



**Minutes  
Gateway Steering Committee  
October 1, 2003**

**Attendees:** Ellen Harshman, Bruce Vieweg, Jeff Kapp, Kathy Singer, Bobbi Kysar, Paul Jackson, Michael Burks, Austin Winkleman, Lee McDurmont, Paul Schnabel, Julie Weismann, Chris Cannon, John Goerke, Steve Dina, Steve Miller, Chris Waldvogel (*Bob Woodruff Rep.*), Elizabeth Winchester, Phil Lyons, Mark Schmotzer, Linda Noyes

**Absent:** Bob Woodruff, Ned Harris, Sandy Pritt, Robert Heaney

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Review minutes from meeting of September 17, 2003 and September 26, 2003	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Old Business	<ul style="list-style-type: none"> <li>• Data Standards – <b>Jeff Kapp</b> - Distributed current Data Standards Document with minor changes. Changed sections were detailed in the September 30, 2003 e-mail sent to Steering Committee.</li> <li>• There is a designated place at the end of each section of Data Standards document to record any changes that are made within the chapter.</li> <li>• On Wednesday, September 24, 2003 presented Austin Winkleman’s concern about security ID to Executive Committee. Recommended several options. Executive Committee accepted the risk, and agreed not to make an adjustment to Banners generations of ID at this time.</li> <li>• <b>Ellen Harshman</b> - Asked committee if they were ready to approve the current Data Standards document? <b>Response:</b> Steering Committee unanimously agreed to accept the Data Standard document.</li> <li>• <b>Jeff Kapp</b> – Circulated sign-off sheet for Data Standards document.</li> <li>• Project Plan – <b>Jeff Kapp</b> – Distributed smaller version of Project Plan. No changes to document since September 17, 2003 meeting. Austin Winkleman provided suggestion to Jeff Kapp for organization of workflow. Currently working with Austin Winkleman to implement a more accurate recording methodology. Structure</li> </ul>	

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	<p>will not be changed.</p> <ul style="list-style-type: none"> <li>• <b>Bruce Vieweg</b> – No person dedicated is to this project a 100%. It is challenging to attempt to do any work breakdown of the project. As an effort to better manage project, we request the assistance of your team to help identify any potential issues. Jeff Kapp will be the only person authorized to make changes to Project Plan. This will ensure the continuity of information and history of changes. A monthly task report will be provided to the audit committee.</li> <li>• <b>Ellen Harshman</b> - Asked committee if they were ready to approve the current Project Plan? <b>Response:</b> Steering Committee unanimously agreed to accept the Project Plan.</li> <li>• Go-Live – Six weeks frame work – <b>Austin Winkleman</b> – Circulated Go-Live Recommendation document. This document is a resource for Team Leads preparing to go-live. Minor alterations to document may occur, but any changes to criteria will be documented.</li> <li>• <b>Lee McDurmont</b> – Questioned the wording of document on page 7 in Section 5.1 in regards to ITS addressing support staff. This is not an ITS function, but departmental.</li> <li>• <b>Jeff Kapp</b> – We can clarify this statement.</li> <li>• <b>Ellen Harshman</b> - Asked committee if they were ready to approve the current Gateway Project Go-Live Recommendation document? <b>Response:</b> Steering Committee unanimously agreed to accept the Go-Live Recommendation.</li> </ul>	
Status Updates	<ul style="list-style-type: none"> <li>• Alumni &amp; Development – <b>Paul Schnabel:</b> - Attended system education training the week of September 15, 2003. Will attend another class the week of October 7, 2003. Looking forward to discussing cross functions.</li> <li>• Finance – <b>Mark Schmotzer:</b> - Completed first training on chart of account, and received homework assignment. In October will load chart of accounts and identify system modifications. <i>(Will discuss modifications at a later date).</i></li> <li>• Human Resources – <b>Bobbi Kysar, Linda Noyes:</b> - Due to the change in SCT staff, we completed our improve state the week of September 23, 2003. We are currently rescheduling some of our sessions. There will be two back-to-back system education training in December 2003.</li> <li>• Student – <b>Ned Harris:</b> - Met with the student team to discuss assignments within the team. Determined what we are going to be doing verses what Jeff Kapp’s team will be doing. Currently preparing for review of BPA for improved state.</li> <li>• Luminis – <b>Michael Burks</b> - Experiencing problems with moving data from Plus into Luminis. A meeting is scheduled for late afternoon today to work out a detail format. Unfortunately, due to SCT employee shifts we are at the same place we were two weeks ago.</li> <li>• <b>Ellen Harshman</b> – What is the timeline for faculty and students to have access to</li> </ul>	

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	<p>Luminis? Will it be this semester or next year?</p> <ul style="list-style-type: none"> <li>• <b>Michael Burks</b> – It is our goal that faculty will have access this semester. Students will have access shortly after fall break.</li> <li>• Data Conversion – <b>John Goerke</b>: - Met with group on Tuesday, September 30, 2003 to identify the gaps baseline Plus vs. our baseline. Investigating if transferable to Banner, if not will look for a solution. Solidified our standards for conversion. Kathy Singer provided link for data conversion tool. Lisa Streicher and Maggie Waters are in the process of determining the cut off for graduate admission history cap. Alumni requested that everyone be brought over. Completed contract with WebFocus.</li> <li>• Banner Issues – <b>Jeff Kapp</b> - Working in Des Peres 108 to split large lab into two smaller labs to be used primarily for system education training for teams. The large lab will accommodate 20 participants and the smaller lab will accommodate 14 participants. This expansion will allow three systems education training to be simultaneously held in Des Peres Hall. Estimated time of completion for construction is by the end of this week, and training for Xtender will be conducted in the smaller lab on October 7 – 9, 2003. Additional space in Salus Room 631 has been acquired for system education training. The SCT consultant conducting the Xtender training will make an over all presentation on Tuesday, October 7, 2003. On Wednesday, October 8, 2003 the consultant would like to spend a couple of hours with each team to discuss how the system can be beneficial to your area. There is a scheduled software installation for December 2003. The team is internally planning database to ensure that system will be available.</li> <li>• Marketing &amp; Communication – <b>Chris Waldvogel</b> – Met team to discuss assignments. Informed Jeff Kapp and Michael Burks that we will need a 3 week window to know when things are going to happen. Jeff Kapp and Michael Burks will provide communication, and we will deliver it.</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>• Announcements – <b>Bruce Vieweg</b> – Met with Jeff Kapp, Elizabeth Winchester and Kevin Rinkel to discuss project management audit. Considerable progress was made, and we anticipate completion by October 10, 2003. Proposed to Steering Committee a weekly meeting with team leads and project managers to ensure that project is on track. Suggested a Friday session for an hour to an hour and a half. This will allow teams to review progress for the week. Would be willing to disband Executive Committee meeting to accommodate scheduling. Also proposed to Steering Committee a four hour team building focus meeting. Need to review progress of project as a whole for implementation, data conversion, security, reporting and other key pieces of the project.</li> <li>• <b>Ellen Harshman</b> – Requested that committee give both proposal consideration, and</li> </ul>	

Topic	Discussion	Action
	will discuss at next meeting on Wednesday, October 16, 2003.	
Action Items	•	
Items to refer to Executive Committee	•	
Adjournment	•	