



Minutes

gateway Executive Committee - Steering Committee

December 22, 2004

Attendees: Ellen Harshman, Ellen Watson, Donna Dorl-Adams, Jeff Kapp, Chris Cannon, Bobbi Kysar, Linda Noyes, Laurinda Smith, Andrew Wimmer, , Kathy Singer , Robert Heaney, Paul Jackson, Phil Lyons, Steve Miller, Julie Weissman, Elizabeth Winchester, Austin Winkleman

Absent: Steve Dina, Jeanne Donnelly, Greg Haney, Kathryn Hundman, Lee McDurmont, Sandy Pritt, Paul Schnabel, Robert Webster, Jim Weldon

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • Update on Banner •
Review minutes from December 8, 2004	<ul style="list-style-type: none"> • December 8, 2004 Minutes were approved.
HR/Payroll Go – Live	<ul style="list-style-type: none"> • Bobbi Kysar emailed an updated go live document to key individuals, it will be sent to others who request it. Resolved the issue of which product to use for budgets, Salary Planning will be used. The Data Standards Team is looking for a solution for name prefixes; we need to avoid using them. All reports required for go-live are spec'd or in the report writer's hands. Documentation for time entry, approvals, new hires, E-PAF is complete.. There will be 59 end users trained on E-PAF by Friday, December 24, 2004. 90% of the department has been trained on Time Entry; the training was well received and created positive publicity for the project. Training is scheduled through January 2005 for critical payroll dates, the training will be held in Des Peres and Salus Center. There will also be support for nursing with open drop in sessions. For the last several days, calculations for straight time were being performed, in a worst-case scenario, some manual excess hours calculations may need to occur. Life insurance calculations are performing as expected. Roles and security have been created for all except some unique need end users. Historical data in PLUS has not been addressed yet; since the system will be alive for a full year this should not be an issue. E-Vision testing is going well, the Executive Team has seen examples of forms and checks. The checks look like they do now and even better; the bank has approved them. Overlay for exception time reporting for salaried staff needs correcting. The period should range from the 15th of a month to the 16th of the next month not the 1st through the 31st. HR and Payroll have been trained in Navigation and Banner. January 5, 2005, a

Topic	Discussion
	<p>communication piece will be sent regarding Web Pro’s scheduled shut down date and the move to Self Service in Banner. Web Pro will be left live for the first week of January. We are working through the holiday and have no reason to believe we are not ready to go live. We are also performing entries in both databases so they will match and we can always issue checks manually. Folks should not be concerned; we will be able to issue paychecks. Linda Noyes and Bobbi Kysar created a roles and responsibilities matrix that documents responsibilities for each piece. Bobbi Kysar will be drafting a report to make recommendations on changing some system functionality. The draft will be sent to Ellen Harshman, Donna Dorl-Adams, Ellen Watson and key members of the Steering Committee.</p> <ul style="list-style-type: none"> •
Overall Project	<ul style="list-style-type: none"> • Ellen Watson – Distributed a hand out of the presentation made to the Board of Trustees. Remarked how helpful Gartner’s “Hype Cycle” was in describing a project life cycle. Of special concern to the PCC members was risk and risk mitigation which we couldn’t speak to until well into the project. The last slide of the handout was noted as well – “it’s not really about the technology, it’s about changing the way we do business.” • Donna Dorl-Adams – The project plan for Student was reviewed with Student team members. To date it is very generic and more detail will be added for example, tasks teams needed to do System builds.. A project plan will be built for Financial Aid and Alumni as well. The issue log will be distributed to team leads, they are expected to review the issue log and update the status. •
Alumni & Development	<ul style="list-style-type: none"> • Chris Cannon – Progress was made in validating converted data. The soft credit issue should be resolved with the help of an SCT consultant. Report specs are being developed.
Financial Aid	<ul style="list-style-type: none"> • Ellen Harshman has been in contact with Elizabeth Winchester regarding go-live recommendations. These recommendations will be presented to the Steering Committee the next meeting. The SCT consultant and Sandy Pritt have not expressed any concerns with the go live date. Kathy Singer will send the approximate date the regulatory updates will be available and schedule the necessary work for the same time frame.
Finance	<ul style="list-style-type: none"> • Linda Noyes – Web Focus is getting heavy use, yielded floor for a discussion on Xtender.

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Xtender	<ul style="list-style-type: none"> • Jeff Kapp-Discussion with John Jaffry regarding further utilization of Xtender. The scope of putting this into production is being researched. A discussion followed on how Xtender might be used in different departments and the need for business process evaluations. Also discussed space on the server for storing documents. •
Student	<ul style="list-style-type: none"> • Laurinda Smith – Self Service is ready for the Grad school to use for Recruitment and Admission but links need to be added to the page. SCT needs to fix Amcas bridge and tape loads. First mock registration went great. 25 people participated and entered 53 registrations. The next mock registration will include Academic Services. GRE test scores are in testing and should be implemented this month.
Banner Issues	<ul style="list-style-type: none"> • Jeff Kapp – The issues log will be placed on the Gateway Initiative web site, Team Leads will be updating the log and additions or corrections should be sent to them or to Jeff Kapp. Bobbi Kysar and Laurinda Smith will be working over the holiday and Jeff’s team will be working as well to provide support. •
Luminis	<ul style="list-style-type: none"> • Andrew Wimmer - There are some reported issues with email notifications; these are close to being resolved. A file sharing mechanism is available in Luminis and Jim Hooper’s team is working on that.
New Business	<ul style="list-style-type: none"> • The 2005 meeting dates were reviewed. •
Items to refer to Executive Committee (January 5, 2005)	<ul style="list-style-type: none"> • Financial Aid Go-Live Recommendations