



Minutes

gateway Executive Committee - Steering Committee

February 9, 2005

Attendees: Ellen Harshman, Ellen Watson, Donna Dorl-Adams (remotely), Jeff Kapp, Steve Dina, Greg Haney, Bobbi Kysar, Phil Lyons, Lee McDurmont, Steve Miller, Linda Noyes, Sandy Pritt, Paul Schnabel, Laurinda Smith, Jim Weldon, Elizabeth Winchester, Austin Winkleman, John Jaffry, Jody Paterson, Kathy Singer, Charlie Caciano

Absent: Chris Cannon, Jeanne Donnelly, Robert Heaney, Kathryn Hundman, Paul Jackson, Robert Webster, Julie Weissman, Andrew Wimmer

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> No additional items to review.
Review minutes from January 12, 2005	<ul style="list-style-type: none"> The January 26, 2005 minutes were approved.
Financial Aid Go-Live – Sandy Pritt	<ul style="list-style-type: none"> Sandy Pritt – reported that Financial Aid went live at 10:44 a.m. today; the system and processes are performing as expected. Ellen Watson congratulated Sandy and her team on a job well done.
Student Go-Live Recommendation – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith – introduced John Jaffry and Jody Patterson who were invited to attend to help present the Go-Live Recommendation. At the February 2, 2005 Executive Committee meeting phases 1, 2A and 2B of the Go-Live recommendations were approved. An overview of the three phases was presented and a discussion centered on the time line, policy & procedure changes, outstanding tasks, training and the communication plan. Ellen Watson asked the Student team to identify what makes them confident with go-live or if there were any real concerns in going live April 4, 2005. Laurinda Smith gave an explanation of the mock registrations and how successful these were; this helped create a high level of confidence. John Jaffry explained in detail the steps that have been taken to insure success and the amount of training that has taken place or is scheduled to take place prior to go-live. There are no technical issues that would prevent going live; there are a couple of process issues that need to be addressed. Ellen Watson and Ellen Harshman requested a list of the training dates; they will help reinforce the importance of being trained well enough to feel comfortable with the system to faculty and staff. A motion was made to accept phases 1, 2A and 2B for Go-Live, the motion was unanimously approved. A concern was voiced about how we are communicating this change to students. A discussion centered on what communication has gone out and what will be sent to the students as well as the procedures for registration. The impact of several hundred students attempting

Topic	Discussion
	to register at one time was discussed. Some load testing has been performed; Jeff Kapp explained there would be no impact to the system. The SCT Project Manager was not aware of any issues that would prevent Student Go-Live.
Overall Project – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Harshman – reported the progress on updating the Project Definition document and requested the Steering Committee to forward updates or comments to her. We are close to having the Project Plan updated after completing individual team meetings; the updated plan will be on the Gateway web site.
HR/Payroll – Bobbi Kysar/Linda Noyes	<ul style="list-style-type: none"> • Bobbi Kysar -. reported that the payroll process continues to run smoothly with just a few minor clean up details to address. EPAF training continues and will continue until there is a comfort level with using the system. Ellen Watson announced that Linda Noyes will be leaving Saint Louis University and thanked her for her dedication to the Gateway project and to the university.
Alumni & Development – Chris Cannon	<ul style="list-style-type: none"> • Paul Schnabel – reported that Alumni Go-Live Recommendations would be presented to the Executive Committee at the February 23, 2005 meeting. The remaining issues deals with soft credits, this issue is close to a resolution. The project plan is being updated to insure responsibilities are assigned.
Finance – Greg Haney	<ul style="list-style-type: none"> • Greg Haney – reported that Banner reports are being used to help create the quarterly financial statements and the payroll to finance feed is working well. A demonstration of the Budget module will take place, February 15, 2005, with 140 interested parties attending. Training for those attending the demonstration will begin the next day, February 16, 2005.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp – Operational Data Store and Workflow schedules have been built and added to the Project Plan. Facility & Planning will identify the format to use as building code standards; a meeting will be held with those this change may impact. The new system created an opportunity to expand to campus codes and rooms within the buildings. Still working some issues out with Xtender and having imaging installed for it to run on. The Data Integrity team is working on an approach to resolve some issues that have been lingering and an approach to resolve duplicates.
Luminis – Andrew Wimmer	<ul style="list-style-type: none"> • Jeff Kapp – reported that a conference call was held February 7, 2005 with a product manager at SCT. A final plan is due the end of February. Donna Dorl-Adams reported a separate project team would be established to work on the content management project.
New Business	<ul style="list-style-type: none"> • Ellen Harshman introduced Charlie Caciano. Charlie Caciano explained some of the team efforts as they relate to the Gateway project.
Items to refer to Executive Committee (February 16, 2005)	<ul style="list-style-type: none"> • Alumni Go Live Recommendation