



**Minutes
gateway Steering Committee
July 23, 2003**

Attendees: Ellen Harshman, Bruce Vieweg, Julie Weissman, Lee McDurmont, Michael Burks, Phil Lyons, Paul Schnable, Steve Dina, Hal Deuser, Ned Harris, Elizabeth Winchester, Jeff Kapp, Austin Winkleman, Steven Miller, Bobbi Kysar, Linda Noyes, Chris Cannon, John Goerke

Absent: Asai Asaithambe, Robert Heaney, Paul Jackson, Mark Schmotzer, Robert Webster, Bob Woodruff

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • Data Standards Review Process 	
Review minutes from meeting of July 9, 2003	<ul style="list-style-type: none"> • None 	
Draft Baseline Project Plan	<ul style="list-style-type: none"> • Bruce – The Baseline Project Plan is structured from a functional perspective based on the SCT schedule of consulting visits. The draft will allow you to see format and structure. All task completions will be set at 0%. This will provide a baseline for all monitoring and reporting of progress. • Jeff Kapp – The draft plan lists very specific expectations of the tasks that need to be completed during and following each consulting visit. There will be approximately three weeks of work assigned to teams following each consulting visit. The consultants will return to verify completion of work, and then the next set of duties/assignments will be given. When the detailed tasks are completed, an update will be made to the summary project plan. • Sign-Off – A proposed Baseline Project Plan will be presented to committee August 6, 2003. 	<p>Jeff will send out excel version of project to committee members for review</p> <p>Committee to review Plans and submit comments.</p>
Go Live Criteria	<ul style="list-style-type: none"> • Austin Winkleman –. Criteria is still in the developmental stages. There will be a meeting on Friday, July 29, 2003 for those who would like to present ideas. 	
Budget Update	<ul style="list-style-type: none"> • Bruce Vieweg – The project budget is in good standing. We are projecting at the end of the Gateway project, we will need 80% of the budgeted dollars. A detailed budget review will be provided to the Executive Sponsors and Audit Services. . 	

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Reporting Work Group Update	<ul style="list-style-type: none"> • John Goerke – There are two reporting tool vendor presentations remaining. On Friday, Cognos will make their presentation and next will be Brio. After presentation, evaluations will be made. Our goal is to make a recommendation to committees by mid August. 	
Project Updates – Tracking Issues	<ul style="list-style-type: none"> • Austin Winkleman – Currently Web page is not developed. Jeff Kapp will provide spreadsheet template. 	Jeff Kapp will provide spreadsheet to track issues.
Luminis Login Issues	<ul style="list-style-type: none"> • Bruce Vieweg – Wanted to ensure that committee did agree to login proposal. • Michael Burks– Noted that the minutes indicated it was approved. 	
Audit Report	<ul style="list-style-type: none"> • Elizabeth Winchester – The Audit Report will inform teams as to how we are going to process each audit. Audit has talked to Bruce Vieweg and Jeff Kapp about project management controls. Any audit issues will go on the Tracking Issue system. 	
Status Updates	<ul style="list-style-type: none"> • Overall project – Bruce Vieweg: There are two significant issues remaining with the Sun Infrastructure. Concerned about clusters? Have contacted a University in England that has the same infrastructure. Back-up functions are not working properly. • Alumni & Development – Paul Schnabel: Looking forward to BPA. Currently in the process of cleaning up records. • Financial Aid – Hal Deuser: Meeting next week to discuss Data Standards. • Finance – Mark Schmotzer: First draft of chart of accounts has been sent to consultant for review. • Human Resources – Bobbi Kysar, Linda Noyes: - Data Standards under review by Core HR team. • Luminis – Michael Burks: A few issues with moving correct information from Plus to Luminis continue. ADITS staff believe that they have identified a solution. Content continues to be developed. Barb Coleman has established training sessions. The scheduled was announced for training on Gateway and Gateway Calendar and a third of the classes are filled. • Student – Ned Harris: - Core team met this morning for regular meeting. Discussed BPA, data conversion. There is an open question regarding housing history conversion – will be addressed during conversion planning. Started review of Data Standards, unfortunately did not get very far. • Data Conversion; Reporting and Data Analysis – John Goerke: None • Technical Issues - Jeff Kapp– None 	
General discussions and/or questions from members	<ul style="list-style-type: none"> • Questions: When will the Data Standards Team reconvene? Response: Jeff Kapp will organize group. What is the review process for Data Standards? Response: Comments from the team will go to the Executive Committee. Committee will scrutinize documentation, and forward to Steering committee for review and completion. This document will constantly be under review. • Concern: The use of Social Security Numbers as an identifier is a concern. Using Luminis as primary access will eliminate use of SSN – as a key identifier. 	Jeff Kapp will schedule Data Standards review.

Topic	Discussion	Action
	<ul style="list-style-type: none"> • Spain – Had a major problem with the IP address change along with SSM and Tenet. A plan needs to be devised to ensure that Spain is a regular participant. 	
Items to refer to Executive Committee	<ul style="list-style-type: none"> • Provide complete Baseline Project Plan • Reporting and Data Analysis 	
Adjournment	<ul style="list-style-type: none"> • 	