



**Minutes
Gateway Steering Committee
September 29, 2004**

Attendees: Ellen Harshman, Ellen Watson, Donna Dorl-Adams, Jeff Kapp; Chris Cannon, Steve Dina, Paul Jackson, Bobbi Kysar, Phil Lyons Lee McDurmont , Steve Miller, Linda Noyes, Sandy Pritt, Mark Schmotzer, Laurinda Smith, Julie Weissman, Elizabeth Winchester, Andrew Wimmer, Austin Winkleman

Absent: Jeanne Donnelly, Robert Heaney, Kathryn Hundman, Paul Schnabel, Robert Webster, Jim Weldon

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> No additional items for agenda
Review minutes from September 9, 2004 Steering Committee & September 8, 2004 Executive Committee	<ul style="list-style-type: none"> Minutes approved and will be posted on the Gateway web page.
Old Business	<ul style="list-style-type: none"> <u>Alumni Update</u> – Chris Cannon: The conversion of the gifts components at this point has not been completed. Due to conversion complication, the projected go-live date of November 1, 2004 is not feasible. At this April 1, 2005 is a better target. The advancement team will continue the conversion process, and work other items in preparation for going live. <u>Overwrite Data</u> – Jeff Kapp: Shared/common demographic data for current employees had not been protected from other systems (i.e. SIS or ADS). We are now protecting any employee from January 2004 forward from having shared data over written. For advancement purposes we have been using prefixes and suffixes. This has become an issue for the check writing process. IT is currently investigating several resolutions. Ellen Harshman requested this issue be placed on the October 6, 2004 Executive Committee agenda. <u>Duplication</u> – Jeff Kapp: – There were originally 40,000 duplicate records. A team of representatives from each module met to review duplicate records. The team was able to reduce the number of duplications by 20,000 records. A follow-up meeting will be scheduled to proceed with the next steps.
Status Updates	<ul style="list-style-type: none"> <u>Overall project</u> – Ellen Harshman: - On September 15, 2004 there was a celebration for the finance team going live. Ellen Harshman commemorated Mark Schmotzer’s contribution to the project and overall service to the University. <u>Alumni & Development</u> – Chris Cannon: The advancement team will meet next week to take advantage of time to revisit the items that have been set aside. <u>Financial Aid</u> – Sandy Pritt: - System education training is scheduled for October 6-8, 2004. We are a little behind, but regrouping with Janice Barnes leaving. Interacting with the student and HR teams to resolve a couple of issues. <u>Finance</u> – Mark Schmotzer: - The finance team developed a list of post implementation open items. Joint training

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	<p>is scheduled for October 5-7, 2004 with HR on the budget module. With the reduction of staff and Banner requiring more time for entry, we have fallen behind. We have secured additional assistance for the backlog.</p> <ul style="list-style-type: none"> • <u>Human Resources</u> – Bobbi Kysar, Linda Noyes: On September 23-24, 2004 met with 18 representatives from various areas to participate in the mock timekeeping. The participants were given a preliminary manual to practice with and provide the HR team with comments. In the process of developing Personal Action Forms. Once developed they will be tested by a small group. Met with the Medical School’s Dean’s office to discuss their data conversion. System education training is scheduled for the week of October 5, 2004. HR team is working on security. • <u>Student</u> – Laurinda Smith: There has been a slight change in the October 1, 2004 go-live. Several patches must be applied to the Banner system before proceeding with going live. An update is forthcoming to the committee. A representative from Spain was onsite the week of September 20, 2004 for training. The student registration module is preparing for mock registration. At the September 22, 2004 Executive Committee meeting Laurinda Smith brought up current fee assessment policies. Kathy Singer was requested to investigate how other schools address issue. • <u>Data Conversion</u> – Jeff Kapp: - Mock payroll data has been placed in a database instance for HR. IT will load, reload and unload HR data by the end of this week. IT will provide the same for student as they prepare for mock registration. • <u>Banner Issue</u> – Jeff Kapp: Worked with Kathy Singer to clarify an initial starting point for the Datamart product. We have identified and assigned resources for Workflow. In October 2004 the IT staff will work with the student team to start identifying reporting requirements. In the process of doing an inventory of shadow databases, and how they will feed into or won’t feed into the central system. Jeff Kapp and Donna Dorl-Adams are reviewing external resources for reporting and scripting. Reviewing proposal from SunGaurd for storage. • <u>Luminis</u> – Andrew Wimmer – The first phase of renovation for Luminis should be completed by October 13, 2004. First phase includes the rearranging of hardware to provide a development and production environment. SCT is working with us to move data from current version to new version by October 11, 2004. This means more stability for users and fixes for calendar. This will provide a cleaned up interface and E-mail notification will be operational. There has been a reoccurring issued with a single point of failure in terms of the person who support Luminis. • <u>Marketing & Communication</u> – Andrew Wimmer: Working with Kathryn Hundman and Jeff Kapp in conducting a investigation to determine if Luminis Content Management System should be implemented. This system did not come with implementation. The team is scrutinizing its functions, and discussing if this is the best option for the University or should other avenues be explored. Will provide the committees with a recommendation once investigation is completed.
New Business	<ul style="list-style-type: none"> • <u>Executive Committee Workshop</u> – Donna Dorl-Adams: The Executive Committee spent two hours reviewing five major issues that have surfaced in different areas. The committee listed issues, summarized the issues and then provided several suggestions of action. A midterm report and budget timeline will be presented to the committee for review and discussion.
Items to refer to Executive Committee October 6, 2004	<ul style="list-style-type: none"> • Use of prefixes & suffixes
Adjournment	<ul style="list-style-type: none"> •