



**Minutes**

**gateway Executive Committee - Steering Committee**

**June 29, 2005**

**Attendees:** Ellen Harshman, Ellen Watson, Donna Dorl-Adams, Jeff Kapp, Chris Cannon, Bobbi Kysar, Paul Jackson, Phil Lyons, Lee McDurmont, Steve Miller, Julie Weissman, Elizabeth Winchester, Austin Winkleman, Barb Coleman, Charlie Caciano, Kathy Singer

**Absent:** Steve Dina, Jeanne Donnelly, Robert Heaney, Kathryn Hundman, Sandy Pritt, Greg Haney, Paul Schnabel, Laurinda Smith, Jim Weldon, Andrew Wimmer

Topic	Discussion
<b>Agenda Review – Any additional items?</b>	<ul style="list-style-type: none"> <li>• There were no additional agenda items.</li> </ul>
<b>Review minutes from June 15, 2005</b>	<ul style="list-style-type: none"> <li>• The June 15, 2005 minutes were approved.</li> </ul>
<b>Overall Project Update – Ellen Harshman/Donna Dorl-Adams</b>	<ul style="list-style-type: none"> <li>• Ellen Harshman reported that an update on the Executive Committee’s retreat to discuss future oriented Banner ideas is delayed because discussions on this topic are not complete. A meeting is scheduled immediately following the Steering Committee meeting to continue discussions and a further update will be provided at the July 13, 2005 meeting. There are some overarching themes to the discussions such as oversight issues and what this means as we move towards the end of the project.</li> <li>• Donna Dorl-Adams reported that she is looking forward in terms of the budget and would like Committee members to submit any backfill requests within the next few days. This will help her in determining the amount of funds to hold in reserve. Ellen Harshman remarked that we are on time and on budget and any surprises at this point in the project could jeopardize the budget. Bobbi Kysar asked about the commitment for report writers and how long they are budgeted for as they continue to face a need for report development. Donna Dorl-Adams responded that this brings up a larger issue about how we fund needs that fall outside of the project such as an upgrade. Ellen Harshman remarked that we have not used the contracted resources as efficiently as we could have because some of the report requirements did not come through on a timely basis. Ellen Harshman and Donna Dorl-Adams will continue to discuss additional consultant hours off line.</li> </ul>
<b>Luminis &amp; Integrated Sign-on Action Items/Communication – Andrew Wimmer</b>	<ul style="list-style-type: none"> <li>• Jeff Kapp reported that we are still on schedule to turn on the integration between Banner and Luminis beginning on the evening of July 8, 2005. Barb Coleman and Jeff Kapp had a discussion about putting out a simple communication piece to the user community. Laurinda Smith asked if this integration would eliminate the social</li> </ul>

Topic	Discussion
	security requirement and Jeff Kapp informed her that it would. Barb Coleman asked if this could be put on a form in the system for customer service use but it is not possible because it is not part of Native Banner and we do not modify the base source.
<b>Student Update – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>Laurinda Smith distributed a Student Status Report and provided a high level review. FsaAtlas functional training was held the week of June 27, 2005 and the training went well. A discussion centered on a need to create access for international students who do not have a social security number. These will be handled on an emergency basis until the Luminis integration is in place. Laurinda has been working with John Jaffry to identify future actions such as on-going training with faculty.</li> </ul>
<b>Alumni – Chris Cannon</b>	<ul style="list-style-type: none"> <li>Chris Cannon reported that the feeds to Finance are going well and the reports that have been developed and delivered are excellent and those that are still in development are not critical. An Event Scheduler has been selected and it will be used for the Homecoming event. When the Homecoming event has been worked through, Chris extended an invitation to the Team Leads to view a demonstration of the product. Ellen Watson informed the Committee that there are some issues with paying for registrations with a credit card. Tim Kavanaugh, Assistant Treasurer is working on a policy and a set of procedures to handle this issue.</li> </ul>
<b>Financial Aid – Sandy Pritt</b>	<ul style="list-style-type: none"> <li>Laurinda Smith reported that Financial Aid is working on summer cancellations and working out the details of using a financial designee within Banner with Accounts Receivable.</li> </ul>
<b>HR/Payroll – Bobbi Kysar</b>	<ul style="list-style-type: none"> <li>Bobbi Kysar reported that budgets ran successfully last week and that the process went smoothly. ODS training is scheduled for the week of July 4, 2005. Round table discussions were held with major EPAF users and they provided valuable feedback.</li> </ul>
<b>Finance – Greg Haney</b>	<ul style="list-style-type: none"> <li>Charlie Caciano reported that SCT was on campus in June to help with the year-end process. They helped identify potential issues and cleaning up some data issues so they do not roll over into the new year. Charlie felt this put them in a good position to deal with the July 22, 2005 fiscal roll over.</li> </ul>
<b>Banner Issues – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>Jeff Kapp reported that he is working with SCT on a scope proposal to perform a system performance evaluation. Details of the proposal will be clarified over the next week. Jeff and Donna Dorl-Adams discussed a plan to upgrade to Version 7 and identified the major components to the plan. An upgrade to the current version of WebFocus is in progress and will be completed by the end of the week. Jeff is looking for feedback regarding system performance now that the ODS piece is operational, so far there seems to be no impact to the performance.</li> </ul>
<b>Data Integrity Update – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>Jeff Kapp reported that a process to address duplicate PIDM's has been developed and the mechanics of the process will be worked out by the end of the week. There will need to be input from the functional teams if a decision on which record to delete needs to be made.</li> </ul>
<b>Data Warehouse Task Force – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>Jeff Kapp reported that the task force is discussing the overall reporting strategy and looking at what tools are available to users. A process to handle new requests for development is also being discussed. Bobbi Kysar reported that the group has also talked about holding drop in sessions where users who are experiencing a reporting problem could work directly with an IBI report writer resource.</li> </ul>
<b>Marketing &amp; Communication – Kathryn Hundman</b>	<ul style="list-style-type: none"> <li>A Marketing &amp; Communication update was not presented.</li> </ul>
<b>Items to refer to Executive Committee –July 6, 2005</b>	<ul style="list-style-type: none"> <li>A request for additional consultant time for W2 support in January.</li> <li>A request for additional consultant time for WorkFlow for Student.</li> </ul>

Topic	Discussion
<b>Committee –July 6, 2005</b>	<ul style="list-style-type: none"><li data-bbox="573 151 1990 207">• A discussion on the Data Standard Document to include correcting errant Social Security numbers.</li></ul>