



**Minutes
Gateway Steering Committee
November 24, 2004**

Attendees: Ellen Harshman, Jeff Kapp, Chris Cannon, Greg Haney, Paul Jackson, Bobbi Kysar, Lee McDurmont, Steve Miller, Linda Noyes, Laurinda Smith, Elizabeth Winchester, Julie Weisman, Austin Winkleman

Absent: Donna Dorl-Adams, Sandy Pritt

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None
Review minutes from November 10, 2004	<ul style="list-style-type: none"> • Minutes will be posted
Status Updates	<ul style="list-style-type: none"> • Overall project – Ellen Harshman: Making preparations for Board of Trustee meeting. Finance and HR Payroll has made a request for backfill. Ellen Watson has received a list of those persons who will be participating in SCT Summit 2004. • Production Outage – Jeff Kapp: There was a production outage last Friday. Identified cause of corruption in database. Brought the system back up within five hours. Will follow up with Austin Winkleman about security piece. • Alumni & Development – Chris Cannon: Amy Goll and Maggie Waters are working on duplicate conversion. We do not have a resolution for soft credit conversion. There is a question about which extraction resources to use for generating acknowledge letters for creating a report. Will do a SWAT analysis on how to get everything out of database that will be needed. • Financial Aid – Laurinda Smith: The Medical School is participating on a regular basis. Training is going smoothly. • Finance – Greg Haney: Met with Jeff Kapp and John Harris to review all open items and assigned priorities to each item. Out of original 45 open items nine have been completed, which were mostly minimal changes. Will meet at a later date to determine completion of remaining issues. Departmental Webfocus reports are available including the general ledger transaction report. Suggestion: Provide users with a systematic questionnaire to receive feedback. Response: Will discuss with Lisa Zoia to develop survey. • Student – Laurinda Smith: Dana Underwood is currently processing applications in Native Banner and Undergraduate Admission is experiencing some issues in recruitment. Mock registration will start next

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HR Go-Live Presentation	<p>week and will include the Registrar's Office.</p> <ul style="list-style-type: none"> • Bobbi Kysar and Linda Noyes: Entered live data in production instance on Monday. Tim Moser reported that the conversion is going well. Only a few minor problems. The security system is doing well and expected to be completed by the end of November 2004. Linda Noyes and her team are contacting people for timekeeping training. An invitation will be extended to those who have not been trained in Newslink. In the process of requesting labs for users to come in and receive assistance for those who are doing timekeeping. Would like to invite the Steering Committee to sit in on timekeeping training. We have made considerable progress in our documentation. The contractor from IBI, Elaine Sloan, is working on our reports. Bobbi Kysar distributed Go-live presentation. The report outlines open issues that are pending. Outstanding task cannot be completed until final month. All issues are being addressed and worked on. • <u>Overtime</u> – Banner calculates overtime differently than our process. An alternative solution has been identified. Life insurance calculation now resolved. Developed appropriate calculation rules and can fix in production. HR will not bring overall historical data for employees. Decided to bring over only employee's ID in plus. This will allow us to HR to identify if a person was an employee at one time. Historical data will be archived in PLUS. Working out some minor technical difficulty with check printing. This should be resolved by Friday. HR will communicate plans for ending the use of WebPro and using Banner Self-service. • <u>Policy and Procedures Changes</u> – In the past department timekeepers would collect hand written timesheets, and forward to payroll. Now this will be an electronic entry, therefore, eliminating paper. We are phasing out additive pay. Pay stubs will be produced through Evisions software. • We are on schedule to go-live on January 1, 2005. The First payroll begins later in January. There will be a crosswalk over to Banner for the pay period. Information about process will be conveyed to faculty and students through e-mails and NewsLink. We will request the assistance of Kathryn Hundman for communication. • <u>Acknowledgements:</u> Bobbi Kysar and Ellen Watson conveyed their appreciation to the HR and Payroll team for their hard work and dedication to the project. • <u>Recommendation:</u> - Ellen Harshman moved to accept the HR Go-live Recommendation. There were no objections, and the Steering Committee accepted the HR Go-live Recommendation.
Items to refer to Executive Committee December 1, 2004	<ul style="list-style-type: none"> •
Adjournment	<ul style="list-style-type: none"> •