



**Minutes
Gateway Steering Committee
July 21, 2004**

Attendees: Ellen Harshman, Ellen Watson, Chris Cannon, Ned Harris, Kathryn Hundman Jeff Kapp, Bobbi Kysar, Phil Lyons
Steve Miller, Sandy Pritt, Mark Schmotzer, Laurinda Smith, Julie Weissman, Andrew Wimmer, Austin Winkleman

Absent: Donna Dorl-Adams, Steve Dina, Jeanne Donnelly, Robert Heaney, Paul Jackson, Lee McDurmont, Linda Noyes, Paul Schanbel,
Robert Webster, Jim Weldon, Elizabeth Winchester,

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None
Review minutes from	<ul style="list-style-type: none"> • July 7, 2004 Steering Committee Minutes and June 30, 2004 Executive Committee Minutes. Steering Committee minutes approved and will be place on the web.
Old Business	<ul style="list-style-type: none"> • Minimum Information – At the July 7, 2004 Executive Committee meeting we discussed the practice within student recruitment office should it be incorporated into the Data Standards Document. <i>(Please refer to the attached for recommendation)</i>. The committee members recommended that the proposal be brought before this committee for approval. Steering Committee approved proposal and recommendation will be added to the Data Standards Document. Jeff Kapp will incorporate Minimum information into Data Standards Document. • Password Policy – The Executive Committee on July 7 2004 recommended that the Steering Committee review the Password Policy for approval. <i>(Please refer to the attached for proposed policy)</i>. The Steering Committee accepted policy. Comments: A timeline must be identified to implement to turn on controls. Recommendation: Turn controls on prior to advancement go-live. A discussion is needed to determine how to communicate this new policy. Jeff Kapp will present the Executive Committee on Wednesday, July 28, 2004 a communication plan for implementing policy. Suggestion: Placing an article in NewsLink would be one way of communication. This topic will be placed on the agenda for July 28, 2004 for the Steering Committee to further review. • Naming of Systems – The Steering Committee adopted the following for naming the systems: <ul style="list-style-type: none"> • Luminis (<i>Inside SLU</i>), Finance (<i>SLU Finance</i>), Financial Aid (<i>SLU Financial Aid</i>), Human Resources (<i>SLU HR</i>), Advancement/Development (<i>SLU Advancement</i>), Student (<i>SLU Student</i>), and Self-Service (<i>SLU Self-Service</i>). The overall project will be referenced as the Gateway Project. Question: How will it be referred to on the portal: Response: We will let marketing and communications make that decision. Kathryn Hundman will devise a communication plan and present to committee on August 4, 2004. • Address Type Updates – The Executive Committee reviewed the proposed address types on July 7, 2004 and recommended that the proposal be brought before the Steering Committee for approval. <i>(Please refer to the attached for proposed policy)</i>

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	<p>The Executive Committee agreed on the following address types: SC –Student Campus, EC-Employee Campus and RH – will represent physical address. Jeff Kapp will ensure that the address types will be implemented into the Data Standards Document.</p>
Status Updates	<ul style="list-style-type: none"> • Overall project – Ellen Harshman: Had a meeting with Robert Heaney from the Medical School. Dr. Heaney reaffirmed the School's commitment to the project, and that they are working on improving levels of participation in training. • Spain's Involvement – Jeff Kapp: Dates have been sent for participation, and we are waiting for a response. The first date proposed is August 9, 2004. Spain has been contacted about network access and documentation. We are in the process of identifying a time when we can walk through on the phone. Laurinda Smith requested to be CC: on e-mails for documentation. • Alumni & Development – Chris Cannon - Proposed to Steering Committee a later date for going live due to a delays in several areas. The conversion is in better shape than two weeks ago, but there are still some significant items that need to be addressed. Currently we have two consultants on site, and by the end of this week we should have a better sense of the status of all records. Recommendation for September 1, 2004 as new go-live date. On August 4, 2004 will come back to the Steering Committee with an update. If we are not comfortable with going live in September 2004, we may need to look at an October 2004 go-live date. A progress update will be given to Executive Committee on July 28, 2004. • Financial Aid – Sandy Pritt: Technical training is scheduled for the week of July 26, 2004. There is an opportunity for an AR consultant to come on site, because a university pushed its go-live date back. • Finance – Mark Schmotzer: Working towards closing year-end. Expected to be closed by Wednesday, July 28, 2004. There have not been a lot of surprises. Lisa Zoia and her team have done an excellent job. There has been a considerable amount of calls from users where they need to have handheld. Currently, we have processed over 5,000 P.O.s. with very few problems. A problem did occur when faxing P.O.s to vendors. Faxes had to go through a third party. Soon the process will be smoothed out. There has been an access problem for remote sites, but working through to resolve issue. Steering Committee commended the finance team and wants congratulations conveyed to Lisa Zoia and team. • Human Resources – Bobbi Kysar, Linda Noyes: In the process of prioritizing reports to go into Banner. Charting internal process as it will occur in Banner. Our biggest challenge is how do we get new employees into Banner. Banner requires the demographic information on the front-end, when it has been on the backend. We have identified a way to get the information into the system. SCT consultant recently sent documentation for the salary plan, which meets Dan Hitchell requirements for budget. Jeff Kapp is assisting us with a few items. It is the goal for our October training to start running payroll system. • Student – Laurinda Smith: Training scheduled for the week of August 27, 2004. Working toward go-live date. Waiting for go-live recommendation information from SCT consultant, Carol Berg. Organizing information for Yolanda for inputting information into the system. • Luminis – Andrew Wimmer: Version three is being tested on test box. We discovered that file sharing is something that can be turned off. This will allow us to go-live without security issue. Barb Coleman has canceled training on calendar and e-mail. They are working on new training material. Goal to go-live by the beginning of the school year. Provided Kathryn Hundman with additional feedback from encounter at Salt Lake. A detail report will be presented to Executive Committee on July 28, 2004. • Data Conversion – Jeff Kapp: IBI will be here July 26-27, 2004 to finalize security setup, and develop it to push out to end-user groups in finance and advancement. We will be able to lay groundwork and set plan. • Marketing & Communication – Kathryn Hundman: Last week had a meeting with the new project manager, Donna Dorl-

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	<p>Adams. An article for The Grand Connections has been drafted, and forward to Jeff Kapp and Chris Cannon for feedback. Launched redesign for website. We left out internal links on purpose to encourage students to use the portal. I have received numerous calls from students questioning the change, but once I give them an explanation they understand. I need to talk with Phil Lyons to discuss how we can educate the students. Question: What about the students who did not attend SLU 101, how will they receive their password? Response: We are working with academic services to identify those students who did not attend SLU 101. IT is also preparing a letter and CD for new students. This could also be used for informing students as to who they can obtain their password. Request: Please ask Barb Coleman to forward the CD and any other material that the students will receive to the Deans office and student advisors in the residential halls. We will further discuss student passwords at the next Executive Committee meeting.</p>
New Business	<ul style="list-style-type: none"> • Announcements
Items to refer to Executive Committee July 28, 2004	<ul style="list-style-type: none"> •
Adjournment	<ul style="list-style-type: none"> •