



**Minutes
Gateway Steering Committee
October 27, 2004**

Attendees: Jeff Kapp, Ellen Watson, Chris Cannon, Greg Haney, Paul Jackson, Bobbi Kysar, Phil Lyons, Lee McDurmont, Linda Noyes, Sandy Pritt, Kathy Singer, Laurinda Smith, Julie Weissman, Andrew Wimmer, Austin Winkleman,
Absent: Donna Dorl-Adams, Paul Schnabel, Ellen Harshman, Steve Dina, Jeanne Donnelly, Kathryn Hundman, Steve Miller, Paul Schnabel, Robert Webster, Jim Weldon, Elizabeth Winchester

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> •
Review minutes from October 13, 2004 Steering Committee & October 6, 2004 Executive Committee	<ul style="list-style-type: none"> • Minutes approved and will be posted on website.
Status Updates	<ul style="list-style-type: none"> • <u>Overall project</u> – Jeff Kapp: A data integrity meeting is scheduled for Friday, October 29, 2004 with team leads to discuss how to proceed with issues. Acquired additional contracted resources to assist with report and query developed. Initial contractor from IBI, Elaine Sloan, started on Monday, October 18, 2004. She meet with several of the team leads in the beginning of the week. The next contractor is scheduled to begin on November 1, 2004 from Analytix. Resources are contracted for three to six months. SCT representative is on site installing Xtender on platform. This install includes upgrade to what is currently in production for finance and the ability to load images up to the web. Appworks representative is also on site this week working with John Harris. User training is scheduled for November 9-11, 2004. The week of December 7, 2004 Xtender training will be for a larger group. Donna Dorl-Adams is pushing for IBI to provide training on campus for Webfocus. Begun to order disk equipment and consulting services to review our approach to the project. Should receive equipment within the next two weeks. • <u>Executive Level Involvement</u> - Ellen Watson: There has been some concern about engagement at the Executive Level. Ellen Watson is scheduled to meet with Father Biondi on Friday, October 29, 2004 to discuss consulting activity and expenses. The week of November 1, 2004 there will be a meeting with Executive Sponsors to review their role in the project. In December there will be a presentations given to the PCP and Executive Staff providing an update of the project and review their roles within the project. • <u>Alumni & Development</u> – Chris Cannon: Advancement group met today to discuss items that were placed on the back burner. There was a lot of progress in terms of conversion. Experiencing some difficulty with tool kit coding. Continuing to make substantial progress. • <u>Financial Aid</u> – Sandy Pritt: SCT Consultant, Ron Coker is on site. Training is going very well. Were able to overcome some communication problems. Receiving considerable feedback. Will begin to work on overview. Soon

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	<p>will be able to load data into tables. Plan to continue to have team meeting to work on items that have been identified as issues.</p> <ul style="list-style-type: none"> • <u>Finance</u> – Greg Haney: Met with team last week to discuss open items and issue list. Established some priority on items and reformat list in priority. Will schedule a meeting with Jeff Kapp and John Harris to discuss list. • <u>Human Resources</u> – Bobbi Kysar, Linda Noyes: Salary planner training scheduled for December 13, 2004. Need to discuss complementation. Sue Jennings will be the consultant facilitating training. She was instrumental in developing application, and understands how pieces come together. Linda Noyes is working on time entry and approvals. Ran successful bi-weekly, but did experience some snags with monthly run. Identified a few crosswalk problems, and will run again on Monday, November 1, 2004. Preparing for training the week of November 1, 2004. • <u>Student</u> – Laurinda Smith: Updates to system progressing, but there are some significant problems with self-service. Planning to move forward with Internet Native Banner (INB). The week of November 1, 2004 will proceed with entering information. Working with Jeff Kapp and Maggie Waters on weekly extracts. Preparing for mock registration. • <u>Data Conversion</u> – Jeff Kapp: - Brought every thing up to current revision for all instances and modules. Completed extend installation this week. Patches will regularly be applied to systems. • <u>Luminis</u> – Andrew Wimmer: - Working to implement a Luminis team on the front and back end. There has been a change in programming staff, which will give another opportunity for training with SCT. Reconvening all user groups to discuss channels. Allowing them the review what the new upgrade offers. Contacted other users of product to request assistance and for them to share their experiences, successes and challenges with product.
New Business	<ul style="list-style-type: none"> • <u>Evision</u> – Jeff Kapp: Will use software as add on product. Will allow us to reformat, transcript accounts payable, and Intellicheck for payroll. We will have ability to have any output reformat, place logo on second page, terms and conditions, e-mail PDF attachments. Capability with to e-mail pay stubs with password protection and send to everyone. • <u>Southeast Missouri Conference</u> – Kathy Singer – Southeast Missouri will host a Missouri Banner User's Conference for those who are interested.
Items to refer to Executive Committee November 3, 2004	<ul style="list-style-type: none"> • Eprint
Adjournment	<ul style="list-style-type: none"> •