



**Minutes**  
**gateway Executive Committee - Steering Committee**  
**December 14, 2005**

**Attendees: Kevin Ballard, Chris Cannon, Steve Dina, Jennifer Haegele, Greg Haney, Ellen Harshman, Robert Heaney, Sandi Hubert, Jeff Kapp, Bobbi Kysar, Phil Lyons, Lee McDurmont, Steve Miller, Laurinda Smith, Mary Souris, Ellen Watson, Julie Weissman, Elizabeth Winchester, Andrew Wimmer**

**Absent: Donna Dori-Adams, Keith Hacke, Kathryn Hundman, Paul Jackson, Sandy Pritt, Paul Schnabel, Jim Weldon, Austin Winkleman**

Topic	Discussion
<b>Agenda Review – Any additional items?</b>	<ul style="list-style-type: none"> <li>• Ellen Harshman introduced Marla Berg-Werger as the Executive Sponsor for Gateway Phase II activities.</li> </ul>
<b>Review minutes from November 30, 2005</b>	<ul style="list-style-type: none"> <li>• The November 30, 2005 minutes were approved.</li> </ul>
<b>Business Intelligence Vision – Kevin Ballard</b>	<ul style="list-style-type: none"> <li>• Kevin Ballard distributed a document describing the Business Intelligence Vision and discussed the various options. He explained how the recommended solution would provide better service to the end user and enable them to produce their own reports. This division will be responsible for upgrades to the WebFOCUS product and training users on the product.</li> </ul>
<b>Portal Project Options – Andrew Wimmer</b>	<ul style="list-style-type: none"> <li>• Andrew Wimmer distributed a document that described various options on the Portal project. He reviewed the options and explained the recommend option was approved by the Executive Committee at their last meeting. A scaled down version of the Portal project will continue under Gateway Phase II. The larger effort will be included in 2007 planning.</li> </ul>
<b>Overall Project – Ellen Watson</b>	<ul style="list-style-type: none"> <li>• Ellen Harshman explained that what is taking place now is an evolution into a new module for governance and the transition from project implementation to the next phase of the project. The next phase involves some implementation and working out issues.</li> </ul>
<b>Alumni – Chris Cannon</b>	<ul style="list-style-type: none"> <li>• Chris Cannon reported that things are going well. Questions regarding the duplicate issue should be addressed with Chris.</li> </ul>
<b>Finance – Greg Haney</b>	<ul style="list-style-type: none"> <li>• Greg Haney reported that board meetings are completed; he believes the financial reports were well received. Ellen Watson stated that PriceWaterhouseCooper gave the University an unqualified audit; this is the best audit opinion</li> </ul>

Topic	Discussion
	the University could receive. The FY07 budget was approved and budget screens will be available soon. Ki Cheng developing specs for American Express travel and procurement card. Elaine Sloan is working hard to finish creating reports by December 22, 2005 when her current contract expires.
<b>HR/Payroll – Bobbi Kysar</b>	<ul style="list-style-type: none"> <li>Jennifer Haegele reported that Elaine Sloan is also working on archiving HRIS data and ongoing reporting needs. The monthly overlay will begin on January 1, 2006 and Jennifer explained why this change is being made.. Bobbi Kysar explained this would be her last meeting and she has found this an enjoyable experience.</li> </ul>
<b>Student – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>Laurinda Smith distributed a Student update and reviewed the highlights of the report. They having been holding lunch sessions for users to drop by and obtain assistance with the Dashboard and reports.</li> </ul>
<b>Data Integrity Update – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>Laurinda Smith distributed a document detailing the groups last meeting. Steps have been taken to determine duplicate PIDM's and Bob Gatner applied logic to delete the duplicates. The result of this effort is that the number of duplicates was reduced significantly. The Data Standards manual is being revised and will be used in training to help reduce the number of errors. The apartment number in addresses is causing a problem; the group will determine how this will be resolved.</li> </ul>
<b>Banner Update – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>Jeff Kapp reported that this is Kathy Singer's last visit from the original contract. A meeting is scheduled for December 15, 2005 to review and close out the contract..</li> </ul>
<b>UMG Update – Mary Souris/Jeff Kapp</b>	<ul style="list-style-type: none"> <li>Mary Souris reported meeting with Jeff Kapp and members from his staff to continue discussions on the UMG budget requirements.</li> </ul>
<b>Data Warehouse Task Force – Kevin Ballard</b>	<ul style="list-style-type: none"> <li>Kevin Ballard reported that a test environment will be created during the WebFOCUS upgrade. This instance could be used for training.</li> </ul>
<b>Items to refer to Executive Committee – December 23, 2005</b>	<ul style="list-style-type: none"> <li>The remaining dates for Gateway Phase I Executive Committee and Steering Committee meetings will be distributed by December 23, 2005.</li> </ul>
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 2:30 p.m.</li> </ul>