



**Minutes  
Gateway Steering Committee  
October 15, 2003**

**Attendees: Ellen Harshman, Jeff Kapp, John Georke, Michael Burks, John Goerke, Linda Noyes, Bobbi Kysar, Mark Schmotzer, Paul Jackson, Julie Weissman, Austin Winkleman, Paul Schnabel, Phil Lyons**

**Absent: Bruce Vieweg, Ned Harris, Sandy Pritt, Steve Miller, Kathryn Hundman, Chris Cannon, Lee McDurmont, Steve Miller, Linda Noyes, Robert Webster, Elizabeth Winchester**

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Review minutes from meeting of October 1, 2003	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Old Business	<ul style="list-style-type: none"> <li>• Allocation of Back-Fill Dollars – <b>Ellen Harshman</b> – There was a discussion on Wednesday, October 8, 2003 with the Executive Committee in regards to backfill dollars, and how these funds will be allocated. It was a general consensus that the money be set aside for hourly employees who work overtime, or for temporary employees; additive pay will only be considered in extreme circumstances. The funds will be allocated based upon the percent of overall SCT consulting hours purchased for each module. Team leads will be responsible for requesting these funds.</li> <li>• Financial Report – <b>Ellen Harshman</b> – Bruce put together a financial statement, and distributed it to the Executive Sponsors for review. The report is a financial update for the project.</li> <li>• Off Site Meeting – <b>Ellen Harshman</b>– Bruce Vieweg would like to propose Friday, January 9, 2004 for the off site meeting. This is the Friday before school convenes. Please check schedule for availability. A subcommittee will be needed to develop an agenda.</li> <li>• Team Lead Meeting – <b>Ellen Harshman</b> – A proposal was made to the Executive Committee that there would be a team leads meeting every Friday. The discussion resulted into an interim proposal to shift agenda to concentrate more on the functional areas. It was also proposed to leave meeting every other Wednesday, but extend time to fully focus on functional items. The Executive Committee agreed to interim proposal.</li> </ul>	
Status Updates	<ul style="list-style-type: none"> <li>• Overall Project – <b>Ellen Harshman</b> – Refer to Old Business.</li> <li>• Alumni &amp; Development – <b>Paul Schnabel</b> - In the process of system education training October 14-16, 2003. Group is discussing gift entry. Training is going well.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Finance – <b>Mark Schmotzer</b>: Currently participating in system education training October 14-16, 2003. In the process of uploading chart of accounts today. If 99% of the upload is completed, we will be ahead of schedule.</li> <li>• Human Resources – <b>Bobbi Kysar, Linda Noyes</b> – System Education training will start the last week of October 28, 2003.</li> <li>• Luminis – <b>Michael Burks</b>: Continue to make slow but sure progress. SCT consultants are in this week to discuss the migration of Luminis and Plus. They have been informational in this process. Continuing to discuss Luminis with various groups. There are two common questions that are asked: Will this system replace WEBCT, and when will we have access to Luminis?</li> <li>• The groups are very interested in the calendar and personal announcements. There has been very little resistance to Luminis.</li> <li>• Accounts have been loaded into test system, which is a major step. Everyone loaded was in there, but accounts were lower than what I expected. Making technical progress, but need plan for migration. Consultants will have a migration plan by the end of Thursday, October 16, 2003. Once received we can give a solid estimate</li> <li>• Data Conversion – <b>John Goerke</b> – Making progress. Met with Alumni on Monday, October 14, 2003 to discuss validation tables. Human Resources will be receiving 300 excel spreadsheet for validation tables. The week of October 21, 2003 the IT group will be in the Conversion Tool Kit training.</li> <li>• Banner Issue – <b>Jeff Kapp</b> – Des Peres Hall Labs 108 A &amp; B are ready to host system education training classes. Lab108A has 20 stations and Lab 108B has 12 stations. Currently updating training room 631 in Salus Center. These additions will provide the project 4 locations primarily dedicated for system education training. Labs 108 A&amp;B will be used for students when training is not in session. Please notify if you are experiencing a problem as you progress through the system education agendas. If the pace of training becomes an issue, or if you encounter any difficulties, contact Jeff Kapp to facility problem so it can be rectified in a timely manner. Kathy Singer will be informed and she will make consultant aware of the problem. We want to ensure that the teams feel that the system education training is worthwhile and valuable.</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>• Announcements: Kathryn Hundman will be replacing Bob Woodruff and Jeanne Donneley of Allied Health will be replacing Asai Asaithambe.</li> <li>• There was a satisfaction survey from SCT e-mailed to Steering Committee members. Please review and respond to survey.</li> </ul>	
Items to refer to Executive Committee October 22, 2003	<ul style="list-style-type: none"> <li>• None</li> </ul>	
Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>	