



**Minutes**

**Gateway Steering Committee**

**November 10, 2004**

**Attendees:** Ellen Harshman, Ellen Watson, Donna Dorl-Adams, Steve Dina, Robert Heaney, Paul Jackson, Jeff Kapp, Bobbi Kysar, Phil Lyons, Lee McDurmont, Steve Miller, Sandy Pritt, Jim Weldon, Elizabeth Winchester, Austin Winkleman

**Absent:** Chris Cannon, Jeanne Donnelly, Greg Haney, Kathryn Hundman, Linda Noyes, Paul Schnabel, Laurinda Smith, Robert Webster, Julie Weissman, Andrew Wimmer

| Topic                                 | Discussion   |
|---------------------------------------|--|
| Agenda Review – Any additional items? | <ul style="list-style-type: none"> <li>• None</li> </ul>   |
| Review minutes from October 27, 2004  | <ul style="list-style-type: none"> <li>• Approved and will be posted on website</li> </ul>   |
| Status Updates                        | <ul style="list-style-type: none"> <li>• Overall project – <b>Ellen Harshman:</b> Ellen Harshman: Backfill money can be used with pre-approval. Anticipate budget dollars needed and submit requests by hard copy or email to Ellen Harshman and/or Donna Dorl-Adams.</li> <li>• <b>Donna Dorl-Adams:</b> Monies have been moved from the planning accounts to actual spending accounts, such as hardware and consultants. Budget is okay but we need to be judicious with accounts and use of consultants. Project responsibilities need to be revisited and redefined.</li> <li>• Alumni &amp; Development –<b>Jeff Kapp:</b> Met with group and they are working through the last pieces and reviewing processes for the system. They are taking an overall look at what has been accomplished.</li> <li>• Financial Aid – <b>Sandy Pritt:</b> The Med School is in training this week and will be going through all of the processes. Next week there will be general consulting prior to testing.</li> <li>• Human Resources – <b>Bobbi Kysar:</b> Bobbie Kysar: Payroll is working through Banner and is currently training on online time entry and approvals. A go live date will be presented at next week’s Executive Committee and then to the Gateway Steering Committee. Bobbie questioned if printing costs for training materials would be reimbursed. Donna Dorl-Adams will look to see if money has been allocated for printing costs. For the future, training materials might be placed on the web to be downloaded by the trainees.</li> <li>• Student – <b>Dana Underwood:</b> Presented the report “Admissions/Recruitment Grow Live Status Report. A request was made for a new computer system or an upgrade for information transfer process to new system. The delays encountered will not impact the go live dates for other components.</li> <li>• Banner Issue – <b>Jeff Kapp:</b> Jeff Kapp met with Finance and received a list of adjustment requests. John</li> </ul> |

| Topic   | Discussion   |
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|   | <p>Harris, Antione McKelphin and Jeff Kapp are now processing these requests. Spec reports need to be turned in to Dianne Sudduth as soon as possible to allow them to be prioritized for action. The spec reports should be from the Core team for the present time. A new Luminis support person just finished training the week of November 8<sup>th</sup> and will be integrating Banner with the test environment. <b>Questions:</b> How will non-University people be given access to the Banner System? Examples are: 1818 students, visiting faculty, temporary faculty and staff, ROTC, visiting clinical faculty and consultants. <b>Response:</b> Andrew Wimmer is researching this. Ellen Watson suggested that this is an Institutional and not a Banner matter and asked Austin Winkleman and Kathy Singer to investigate this issue. Bobbi Kysar said a non-employee category in HR requires a lot of personal information.</p> |
| New Business  | <ul style="list-style-type: none"> <li>• Marital Status - There was a discussion whether to remove the Marital Status code “life partner”. It is not clear what departments are using the code at the present time. It is felt that the code is not valid for University use. If it is removed from the system it can be put back in the future.</li> </ul>  |
| Items to refer to Executive Committee November 17, 2004 | <ul style="list-style-type: none"> <li>• Marital status: Life partner</li> <li>• HR Payroll go-life</li> </ul>   |
| Adjournment   | <ul style="list-style-type: none"> <li>•</li> </ul>  |