to address questions, and resolve problems. The production environment has the redundant server failover. Testing is identical to development environment except for server size. (<i>Refer to summary for greater detail</i>).</p> <ul style="list-style-type: none"> • Question: What are the core modifications? Response: The Banner Self-service represented a modification to develop certain screens, which are additional things not changes • Question: What about the Luminis incident, what has been done not to repeat that incident? Response: All servers verified for proper disk setup, and rebooted off each disk (primary and secondary). • Security: – The finance system was rated against the security evaluation. There were 18 controls. Most of evaluation stayed red which was appropriate because the evaluation was across all systems. The areas pertaining to Banner Finance received some green lights, which indicates some progress. Several options were discussed to strengthen password controls. • Question: Any objection to going live? Response: There were no objections, and the Banner Go-live recommendation was accepted by Steering Committee. • Suggestion: It was suggested that a celebration be given in honor of first system going live. Ellen Watson committed to assisting with the financial aspect of celebration.
Old Business	<ul style="list-style-type: none"> • <u>Big Banner & Self-Service Banner</u> Ellen Harshman, Ellen Watson along with other members of the committee were not here for the password ID discussion. The Executive Committee recommended revisiting the discussion during this meeting with the attendances of those where not able to participate in the previous discussion. • <u>Steering Committee agreed on the following after discussion:</u> <ol style="list-style-type: none"> 1. Password for account names would be user's e-mail address 2. Banner ID user's current WebPro Pin 3. Self-service Banner ID user's WebPro Pin 4. The passwords between the two are separate and there is not a link between Banner Self-service and the Plus system.
New Business	<ul style="list-style-type: none"> • <u>Luminis Upgrades</u> – Due to time constraints will be moved to the Wednesday, June 23, 2004 Steering Committee meeting. • <u>Announcements</u> – Jeff Kapp introduced Jim Weldon as a new member to the committee. He will be representing the Medical School and is a liaison between ITS and the Medical School • <u>Student Team Lead</u> – Laurinda Smith will assume the Lead Team Chair for the Student team. • Steering Committee said farewell to John Goerke
Items to refer to Executive Committee	<ul style="list-style-type: none"> •
Adjournment	<ul style="list-style-type: none"> •