



Minutes

gateway Executive Committee - Steering Committee

November 30, 2005

Attendees: Kevin Ballard, Chris Cannon, Steve Dina, Ellen Harshman, Jennifer Haegele, Robert Heaney, Sandi Hubert, Paul Jackson, Jeff Kapp, Steve Miller, Laurinda Smith, Mary Souris, Ellen Watson, Julie Weissman, Elizabeth Winchester

Absent: Donna Dorl-Adams, Barb Coleman, Keith Hacke, Greg Haney, Kathryn Hundman, Bobbi Kysar, Phil Lyons, Lee McDurmont, Sandy Pritt, Paul Schnabel, Jim Weldon, Andrew Wimmer, Austin Winkleman

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • There were no additional agenda items.
Review minutes from November 16, 2005	<ul style="list-style-type: none"> • The November 16, 2005 minutes were approved.
Kintera Demonstration – Chris Cannon	<ul style="list-style-type: none"> • Chris Cannon demonstrated the Kintera software; this is the software Advancement is currently using to allow on-line event registration. This software could have many applications across the University; individuals who are interested in learning more should contact Chris.
Data Warehouse/ODS – Kevin Ballard	<ul style="list-style-type: none"> • Kevin Ballard distributed a document which details the differences in using Data Warehouse or ODS for reporting purposes. Kevin reported that ODS is in production and the data is equal to the data in Banner. Formal test plans were not developed; because of the limited testing,, each functional team should test the accuracy of the data on their reports.
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Watson reported that she has been meeting with key users to understand what the Banner issues are. Ellen will develop and publish a list of key Banner issues. Users will know what the issues are and which issues are targeted for solution. Ellen Harshman asked if any trends were developing. Ellen Watson explained that there were 3 key issues; 1) Business Process issues, 2) Training and 3)system functionality. Items 1 and 2 were the highest source of frustration. Resolution to some of the issues will require functional/end user assistance. • Ellen Harshman reported there is one current request for Back Fill funds, this request is being addressed. If any approved funds will not be used please let her know soon so the funds can be reallocated.
Alumni – Chris Cannon	<ul style="list-style-type: none"> • Chris Cannon reported that Thomas Keefe is the newly appointed Vice President for development and University relations and will begin on December 1, 2005. Paul Schnabel has taken a position outside of the University.

Topic	Discussion
HR/Payroll – Jennifer Haegele	<ul style="list-style-type: none"> Jennifer Haegele reported that they have had good success running the W2 process and reporting. A question was raised regarding 1099 processing, Jeff Kapp discussed this with Marsha McBride a couple of months ago. There are a few weeks left before this process runs.
Student – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith reported that the Student team is holding open Dashboard assistance sessions; several people have taken advantage of these sessions. A discussion centered on the need to have a centralized effort and how that effort would be managed. Law School experienced an issue with day students attempting to register for classes. Jeff Kapp explained the error and recommended that some further testing be performed prior to Spring registration. Laurinda announced that the Banner Quality Advisory Council is an avenue to bring issues to SCT as a group. SLU is entitled to have a representative on the council. A discussion centered on the election process and Ellen Watson recommends we pull a list of issues together for submission. Sandi Hubert will begin compiling a list from the current issues log.
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith reported they continue to address the multiple PIDM issue and are working with Bob Gantner to resolve many of them. There is also an address issue regarding apartment coding that they are researching.
Banner Update – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported that December 2, 2005 is the last day for 2 of the report writer consultants and December 23, 2005 is the last day for the 3rd consultant.
UMG Update – Mary Souris/Jeff Kapp	<ul style="list-style-type: none"> Mary Souris reported receiving various options on their budget requirements from Jeff Kapp's team. They are looking at meeting both short term and long term needs.
Items to refer to Executive Committee – December 7, 2005	<ul style="list-style-type: none"> Centralization of Student Dashboard Training.
Adjournment	<ul style="list-style-type: none"> The meeting was adjourned at 2:30 p.m.