



Minutes

gateway Executive Committee - Steering Committee

July 13, 2005

Attendees: Ellen Harshman, Keith Hacke Jeff Kapp, Chris Cannon, Jeanne Donnelly, Paul Jackson, Bobbi Kysar, Phil Lyons, Steve Miller, Laurinda Smith, Julie Weisman, Anthony Petralia, Andrew Wimmer, Austin Winkleman, Linda Bantle

Absent: Ellen Watson, Donna Dori-Adams, Steve Dina, Greg Haney, Robert Heaney, Kathryn Hundman, Lee McDurmott, Sandy Pritt, Paul Schnabel, Elizabeth Winchester,

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • Introduction of Anthony Petralia – Ellen Harshman • Student Health – Insurance Waiver Process – Phil Lyons • Email Access – Barb Coleman
Review minutes from June 15, 2005	<ul style="list-style-type: none"> • The June 29, 2005 minutes were approved.
Banner Access Procedure Standardization (BAPS) – Austin Winkleman	<ul style="list-style-type: none"> • Austin Winkleman distributed a document which details the project tasks, the document will be reviewed at the July 20, 2005 Executive Committee meeting. Austin explained the purpose of this procedure is to develop a more secure and mature processes for granting and removing access. Currently the Security Manager reviews these types of requests but the requests are not handled consistently among the 5 modules. The Task Plan looks at what the current process is, is the process secure and what will it take to implement a standard procedure in each area.
Luminis Progress – Andrew Wimmer	<ul style="list-style-type: none"> • Andrew Wimmer reported that the targeted implementation date for the integrated sign on was July 11, 2005 but portions of the implementation have been delayed due to a need to change the way PIN number changes are handled in the system. Ellen Harshman asked if a new target date is in mind; Jeff Kapp is attempting to contact a resource that developed a process to handle PIN changes and he will have a better idea once he talks to that resource. Andrew’s team has begun working on changing graphics in the portal for a more consistent feel but he feels he underestimated the effort required.
Departmental Resources for Reporting – Ellen Harshman	<ul style="list-style-type: none"> • Ellen Harshman opened the discussion by informing the committee that with the joys of a system built for users, comes user responsibility in functional areas. She encouraged the Steering Committee to collectively think about how departmentally we could develop in-house expertise for report writing. A discussion centered on different approaches and the Data Warehouse Task Force has been charged with developing a plan. Progress on development of the plan will be reported at the July 20 Executive Committee meeting.

Topic	Discussion
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> Ellen Harshman distributed the Gateway Executive Committee Retreat – Summary document and explained that the Executive Committee is in the early stages of discussing communication, staffing, how to move the project forward to the next generation and defining the overall governance structure. Updates will be provided at the July 27, 2005 Steering Committee meeting.
Student Update – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith distributed a Student ‘Grow-Live’ status document and provided a high level review. Due to issues with addresses, there is a need to have an address verification campaign and ideas were presented on how to accomplish that task. A plan of action for offering Self Service training to the faculty has been developed and will be sent to the Deans early in August 2005..
Alumni – Chris Cannon	<ul style="list-style-type: none"> Chris Cannon reported that they have achieved a lot of success with Banner and that year end processes were going well. There are no substantial issues to report, Chris congratulated the Functional and ITS teams on a job well done. They are working on cleaning up converted data, in particular, the address data fields from March 29, 2005 conversion. Valerie Mangnall is replacing Will Curran and will be responsible for departmental reports and support. Barb Coleman asked if there was a process for creating an email account for users who are not employee’s or students. Jeff Kapp explained that the process is developed and has approval from both the Executive Committee and the Steering Committee but it has not been implemented. Advancement will be responsible for tracking this type of constituent and Barb Coleman and Chris Cannon will meet to put an implementation plan in place.
Financial Aid – Sandy Pritt	<ul style="list-style-type: none"> A Financial Aid update was not presented.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> Bobbi Kysar reported that ODS training was held the week of July 4, 2005 and it went very well, they are excited to use this tool. For the first time payroll was run across 2 fiscal years and everything went wee, there were no major issues to report.
Finance – Greg Haney	<ul style="list-style-type: none"> A Finance update was not presented.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> Banner issues were discussed in conjunction with each module update.
Data Integrity Update – Jeff Kapp	<ul style="list-style-type: none"> Laurinda Smith reported that the team is meeting once a month and this month they worked on duplicate PIDM’s and discussed a one-time load for fsaAtlas.
Data Warehouse Task Force – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp distributed a status report and provided a high level overview. The next meeting will be held July 20, 2005.
Student Health – Phil Lyons	<ul style="list-style-type: none"> Phil Lyons reported they are having problems verifying student information for health insurance waivers because most of the students are filling in their social security numbers and not their Banner Id number and there is no way to look the Banner number up. On July 22, 2005 approximately 3,600 letters were sent to students who have not provided proof of insurance and processing the responses will overburden his staff. Jeff Kapp will discuss a solution that is in place with Phil.
Marketing & Communication – Kathryn Hundman	<ul style="list-style-type: none"> A Marketing & Communication update was not presented.
Items to refer to Executive Committee –July 6, 2005	<ul style="list-style-type: none"> Email Accounts for Non-Entities Banner Access Procedure Standardization

Topic	Discussion
Committee –July 6, 2005	<ul style="list-style-type: none">• Cancellation Policy• Luminis Implementation Date