



**Minutes
Gateway Steering Committee
August 6, 2003**

Attendees: Ellen Harshman, Bruce Vieweg, Steve Miller, Chris Cannon, Michael Burks, Jeff Kapp, Bobbi Kysar, Bob Webster, John Goerke, Paul Jackson, Bob Heaney, Phil Lions, Linda Noyes, Bob Webster, Julie Weissman, Elizabeth Winkleman

Absent: Asai Asaithambe, Steve Dina, Ned Harris, Lee McDurmont, Mark Schmotzer, Paul Schnable, Austin Winkleman, Bob Woodruff

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • None 	
Review minutes from meeting of July 23, 2003	<ul style="list-style-type: none"> • None 	
Status Reporting	<ul style="list-style-type: none"> • The Status Report consist of four pages. The first page summarizes overall status. The following pages are broken out into Banner Modules. Each module will provide the following information: Major accomplishments, variance reporting, issues or risk this period, events upcoming period, conversion and reporting. • Committee to review format, and forward comments to Bruce Vieweg. 	Review Status Reporting format. Forward any questions or comments to Bruce Vieweg.
Luminis – Status, Issues, Go Live discussion	<ul style="list-style-type: none"> • After reviewing the remaining process to go-live with Luminis, Bruce Vieweg and Michael Burks concluded that additional time is required for a successful launch. • Michael Burks– There are several things that put the original go-live date of end of August at risk: <ul style="list-style-type: none"> • Access to Records — Must get a better perspective as to who will have access. • Updating records – When data is changed there is a problem with Luminis recognizing changes. • Testing – There is not a test server. We have been waiting for information that we need to install test server. The Luminis project manager for SCT has resigned which has impeded our progress, and will delay receiving instructions for server installation. • There are a couple of options for launching Luminis. <ol style="list-style-type: none"> 1. Delay launch - Postponing going live to the end of September. This option seems reasonable, but there are no guarantees. Testing will not be available. 2. Do a partial launch. Will have to reload when changes take place, which will cause additional work. 	

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	<ul style="list-style-type: none"> • Suggestions: Develop milestones to predict launch date. Recognize what we have to do in our own group. We will talk to SCT on Monday about test server. • Questions: What is the current functionality of Luminis? Is it meeting the expectations of those who are in training? Comments have been very positive. There have been only a few comments in regards to what it can't do. Training has been difficult because it is not a complete piece. 	Contact SCT to discuss test server.
Status Updates	<ul style="list-style-type: none"> • Overall Project – Bruce Vieweg: Currently no feed back on audit report. Received final Audit Report from Elizabeth on Friday, August 1, 2003. Will discuss report August 27, 2003 at Executive Committee Meeting. • Ellen Harshman – Hal Deuser resigned from the University, and Sandy Pritt has been named interim. • Alumni & Development – Chris Cannon: - The preparation for the BPA that is scheduled for the week of August 12, 2003 went well. Mark will have a representative present during the BPA. The BPA will be held in Des Peres Hall, Room 207 from 8:30 a.m. to 5:00 p.m. • Finance – Mark Schmotzer: Training begins in September for finance. Submitted draft of chart of accounts to SCT, have not received a response. We have formed an ad-hoc group to review Data Standards. • Human Resources – Bobbi Kysar, Linda Noyes: Reviewed Data Standards and made some corrections. Preparing for first training in September. • Data Conversion, Reporting and Data Analysis – John Goerke: Minor date change to data conversion. • There are two strong tool reporting candidates, Webfocus and Cognos, and one possible, Brio. The team has additional questions, which have been forwarded to vendors. We expect a response from each vendor by Monday, August 11, 2003. Will meet next week with team for final selection, and present recommendations to the Executive Committee on Wednesday, August 13, 2003. • Technical Issues - Jeff Kapp– An invitation will be extended to team leads to take advantage of the navigation system training August 18, 2003. We request that the minimum team size is a group of six and the maximum a group of 15. This is a two-hour training session. Anyone can attend more than once. Banner version 6 software will be installed the week of August 25, 2003. Within the same week our staff will be in training for applying the patches to system. Documentation for Banner version 6 will be available at that time. It is our goal to resume navigational training after that week. • Bruce Vieweg - Problem with backup has been resolved. We are still having a discussion about clustering. Last week ADITS completed 9 weeks of training. I would like to thank them for their endurance, and a great job. SCT consultants can't wait to return to the University. They were amazed and impressed with the University's enthusiasm and excitement. 	

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General discussions and/or questions from members	<ul style="list-style-type: none"> • Exec team will spend a great deal of time reviewing Project Plan system by system. Committee will have external people to review Project Plan. Hopefully, Committee will be able to sign-off and measure where we are. 	
Items to refer to Executive Committee	<ul style="list-style-type: none"> • Data Standards Document • Luminis go-live • Project Plan 	
Adjournment	<ul style="list-style-type: none"> • 	