



**Minutes
Gateway Steering Committee
July 7, 2004**

Attendees: Ellen Harshman, Ellen Watson, Donna Dorl-Adams, Chris Cannon, Steve Dina, Ned Harris, Robert Heaney, Kathryn Hundman, Paul Jackson, Jeff Kapp, Lee McDourmont, Laurinda Smith, Jim Weldon, Julie Weissman, Andrew Wimmer, Andrew Winkleman, Phil Lions

Absent: Jeanne Donnelly, Bobbi Kysar, Steve Miller, Linda Noyes, Sandy Pritt, Mark Schmotzer Paul Schnabel, Robert Webster, Elizabeth Winchester

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None
Review minutes from June 23, 2004 and Executive Committee minutes June 16, 2004	<ul style="list-style-type: none"> • Approved. Minutes will be posted on website.
Status Updates	<ul style="list-style-type: none"> • Overall Project – Ellen Harshman: Introduction of Donna Dorl-Adams, who will be assuming the responsibilities as Gateway project manager. For the month of July 2004 and August 2004 Ms. Adams will be on campus four days a week and then she will be on site twice a month with a three to four day stint. When Ms Adams is not on campus, she will be working remotely. • Spain Update – Jeff Kapp and Ellen Harshman had a conference call with Rick Chaney and his group in response to the issue how to incorporate Spain into project. We specifically discussed staff from Spain coming onsite to participate in training, and when should one of the ITS staff go there to assist with project implementation. Rick Chaney stated that he wanted to adhere to current timelines for student team to participate. Rick Chaney agreed to send two people here the last week of July when the SCT Consultant is scheduled to be on campus. We discussed their current product for the recruitment side, and requested that they bring information about product to discuss onsite. Mr. Chaney will contact Jeff Kapp or Ellen Harshman to schedule visit staff. Question: Is there a direct feed to Recruitment Plus? Response: They are using a product called Embark. The product was already in place when we purchased Recruitment Plus, and currently there is no interface. We will need to have a discussion about interface. • Alumni & Development – Chris Cannon: Made progress within the last two weeks converting and validation of data. Constituent conversion is almost completed. Close to handing data over to SCT Consultant. The consultant has access to data and will be here July 19, 2004 with Judson to review data. The next step in conversion is prospect data. Aside from reporting we are ready to get started with WebFocus. At the next Executive Committee meeting, July 14, 2004, will present go-live recommendation, then make a go-live recommendation to Steering Committee on July 28, 2004. SCT consultant Judson Matthews will be onsite the week of July 28, 2004. The end-user training

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	<p>aspect of advancement is going well. Due to the August 2004 go-live date, the remaining training has been suspended until the first week of August 2004. This will allow instruction for users closer to going live.</p> <ul style="list-style-type: none"> • Financial Aid –Ned Harris: Financial Aid is in training this week reviewing loan processing. Mary Fenton’s schedule is being worked out so she can participate. • Finance – Jeff Kapp: There have been a couple of network issues. Difficult to resolve one office not on campus that get network services from a 3rd party. We have reviewed tickets and as of today, most issues have been reconciled. The majority of the questions pertain to using the self-service application, and not related to technical issues. Question: Are you where you expected to be? Response: We are on target. The questions are about process and flows that are more business processes. Comment: I was informed that there was a problem in treasury check numbers does not match. IT staff, John Harris, looking into issue. This is a utility piece from Evision it is problem in reconciliation what is stored and what is in system. • Student – Laurinda Smith: Currently working on validation tables and crosswalks. Still require additional training to complete process. Exploring the possibilities of having CAP built (Curriculum Advisory Program). Will have discussions with John Jaffery to determine if this is the way to proceed. This is a complex piece and resources will need to be provided for process. Requested that SCT Consultant, Kathy Singer, do an analysis of hours how many have contracted and spent. Will present a recommendation for address types to the Executive Committee on July 14, 2004. This will allow students with P.O. Boxes to have address. • Luminis – Andrew Wimmer: Originally, the go-live date for Platform III was scheduled for July 12, 2004. Go-live has been delayed due to problems that we have encountered. Jeff Kapp will be receiving assistance from SCT for installation. At this time we are unable to give a new go-live date. The delay will allow us to address and devise a plan for security issues with file sharing as well as integration storage. It is our goal to have implemented by the beginning of school year. • Content Management – SCT notified me that there was a cancellation in Salt Lake City training. It is a possibility that we might be able to send two people for training with the understanding of returning to the university to replicate training. • Data Conversion – Jeff Kapp; As alumni development mentioned, in the process of completing conversion and resolving any records left out so final data can be loaded and validated. SCT resource is connected, and working with IT staff to do dollar conversion. Goal is for completion by end of month. This will be in time for the SCT consultant visit to review conversion. • Marketing & Communication – Kathryn Hundman: Thanked Andrew Wimmer and Ellen Harshman’s in the assistance of content management. The slu.edu redesign project is being approached in four phases, including Phase I: Launch of the top levels of slu.edu, Phase II: Movement of department and schools and schools into the new template, Phase III: Incorporation of the content management system and Phase IV: Strategic enhancements.
Items to refer to Executive Committee, July 14, 2004	<ul style="list-style-type: none"> • Proposed address types for students
Adjournment	<ul style="list-style-type: none"> •