



**Minutes
Gateway Steering Committee
August 4, 2004**

Attendees: Ellen Watson, Donna Dori-Adams, Jeff Kapp, Chris Cannon, Steve Dina, Robert Heaney, Paul Jackson, Bobbi Kysar, Phil Lyons, Lee McDermont, Steve Miller, Sandy Pritt, Laurinda Smith, Julie Weissman, Elizabeth Winchester

Absent: Ellen Harshman, Jeanne Donnelly, Kathryn Hundman, Linda Noyes, Mark Schmotzer, Paul Schnabel, Robert Webster, Jim Weldon, Andrew Wimmer Austin Winkleman

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> No additional items for agenda
Review minutes from July 21, 2004 and July 14, 2004 Executive Committee Minutes	<ul style="list-style-type: none"> Minutes approved and will be posted on the website.
Old Business	<ul style="list-style-type: none"> Alumni Update – Chris Cannon: The go-live update remains the same from two weeks ago. Working through similar issues, but we are making considerable progress. Gift and pledges conversion done by SCT consultant. Data should be validated by the end of next week. The reporting tool, WebFoucs, has been installed on desktops. The Alumni team has completed the design for ten core reports. There will be at least 20 reports needed designed before going live. End user training will be completed during Alumni’s legacy production downtime before going live in September 2004. Not ready to recommend a go-live date as of yet for September 7, 2004, but progress is being made.
Status Updates	<ul style="list-style-type: none"> Overall Project – Jeff Kapp: Refreshing instance to allow advancement team to validate data. In the EVAL instance refreshing for student to build catalog information. Data will be available by the end of next week. We are preserving HR and Student data. Some of the refreshing was done this morning, and instance will be available for use by Thursday, August 4, 2004. Spain Visit: The student team is preparing for the Spain visit the week of the September 20, 2004 or September 27, 2004. At that point there will be significantly more growth and academic history in place, which will allow for a more detailed training session. Question: SCT Consultant, Kathy Singer, presented a report of remaining hours and hours used. Question: Have those hours been verified? Response: Jeff Kapp will verify hours and forward report to Steering Committee for review. Concern: Other implementation deliverables (i.e. DataMart, Workflow Eprint) have not yet been scheduled; we need to plan for and consider impacts of those implementations. Donna Dori-Adams will do an analysis on additional services that may need to be acquired. Donna Dori-Adams will inquire with other institutions of additional services purchased, and the cost associated with purchases. Suggestion: There will be an audit committee meeting in September 2004, and it is important to review the project plan for meeting.

Topic	Discussion
	<ul style="list-style-type: none"> • <u>Financial Aid</u> – Sandy Pritt: - Rearranged training schedule to incorporate an AR consultant for two visits. Met with the Medical School on July 23, 2004 to discuss representation. There was financial aid system education training the week of July 27, 2004 covering conversion mapping, and a representative from the Medical School participated on Tuesday, July 27, 2004, but did not return for the remaining sessions. Mike Meyer and Jim Weldon are being apprised of Medical School’s participation training. Response: The Medical School was in the process of implementing ESS, and working around employee’s personal schedules in terms of availability. Question: If there is a problem with personnel being overworked, can we bring in a consultant in to work with them vs. sending through training? Response: Participation in the system education classes is important. Training is not just how to use the application, but it involves the building process of the system. Critical issues are being discussed during sessions. Ellen Watson informed committee that there is a small amount of backfill dollars that could be used towards future support. Donna Dorl-Adams requested that the Medical School’s the response from the Business Plan be forwarded to her for review. • <u>Human Resources</u> – Bobbi Kysar, Linda Noyes: - HR system education training is scheduled for the week of August 10, 2004. Question: Will WebFocus be used for HR reporting? Response: All of the modules will use WebFocus for reporting. HR has developed a list of all reports that have been generated in the past, which encompass over 800 reports. Please forward any additional request to HR. • <u>Student</u> – Laurinda Smith: Making training preparations for when Yolanda Calvo arrives from Spain. The registrar office started on CAPP and building catalog training in August 2004.
Discussion	<ul style="list-style-type: none"> • <u>Xtender</u> – Inquiry was made as how other modules could incorporate Xtender? Response: The original scope for Xtender was to be implemented for the finance system originally. Resources were not allocated to implement Xtender for any additional module or use. In November 2003 SCT Consultant, was on site to discuss additional use of the product, and made several recommendations. Donna Dorl-Adams will explore Xtender’s possibilities.
New Business	<ul style="list-style-type: none"> • <u>Text Password Policy</u> - Jeff Kapp – Distributed proposed password policy text. (<i>Refer to handout</i>). Requested that Steering Committee reviewed text and forward any comments to Jeff Kapp. Request: Barb Coleman and Kathryn Hundman wordsmith text for policy. • <u>Announcements</u> • Executive Committee will meet in Des Peres Hall Room 115 August 10, 2004 and August 24, 2004 • Mark Schmotzer will be leaving the university to go to Long Island University. Ellen Watson Suggested that we host an event for his leaving and to celebrate finance going live. Donna Dorl-Adams will spearhead the event. Bob Woodruff will be responsible for the appointment of a new team lead.
Items to refer to Executive Committee	<ul style="list-style-type: none"> • Student Password for portal for Steering Committee meeting August 18, 2004 agenda
Adjournment	<ul style="list-style-type: none"> •