



**Minutes
gateway Executive Committee - Steering Committee
November 16, 2005**

Attendees: Kevin Ballard, Donna Dorl-Adams, Chris Cannon, Steve Dina, Keith Hacke, Ellen Harshman, Robert Heaney, Paul Jackson, Jeff Kapp, Bobbi Kysar, Phil Lyons, Steve Miller, Sandy Pritt, Laurinda Smith, Ellen Watson, Jim Weldon, Julie Weissman, Austin Winkleman, Sandi Hubert, Jennifer Haegele, Kathy Singer

Absent: Barb Coleman, Greg Haney, Kathryn Hundman, Lee McDurmont, Paul Schnabel, Mary Souris, Elizabeth Winchester, Andrew Wimmer

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> Jennifer Haegele was introduced; she has been appointed as the HRIS Director and will be taking over most Banner duties from Bobbi Kysar.
Review minutes from November 2, 2005	<ul style="list-style-type: none"> The November 2, 2005 minutes were approved.
BAPS – Austin Winkleman	<ul style="list-style-type: none"> Austin Winkleman distributed a draft of the BAPS project; the draft contains current processes for each functional area. Team Leads need to review the draft and send any changes to Austin by the end of the day. The Executive Committee will review the project proposal at the November 23, 2005 meeting.
ODS Update – Kevin Ballard/Jeff Kapp	<ul style="list-style-type: none"> Kevin Ballard reported that production is being loaded nightly, users will be working with the data during a November 18, 2005 training session and will verify the accuracy of the data. Laurinda Smith and Kevin are developing test plans as well.
How other Universities implemented their Portal – Sandi Hubert	<ul style="list-style-type: none"> Sandi Hubert distributed a document that describes how other universities implemented their Portal. She reviewed the details of the document and reported channels available in Banner 7 can be integrated into the Portal.
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> Donna Dorl-Adams reported they are identifying additional resource needs, addressing funding for those resources and anticipating future spending to determine the amount of funds remaining in the project budget. Ellen Harshman reminded the committee that soon the project dollars would be used and request for additional resources must be made soon. Donna Dorl- Adams informed the committee that 6 or 7 follow on projects have been identified. Those projects are being developed as Gateway – Phase 2 and will be managed under one project umbrella. Ellen Watson reported that in her meetings with Vice President/Director levels, she is finding that the

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	majority of frustrations fall into one of three categories: 1.Reports not developed or the system does not work like expected; 2. Issues around processes and; 3. Training. Ellen will continue to meet with various users, determine the most critical issues and report back to the committee.
Alumni – Chris Cannon	<ul style="list-style-type: none"> Chris Cannon reported meeting with Aquinas and reviewed the requirements for adding a general person record in the system for those users. Jeff Kapp worked with Ann Benson in Parking and Card Services to insure other constituent groups are coded appropriately. Alumni is working on WebFOCUS reports and the knowledge transfer was a big benefit to them. A demonstration of the event management software will be held during the November 30, 2005 Steering Committee meeting.
Financial Aid – Sandy Pritt	<ul style="list-style-type: none"> Sandy Pritt was happy to report that lines in the Financial Aid office have subsided and telephone service has improved as well. Three positions have been filled allowing us to deliver most funds. Jay Haugen will be leaving so there will be an additional transition to work through. Sandy reported still having some issues to work through. Ellen Harshman questioned whether these were process or system issues or a combination of both. She also asked what additional help may be needed. Sandy explained she felt it was a combination of both process and issues; she requested additional SCT consulting time. Donna Dorl-Adams and Ellen Harshman will review her request.
Finance – Greg Haney	<ul style="list-style-type: none"> Ellen Harshman reported that the feeds to finance are working well and that they are busy preparing reports for the Board of Trustees.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> Bobbi Kysar reported that 2 HR representatives attended the Banner Users Conference and felt it was a valuable experience; she encouraged others to attend user conferences as they become available. They have made significant progress with their report development and have successfully tested W2 processing. Ann Reineke has accepted another position and a search will be initiated to find her replacement.
Student – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith distributed a Student Grow Live status update and reviewed the highlights of the update. A training session on the Dashboard will be held Friday, November 18, 2005 for department heads. The goal is to help them understand how to use this tool and produce their reports without going through ITS. A meeting to update the Data Standards document has been scheduled for November 17, 2005. Law School students experienced an error message stating that their record was being reviewed and could not register through Self-Service. Kathy Singer will escalate the issue with SCT.
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith reported that the group met on Monday, November 14, 2005, the main focus of the meeting was to review the spreadsheet ITS provided and identify an indicator that would help reduce duplicate PIDM's. There was a discussion on the best way to identify duplicates and remove the additional entries. A meeting is scheduled for Monday, November 28, 2005 to work on the address issue.
Banner Update – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported that John Harris is doing well and we look for him to return early in January. ITS is working through 3 major pieces of the encumbrance issue and working to receive the first travel file from American Express. We will also be working through their last requirements. WorkFlow training was just completed and we are looking to roll this out in January 2006.
UMG Update – Mary Souris/Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported ITS is attempting to accommodate UMG's budgeting requirements; resources need to be scheduled to meet that commitment. Finance and UMG need to work together to understand how the system can handle their requirements, ITS will facilitate those conversations.
Data Warehouse Task Force –	<ul style="list-style-type: none"> Kevin Ballard noted that there appeared to be some confusion between the functionality of Data Warehouse and

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Kevin Ballard	ODS. He will prepare a document for the November 30, 2005 Steering Committee meeting to help explain the differences. An initial plan is being developed to look at buying SCT's package or building it internally.
Items to refer to Executive Committee – November 23, 2005	<ul style="list-style-type: none"> • No items were referred to the November 23, 2005 Executive Committee meeting.
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 2:30 p.m.