



**Minutes**

**gateway Executive Committee – Steering Committee**

**Date: September 21, 2005**

**Attendees: Ellen Watson, Donna Dorl-Adams, Jeff Kapp, Greg Haney, Bobbi Kysar, Linda Bantle, Laurinda Smith, Andrew Wimmer, Barb Coleman, Chris Cannon, Keith Hacke**

**Absent: Ellen Harshman, Sandy Pritt, Paul Schnabel, Kathy Singer**

Topic	Discussion	Action
<b>Agenda Review – Any additional items?</b>	<ul style="list-style-type: none"> <li>There were no additional agenda items.</li> </ul>	
<b>Review minutes from September 7, 2005</b>	<ul style="list-style-type: none"> <li>The September 7, 2005 minutes were approved</li> </ul>	
<b>Introduction of Kevin Ballard – Keith Hacke</b>	<ul style="list-style-type: none"> <li>Keith Hacke introduced Kevin Ballard; Kevin will be managing the database team. Keith requested from the committee that Kevin be allowed to attend Steering Committee meetings. The request was approved and Kevin was welcomed to the group.</li> </ul>	
<b>Post Implementation Risk Assessment – Ellen Watson</b>	<ul style="list-style-type: none"> <li>Ellen Watson reported that the groups are working to complete the risk assessments and how the situation with John Harris (John is on leave due to illness) highlights the single point of knowledge risk. Ellen Harshman remarked that preliminary results would be available early October 2005.</li> </ul>	
<b>Contracted Resources – Keith Hacke</b>	<ul style="list-style-type: none"> <li>Keith Hacke reported that we are in negotiations with SCT to secure a financial functional/technical consultant to help during John Harris’s leave. We are also investigating Stu Koop’s availability as another option. Jeff Kapp reported that we currently have 4 contracted resources, 3 from IBI and one from Analytix. Elaine Sloan is contracted through December 23, 2005, Rick Anderson was originally contracted through September 30, 2005, he has been extended through October 28, 2005 and we are attempting to extend this through December 23, 2005. Gregg Eischenbrenner and Clarkson Fontaine are contracted through October 28, 2005; there are a few different scenarios to extend these resources with budgeted funds.</li> </ul>	
<b>Banner Champion – Keith Hacke</b>	<ul style="list-style-type: none"> <li>Keith Hacke reported that he has been gathering input to develop a concept. An update will be provided at the October 5, 2005 Steering Committee meeting.</li> </ul>	
<b>BAPS – Austin Winkleman</b>	<ul style="list-style-type: none"> <li>Austin Winkleman reported that he still needs input from various departments, once he receives that information a revised timeline will be developed. Ellen Watson informed the committee that in answering the PwC audit, a number of solutions revolved around the BAPS processes so it is important the timeline be developed quickly. She asked those who have not returned their information to do so promptly.</li> </ul>	Add BAPS on PwC Risk/effort Visio

