



**Minutes  
Gateway Steering Committee  
December 8, 2004**

**Attendees:** Ellen Harshman, Ellen Watson, Jeff Kapp, Jim Weldon, Greg Haney, Lee McDurmont, Chris Cannon, Kathryn Hundman, Paul Jackson, Bobbi Kysar, Steve Miller, Laurinda Smith, Jim Weldon, Julie Weissman, Elizabeth Winchester

**Absent:** Donna Dori-Adams, Steve Dina, Jeanne Donnelly, Robert Heaney, Phil Lyons, Linda Noyes, Sandy Pritt, Paul Schnabel, Robert Webster, Andrew Wimmer, Austin Winkleman

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>No additions to agenda</li> </ul>
Review minutes from November 24, 2004	<ul style="list-style-type: none"> <li>Will be sent out by email</li> <li></li> </ul>
Old Business	<ul style="list-style-type: none"> <li><b>HR/Payroll Go-Live – Bobbi Kysar:</b> Paychecks printed and sent to bank for testing. The test was a success and we are currently testing Direct Deposit. We have trained 1/3 of timekeepers &amp; approvers. Presentation training documentation to UMG Executive Committee. There will be a link on HR web site to access training materials and there will be a Banner button with link to web time entry training and frequently asked questions. An article will be placed in the President’s monthly newsletter advising students of web training and frequently asked questions. Nick Hebel will establish security for user’s access to organizations, based on role in Banner. PSA organization will be finished by Thursday, December 09, 2004. Norms will be assigned on Friday, December 10, 2004 and verify assigned organizations and set up. This weekend HR will verify set up in Banner Master Process list, need documentation for web time Benefits, payroll, EPAF’s, still in test; 2 not started yet, need to work with consultant. Documentation of procedures: HR 20-25% internal complete, web time entry 100% complete, benefits 100% complete. EPAF training materials complete, going through first test of test training material on Friday. First external training on time entry is on going; specifications addressed for scriptwriter. LTD life calculation fixed. Overlay for monthly time keeping:. Rena Davenport creating overlay for Linda to look at. There was no payroll report. Navigation, HR, and new employee training are on - going. Full production incident reports are complete and available for review. Effective Jan 1 tax treaties, tuition reimbursements will be updated manually. Historical records such as past employee records were not updated, final conversion plans have been developed, and mock conversion was successful. Payroll checks are running successfully.</li> </ul>
Status Update	<ul style="list-style-type: none"> <li><b>Overall project – Ellen Watson</b> requested final signoff from SCT affirming that there are no issues to prevent go live. Bobbie Kysar sent email December 13, 2004 requesting this information. SCT consultant will sign letter when she is on site next week. A celebration should be planned for HR/Payroll Team after W2’s, are distributed.</li> </ul>

Topic	Discussion
	<p>The report to the Board will include information that we are on time and on budget</p> <ul style="list-style-type: none"> <li>• <b>Bobbi Kysar</b>- Bobbie thanked steering committee for their support.</li> <li>• <b><u>Alumni &amp; Development</u></b> – <b>Chris Cannon</b>: Evaluated new data and no deal breakers were identified. Soft credit issue needs to be resolved. Forms need to be validated. Bob Gantner working hard.</li> <li>• <b><u>Finance</u></b> <b>Greg Haney</b> - Reports for this weeks Board meeting was produced using Banner. Data looked good and reasonable compared to last year and they did not take longer to produce. Reports are in trustee’s hands; what we expected to see we saw. <b>Question</b>: Concerns with Banner’s accounts payable system. Some vendors are reporting they are not being paid. <b>Response</b>: <b>Jeff Kapp</b> - This issue may be due to early conversion and turnover issues. Process takes longer in Banner. The reconciliation process is different and currently slower. Effort in process to reduce processing time. Due to turnover 2 accounting temps were brought in for backfill. Beginning of fiscal year purchase orders’ compounded with system issues also contributed to the backlog Efforts were made to determine what percent were Banner issues and what percent were staffing issues. Working through backlog and improvements are noticed. <b>Greg Haney</b>- Discussions with Lisa Zoia on conducting a Customer Satisfaction Survey. Lisa would prefer to wait until January when Web Xtender’s are rolled out to departments. Xtender for Web had an installation and migration in process the week of December 6, 2004.</li> <li>• <b><u>Human Resources</u></b> – <b>Bobbi Kysar</b>-Consultant back on Monday, December 13, 2004. Salary Planner training is scheduled for the week of December 13, 2004. We are hoping to use this module for annual budget planning.</li> <li>• <b><u>Student</u></b> – <b>Laurinda Smith</b>: Self-service web is reporting a couple of issues. Nation code field will not allow a nation code entry for international students. We are unable to extract data for weekly reports. We feel we will be in good shape when those issues are resolved. We have 2 -3 mock registrations processes in progress. Madrid is testing registration including getting security and mock registration. For web base, pushing Banner application.</li> <li>• <b><u>Banner Issue</u></b> – <b>Jeff Kapp</b>: 4 contract employees were brought in to help with report building. Interviewing to replace one contracted employee for student project is in process. This caused a minor delay in production. We need additional specs from the teams to work on and get product out. Report specs through last Wednesday are completed and have been placed in completed status unless otherwise notified. We are waiting for feedback from HR <b>Response</b>: <b>Bobbi Kysar</b> - HR working on developing new needed reports, facility script, SLU data group meeting Monday to gather specs. <b>Jeff Kapp</b>- Received updated Workflow documentation from Kathy Singer. Initial preplanning call Thursday, December 8, 2004 with SCT. At next week’s Executive meeting we should discuss deliverables, help identify 1 process. Alumni and HR issues will be placed into one tracking system. Tracy &amp; Lynn will maintain system and distribute issue list as required. This will be available soon. SCT will be here to install imaging product on sun server. Product purchased and upgraded late October moved to Sun environment this week, then will roll out. DataMart had scheduled install in February. The installation will be delayed until March; upgrades will be available at the end of February. E-print solution will be in place by end of February 2005. for retention of reports. Working through ESS medical school lottery software with developer and Deb Schindler to integrate scope of data to be worked through.</li> <li>• <b><u>Luminis</u></b> – Jeff Kapp: We are working through tickets. We plan to reboot those processes in the very early morning hours, which should resolve the issues. A 10-minute outage is expected. Jeff will check into intranet availability at I-Net meeting Friday</li> <li>• <b><u>Marketing &amp; Communication</u></b> – <b>Kathryn Hundman</b>: Concerns regarding getting information out to students.</li> </ul>

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	<p>Bobbi Kysar reported her plans to put an article in the President's monthly newsletter. Jeff Fowler will send additional student information Clayton Berry. There will be a link to FAQ's' for web time information. Requirements have been developed for content management system. Kathryn has document for review. Three separate companies were explored. Follow up meeting and demo of system was held today. The system offers a calendar for the external community, news engine, stories could be selected, photos shared, curriculum and is compatible with Luminis. This information will be shared with the Web Advisory Council for feedback.</p>
New Business	<ul style="list-style-type: none"> <li>• Announcements</li> <li>• Ellen Harshman commended Tracy Watkins for her efforts with the project.</li> <li>• Lynn Kerley is replacing Tracy Watkins. Lynn's email address &amp; phone number will be sent when available.</li> </ul>
Items to refer to Executive Committee (December 15, 2004)	<ul style="list-style-type: none"> <li>• HR payroll</li> <li>• Student go live process</li> <li>• Workflow process selection</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• Meeting was adjourned.</li> </ul>