



**Minutes
Gateway Steering Committee
October 13, 2004**

Attendees: Ellen Harshman, Ellen Watson, Donna Dorl-Adams, Steve Dina, Greg Haney, Kathryn Hundman, Paul Jackson, Bobbi Kysar, Phil Lyons, Linda Noyes, Laurinda Smith, Robert Webster, Jim Weldon, Julie Weisman, Elizabeth Winchester, Andrew Wimmer, Austin Winkleman

Absent: Chris Cannon, Robert Heaney, Lee McDurmott, Steve Miller, Paul Schnabel, Sandy Pritt

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> Donna Dorl-Adams introduced Greg Haney to committee members. He will be the finance representative.
Review minutes from September 29, 2004 Steering Committee & September 22, 2004 Executive Committee	<ul style="list-style-type: none"> Minutes approved and will be posted on project website.
Status Updates	<ul style="list-style-type: none"> Overall project – Donna Dorl-Adams – Identified two resources from IBI to assist with analysis and coding with Webfocus reports. The first resource will start on Monday, October 18, 2004 and the second resource will be onsite November 8, 2004. Had a discussion with IBI about doing an on campus presentation. Alumni & Development – Donna Dorl-Adams: Distributed a update from Chris Cannon. All pledge dollars have been converted. Data conversion effort is on-going. It is the goal to have everything in place by mid February 2005. Financial Aid – Laurinda Smith – Financial aid will be in training next week. Finance – Greg Haney – (<i>Refer to handout of outstanding issues</i>). Issues will be grouped and prioritized by groups for IT. A plan of resolution will be developed, and resources assigned. Human Resources – Bobbi Kysar, Linda Noyes: Successfully completed data conversion for all positions, people and assignments from Plus to Banner. Ran a group of employees completely through the process successfully. In the process of cleaning up data. There is a small issue with Missouri tax, non-residents and insurance. Go-live date is still projected as January 1, 2005. Plus will be shut down the week of Christmas. The University will be informed prior to shutting down the system. Tested the interface between payroll and finance. The interface was successful, but needs minor adjustments. Training the week of October 5, 2004 was a success and the HR team is preparing for training the week of October 19, 2004. Student – Laurinda Smith: Participating in CAPP workshop to put together academic history. Finalized self-service. Several offices have expressed a concern about receiving Webfocus licenses if they were not in initial training. How will this issue be addressed? Question: What is the status of the contract for IPED? Response: All the pieces are in place. We are waiting for documents to be signed. John Georke will have access to HR printer. Jeff

Topic	Discussion
	<p>Kapp will provide student team with update on fixes.</p> <ul style="list-style-type: none"> • Data Conversion – Jeff Kapp: Update is forthcoming. • Luminis – Andrew Wimmer: Completed upgrade on Thursday, October 8, 2004. The hardware was reconfigured and software upgraded. The downtime was very short and we did not receive any reports of loss calendars. Only one user reported loss of her address book. Met with stakeholders who developed channels to streamline and cleanup. Sessions scheduled for Monday, October 18, 2004 and Friday, October 22, 2004 to review plan of new design of templates. IT is working on integrations between Luminis and Banner. • Marketing & Communication – Kathryn Hundman: Currently, we have not published any new communications, but suggest forming a group to discuss what should be the next communication about the project. Met with Jeff Kapp and Andrew Wimmer to discuss Content Management System (CMS). Also met with Jeff Kapp and Andrew Wimmer to discuss solutions for the public website and other applications that various groups are using. Goal is to create a university wide solution.
New Business	<ul style="list-style-type: none"> • Medical School – Donna Dorl-Adams: SCT Consultant, Ron Coker, is scheduled to visit the week of October 25, 2004 to focus on brining Medical School up to speed, and to assist with making necessary decisions. Ellen Watson, Donna Dorl-Adams and Jeff Kapp met with the Provost to discus the Medical School’s migration to Banner and away from third party software. The Provost assured us this would no longer be an issue. A commitment was made from the Provost that we would receive a report on what needs to happen with third party, including detail of transactions and relationships.
Items to refer to Executive Committee October 20, 2004	<ul style="list-style-type: none"> • Martial Status – Suggested that Dana Underwood be present to answer any questions.
Adjournment	<ul style="list-style-type: none"> •