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		diagram/Sandi/10/03/05
<b>Law School Baseline Change Request – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>• Jeff Kapp explained a request from the law school that would require a change to the baseline. A process would need to be developed so that requests for baseline changes are reviewed by the Steering Committee and either approved or denied. In this particular request from the Law School, a solution needs to be in place by the end of December 2005. Ellen Watson informed the committee that a group is meeting to discuss governance issues post implementation and this legitimately falls under this edict. Ellen charged Jeff Kapp and Austin Winkleman to outline a potential process for consideration of baseline changes and present it to the Executive Committee at the September 28, 2005 meeting.</li> </ul>	Jeff & Austin need to propose a process/Jeff & Austin/09/28/05
<b>Overall Project Update – Ellen Harshman/Donna Dorl-Adams</b>	<ul style="list-style-type: none"> <li>• Ellen Harshman reported that as we look towards the end of the project, a number of items are being discussed such as governance issues. Budget moves have been made to accommodate various needs. Paul Jackson raised to the agenda the issue of how we hold users accountable for their level of competency in using the system. There was a discussion about the competencies required, training, documentation and how we hold user accountable. Ellen Watson reported that Executive Committee saw this as one piece that was really important to them. We know that there is some number of users who are not capable or not willing to use the system, Executive Committee is looking for some objective method to hold their managers accountable.</li> </ul>	
<b>Alumni – Chris Cannon</b>	<ul style="list-style-type: none"> <li>• Chris Cannon announced that Homecoming will take place September 30 – October 2, 2005, different activities are planned throughout the weekend. Fellow constituents were invited to attend any of the activities.</li> </ul>	
<b>Financial Aid – Sandy Pritt</b>	<ul style="list-style-type: none"> <li>• Laurinda Smith reported about 400 cancellations went out and that they are in the process of re-registering students as necessary. Ellen Harshman reported she has heard no particular concerns and that the census is planned for September 22, 2005.</li> </ul>	
<b>Finance – Greg Haney</b>	<ul style="list-style-type: none"> <li>• Charlie Caciono thanked Ellen Watson and Ellen Harshman for partnering with Finance and providing the necessary resources for meeting their reporting needs. Much of their reporting is prepared for the President, Vice Presidents and Audit Committees and having these resources has been very beneficial. These reports will be helpful to business managers and we would like to put them on the dashboard for their use. Business managers have begun working together as a User Group, Charlie encourages their participation and hopes it will be a method to improve the attitude of users. Other Banner users have been invited to the User Group to explain their processes and how they impact other users of the system. Charlie went on to say that Finance owe a debt of gratitude to Austin Winkleman and Jeff Kapp for their role in supporting their efforts. Finance is also working to complete the post implementation risk assessment.</li> <li>• Ellen Watson congratulated the Finance team on the outcome of the audit report. PwC presented their findings and we came through with fundamentally a clean plate. We all should take pride in what has been accomplished and thanked users for their support of the audit. PwC recognized the hardship several groups experienced due to the level of documentation they required.</li> </ul>	Should ITS attend Brown Bag meetings/Keith Hacke/10/03/05
<b>HR/Payroll – Bobbi Kysar</b>	<ul style="list-style-type: none"> <li>• Bobbi Kysar reported they have completed half of the risk assessment and are working on the remainder of the assessment. The telephone directory has gone to publication, some people did not update their address so those will not show a location in the directory; PeopleFinder is available as an option to the hard copy. They have been prepping ODS, Diane Sudduth has created all the domains and groups for reports, users that have access to those domains have been established. Diane has been sent a request to lock down specific information so</li> </ul>	Identify if ITS resources are needed for open enrollment

Topic	Discussion	Action
	<p>that it is not available to all users. Jeff Kapp reported that SCT will be on campus October 3, 2005 to complete the ODS installation and Diane will have everything ready for that date. Bobbi Kysar reported they are working on reports and report specifications and provided direction to Nick with regards to those report needs. They are also preparing for WorkFlow training the week of September 26, 2005 and invited other team representatives to attend this training. They are also working on adding benefits open enrollment to Self Service Banner.</p>	<p>enrollment added to SSB/Jeff Kapp/10/03/05</p>
<p><b>Portal – Andrew Wimmer/Sandi Hubert</b></p>	<ul style="list-style-type: none"> <li>Sandi Hubert reported they are working of a document outlining concerns with the portal. Ellen Harshman asked that this be place on the agenda for the Executive Committee meeting September 28, 2005.</li> </ul>	
<p><b>Student – Laurinda Smith</b></p>	<ul style="list-style-type: none"> <li>Laurinda Smith distributed a student status report and reviewed the report at a high level. There are a few concerns with Evision issues; Laurinda will confirm that funds have been budgeted to address those issues. Jeff Kapp will meet with Student representative mid October to develop a plan to roll out Extender to the Student team.</li> </ul>	<p>E-Vision Costs/Jeff Kapp/10/03/05</p>
<p><b>Data Integrity – Laurinda Smith</b></p>	<ul style="list-style-type: none"> <li>Laurinda Smith reported that the group met on September 19, 2005 and worked on post implementation risk assessments. This group meets the 2<sup>nd</sup> Monday of each month.</li> </ul>	
<p><b>Banner Issues – Jeff Kapp</b></p>	<ul style="list-style-type: none"> <li>Jeff Kapp reported that regular meetings between the consultants and core developers would begin Friday, September 23, 2005 to facilitate knowledge transfer of reporting concerns.</li> </ul>	<p>Add knowledge transfer as an on-going agenda item/Lynn/09/28/05</p>
<p><b>Items to refer to Executive Committee Sept. 14, 2005</b></p>	<ul style="list-style-type: none"> <li>Banner Competency Issues</li> <li>Portal Update - Plan</li> </ul>	
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 2:30 p.m.</li> </ul>	