



**Minutes
Gateway Steering Committee
June 23, 2004**

Attendees: Ellen Harshman, Laurinda Smith, Julie Weissman, Paul Jackson, Jeanne Donnelly, Chris Cannon, Elizabeth Winchester, Andrew Wimmer, Bobbi Kysar, Steve Dina, Jeff Kapp, Linda Noyes, Kathryn Hundman, Phil Lyons, Steve Miller, Paul Schnabel

Absent: Jim Weldon, Austin Winkleman, Mark Schmotzer, Sandy Pritt, Ned Harris, Robert Heaney, Lee McDurmont, Rober Webster,

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None
Review minutes from meeting of June 9, 2004 Steering Committee minutes and May 19, 2004 and June 2, 2004 Executive Committee minutes	<ul style="list-style-type: none"> • Minutes approved will be posted on the Gateway website.
Status Updates	<ul style="list-style-type: none"> • Overall project – Ellen Harshman: Donna Doyle Adams will start as project manager the first week of July 2004. She will be on campus four days a week. • Architectural Issues: – Jeff Kapp distributed handout. There is a need to purchase redundant switches. Originally only purchased 15 servers and switches to allow servers to connect to the SAN. Switches have 13 ports and since then we have added one additional server. There are not enough ports to connect all servers to the SAN. Additional disk space is required to support the additional servers yet to come online, and to increase flexibility for production storage for systems yet to come on line. I will be receiving quotes this afternoon from vendor. When we purchased the reporting tool from IBI we did not purchase any implementation services. With the departure of key personnel and that implementation not complete, we will need to contract with IBI for assistance. • Alumni & Development – Chris Cannon: Distributed to committee members a Go-live Update for review. The update provides a summary of progress and challenges to date, as well as plans for moving to Banner. There is a challenge with General Person record creation and accuracy, which has slowed the conversion of constituent information. This has also slowed the process of validation of and reporting on constituent information. We all know, and will agree that it is important to have accurate data before going live. It is the recommendation of the advancement team to go-live by the end of August 2004. The plan is to have our SCT consultant, Judson Matthews, test and confirm validation of a pre-production instance during his July 19, 2004 visit. Three out of the four areas (constituent and organizations; campaigns and designations; and gifts and pledges) will be ready for testing similar to finance. Additional resources have been provided to assist us in meeting the targeted go-live date. • Financial Aid – Laurinda Smith: Financial aid is reviewing the possibility of loading the FASA applications into

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	<p>Banner, and will discuss this process with SCT consultant. By doing this a prospect list can be generated. The financial aid team completed system education training last week.</p> <ul style="list-style-type: none"> • Finance – Linda Noyes: Received approval from US Bank that they can read our checks. In the process of doing purchase orders in Banner. Jeff Kapp: There were a couple of network difficulties that were discovered, and we worked with Lisa Zoia to resolve them. Currently there is only one outstanding MAC user that is having problems accessing the system, and we are working to resolve issue. • Human Resources – Bobbi Kysar: SCT consultant will be on campus next week for general consulting. HR team found a solution to our calculations for long-term disability. Working on duplication of names. We have about 33,000 records to identify. As we work through the data we have discovered that many of the records are two different individuals. It is our goal finished by end of next week. • Student – Laurinda Smith: Registration is entering Catalog into the Banner EVAL instance this week. Madrid campus staff needs to be included in Banner training at some point. Recommendations for training will be presented to Executive Committee. • Luminis – Andrew Wimmer: Distribute to the committee update on Luminis portal. SCT is releasing a new update to the Luminis portal Platform III. We plan to have the release available during June 2004 for testing with July 12, 2004 as the tentative go-live date. There are four major changes in Platform III. (Refer to handout for changes). • Private Groups - With private space being created it raises a few concerns regarding storage and security. This opens a set of policy issues that Jeff Kapp and I previously discussed. Question: How many and how large of files can be shared in the groups? Response: Will have to verify to see if we can limit type and size of files being shared. Question: How is the Acceptable Use Policy communicated to students, and how often are they reminded of the policy? Response: We can remind them through the portal. In the Self-service of Banner when a user logs on for the first time they can read the policy and accept the terms. The accept flag can be turned on once or twice a year. There is a need to spend time developing the policy and bring it to this group for review and recommendation. Suggestion: It would be a good idea to get general council involved. • CMS - SCT purchased a thing called Campus Pipeline and renamed to CMS. I have been informed by SCT that training has not been developed, and on-site training is not available at this time. When training is available it will be given to the top seven institutions. Unfortunately, SLU is not in that group. The institutions that are identified as the top seven contracted for training earlier. We purchased software piece, but did not contract implementation service. Because the product is not fully supported, it presents an issue. We need a plan, trainers, money and time. The University's web site redesigned can't wait. Reviewed the Project Plan dates for April 2004 and May 2004 for this piece to go-live, and yet hearing from SCT that they can't offer training. Question: What is live now? Response: The Luminis portal is live. The content management tool is working with the website. Question: What should we be doing at this point? Response: This is a conversation for the Executive Committee and will be placed on the agenda for next week. • Naming – At the June 16, 2004, Executive Committee meeting, I raised the issues naming for the portal. Banner has been referred to by several different names. We need to begin to use a consist set of names. Please send suggestions to Andrew Wimmer. • Data Conversion – Jeff Kapp: In the process of working on open issues and assisting alumni with conversion. There are a few open items for finance that ITS is in the process or resolving.

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	<ul style="list-style-type: none"> • Marketing & Communication – Kathryn Hundman: - The finance going live article did not make The Grand Connections. We did not receive e-mail feedback from a few people that we need for publication. Please send responses back as quickly as possible so articles can make publication. Question: Are there any other items that the Grand Connections should address? Response: Communicate the use of shadow databases, and how to absorb to appropriate areas. Parking Card services is in the process of redesigning badges. The badge will have the student's Banner ID. • Julie Weissaman – Recruitment and admissions go live September 2004, and we have not discussed data storage, tools to design reports and archive data. Response: – This item will be placed on the agenda for next week's Executive Committee meeting.
Items to refer to Executive Committee June 30, 2004	<ul style="list-style-type: none"> • Luminis – CMS • Recruitment and admissions go-live in September 2004
Adjournment	<ul style="list-style-type: none"> •