



Minutes

gateway Executive Committee - Steering Committee

November 2, 2005

Attendees: Steve Dina, Keith Hacke, Ellen Harshman, Greg Haney, Robert Heaney, Sandi Hubert, Kathryn Hundman, Paul Jackson, Jeff Kapp, Phil Lyons, Lee McDurmont, Steve Miller, Laurinda Smith, Ellen Watson, Julie Weissman, Elizabeth Winchester, Austin Winkleman, Charlie Caciano, Kathy Singer

Absent: Kevin Ballard, Donna Dorl-Adams, Chris Cannon, Barb Coleman, Bobbi Kysar, Sandy Pritt, Paul Schnabel, Mary Souris, Jim Weldon, Andrew Wimmer

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • There were no additional agenda items.
Review minutes from October 19, 2005	<ul style="list-style-type: none"> • The October 19, 2005 minutes were approved.
BAPS – Austin Winkleman	<ul style="list-style-type: none"> • Austin Winkleman reported that he continues to make progress on the BAPS program. He has confirmed how the current process works and is identifying future processes. A presentation will be made to the Executive Committee on November 23, 2005.
CMSU Hosted Banner Conference– Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported that several individuals from SLU will attend the November 9 – 10, 2005 CMSU Hosted Banner User Conference. Topics such as training issues, technical issues, birds of a feather and discussion groups are available, the group will try to provide a wide range of coverage to take advantage of this opportunity.
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Harshman reported that as we wind down this project, more effort is being placed on budget requirements and planning for the next phase of the project. Once the plans are formulated, they will be reviewed with Steering Committee members for their input. Donna Dorl-Adams is reviewing the Risk Assessments and will present her findings to the Executive Committee. Donna and Ellen continue to review the budget to insure we are spending appropriately. Sandi Hubert reported that the Team Leads have been working to resolve issues still open and they are down to roughly 80 open items. The goal is to resolve these before the end of the project but some may need to be continued into gateway Phase 2.

Topic	Discussion
Finance – Greg Haney	<ul style="list-style-type: none"> Greg Haney reported that Finance is working on the October month end close; report development is going well with 113 reports on the dashboard. They are also concentrating on the travel program feed from Finance to American Express.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> Charlie Caciano reported that because of a payroll encumbrance issue, budget amounts are not correct. The finance consultant is correcting the budget amounts and hopefully will be reflected in the October budget.
Portal – Andrew Wimmer/Sandi Hubert	<ul style="list-style-type: none"> Sandi Hubert reported that the portal project would be folded under the gateway phase 2 governance structure. While this structure is being formed, she is talking with other Universities about their implementation approach.
Student – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith distributed a Student update and reported that pre-registration is taking place this week. Registration activities both at the main campus and Madrid are going more smoothly than the last registration. Student WorkFlow training is being held this week with the class continuing with tuition remission. Laurinda requested some additional SCT consulting time to address fee assessment and refund issues. The request will be forwarded to Donna Dorl-Adams and Ellen Harshman.
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith reported the next Data Integrity meeting is scheduled for November 14, 2005. The group will continue working on resolving address issues.
Banner Update – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported that Paul Stormo, the SCT consultant who was here in January is back again this week to discuss the reporting assessment and look at reporting from an operational, management and planning perspective.
UMG Update – Mary Souris/Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp announced that due to a scheduling conflict Mary was unable to attend today's meeting but she provided a written update. The update reads, "My office has met with Jeff Kapp, Pat Shoff and Ki Cheng, on several occasions, regarding the reporting needs of the UMG. A few of the items we discussed were: the automation of several reports we currently prepare manually; the possibility of developing, in Banner, a streamlined method for allocating our annual budget on an individualized monthly basis, by department and fund number; and projection screens. We found the meetings to be very helpful and promising and anticipate progress toward meeting the needs of the UMG." Jeff Kapp reported that ITS will facilitate bringing UMG and Finance together to identify a common approach to financial reports.
Data Warehouse Task Force – Kevin Ballard	<ul style="list-style-type: none"> Jeff Kapp reported that ODS has been installed into production and Kevin Ballard expects to run 2 weeks of error free loading before pointing the data over. The IBI consultants have begun writing reports to take advantage of ODS.
Marketing & Communication – Kathryn Hundman	<ul style="list-style-type: none"> Kathryn Hundman reported that getting the Content Management program under way is her number 1 priority.
Items to refer to Executive Committee – November 9, 2005	<ul style="list-style-type: none"> BAPS – Austin Winkleman Security – Austin Winkleman
Adjournment	<ul style="list-style-type: none"> The meeting was adjourned at 2:30 p.m.