



Minutes

gateway Executive Committee - Steering Committee

October 19, 2005

Attendees: Steve Dina, Ellen Harshman, Sandi Hubert, Jeff Kapp, Bobbi Kysar, Phil Lyons, Steve Miller, Laurinda Smith, Mary Souris, Ellen Watson, Jim Weldon, Julie Weissman, Andrew Wimmer, Austin Winkleman

Absent: Kevin Ballard, Donna Dorl-Adams, Chris Cannon, Barb Coleman, Keith Hacke, Greg Haney, Robert Heaney, Kathryn Hundman, Paul Jackson, Lee McDurmont, Sandy Pritt, Paul Schnabel, Elizabeth Winchester

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • There were no additional agenda items.
Review minutes from September 21, 2005	<ul style="list-style-type: none"> • The October 5, 2005 minutes were approved.
BAPS – Austin Winkleman	<ul style="list-style-type: none"> • Austin Winkleman reported that he has received all of the requested information from team members. The project plan continues to be developed.
Law School Baseline Change Request – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported meeting with Law School representatives to look at possible solutions for their need to use a different classification system than currently available. In order to recommend a solution other than a baseline change, the Law School will send to ITS their calculation method, ITS will work on a solution based on that calculation. Ellen Harshman reminded the Committee that we are attempting to find a process for baseline change requests as well as address the Law School need.
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Watson stated that as we begin to wind down this project, more effort is being placed on budget requirements and planning for the next phase of the project. In response to complaints about the system, Ellen will meet with University personnel in an attempt to identify 2 – 4 issues that are causing them the greatest amount of frustration. A plan will be developed for resolving as many of those issues as possible before the end of the project, December 23, 2005. Ellen Harshman commented that if you have needs that involve costs, we need to know what those are so they can be included in the budget development. Ellen Harshman reported that Donna Dorl-Adams is moving forward with the risk assessments and the results will be distributed at the November 16, 2005 Executive Committee meeting. Bobbi Kysar commented on the need to include system competency in job descriptions.

Topic	Discussion
Financial Aid – Sandy Pritt	<ul style="list-style-type: none"> • Jeff Kapp reported that he is aware of a meeting that Carrie Wickliffe is facilitating to develop a smoother process between Financial Aid and Accounts Receivable.
Finance – Greg Haney	<ul style="list-style-type: none"> • Jeff Kapp reported that the Finance resource helping us during John Harris’s absence arrived on campus this week. He will be working on the travel program, the payroll encumbrance issues and other Financial concerns that ITS supports.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> • Bobbi Kysar reported that there was a small issue with United Way contributions and the date which contribution are to begin. This issue has been resolved. They are working on reports and getting results from various tools.
Portal – Andrew Wimmer/Sandi Hubert	<ul style="list-style-type: none"> • Sandi Hubert reported that the Portal project will be included in Gateway’s second phase planning. This will help to resolve the governance issues.
Student – Laurinda Smith	<ul style="list-style-type: none"> • Laurinda Smith distributed a Student Core Grow Live status and a list of reports that are currently available. They are attempting to make the reports parameter driven and very generic so that many departments will be able to use them. Training sessions on an individual basis have begun in the Business School and with ODS users who are responsible for adhoc reporting. Jeff Kapp brought forward a data constancy concern and a meeting will be scheduled in early November for the Data Integrity team to meet and update the data standards. A discussion centered on how to refer to the ID number, should it be “Banner ID” or “SLU ID”. The Committee agreed that the ID number would be referred to as “SLU ID” number. We need to help facilitate this change with staff members and students.
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> • Laurinda Smith reported that the Data Integrity team met on October 17, 2005 and they addressed duplicate PIDMs. They have asked for a new report with some additional variables and hope to have this for their next meeting in November.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported that a technical resource for Student would be on campus the week of October 24, 2005. The SCT resource will work on automating a number of manual processes. The Finance consultant is on campus to help during John Harris’s absence, he will be on campus for 6 weeks distributed over an 8-week span.
Data Warehouse Task Force – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported that as Laurinda Smith mentioned, we completed install ODS into production and began loading data. This application takes Banner data and transforms it into ODS format; this process will take place on a regular basis. The application should be ready for use by the end of October 2005.
Adjournment	<ul style="list-style-type: none"> • The meeting adjourned at 2:30 p.m.