



Minutes

gateway Executive Committee - Steering Committee

February 23, 2005

Attendees: Ellen Watson, Jeff Kapp, Chris Cannon, Steve Dina, Jeanne Donnelly, Greg Haney, Kathryn Hundman, Bobbi Kysar, Phil Lyons, Lee McDurmott, Steve Miller, Paul Schnabel, Laurinda Smith, Jim Weldon, Julie Weissman, Elizabeth Winchester, Andrew Wimmer, Austin Winkleman, Linda Bantle, Kathy Singer

Absent: Ellen Harshman, Donna Dorl-Adams, Robert Heaney, Paul Jackson, Linda Noyes, Sandy Pritt, Robert Webster

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> No additional agenda items.
Review minutes from February 9, 2005	<ul style="list-style-type: none"> The February 9, 2005 minutes were approved.
Announcements	<ul style="list-style-type: none"> Ellen Watson introduced Linda Bantle who is working on a Best Practices initiative and will be joining the Steering Committee.
Alumni – Go-Live Recommendations – Chris Cannon/Paul Schnabel	<ul style="list-style-type: none"> Chris Cannon presented the Advancement Go-Live recommendation and distributed the Go-Live Recommendation, the Go-Live recommendation details by category and the current issue log for Advancement. Discussions centered on Advancements’ preparedness for Go-Live including training, security, potential duplicates and open issues. Ellen Watson recommended the Go-Live Recommendations be approved, this was voted on and the recommendation was approved. Concerns regarding the number of potential duplicates were expressed, the Data Integrity team will provide an update at the March 9, 2005 Steering Committee meeting. The PLUS system will be available in a read only state for as long as the University needs.
Student – Go-Live – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith distributed a calendar of events and planned communications together with a ‘Grow-Live’ status update. Training continues in March 2005 with faculty and staff; FAQ’s and training manuals will be sent to Barb Coleman’s staff to use in supporting end users.

Topic	Discussion
HR/Payroll – Bobbi Kysar/Linda Noyes	<ul style="list-style-type: none"> • Bobbi Kysar reported the status of EPAF, Salary Planner and Web Time Entry training. Additional EPAF training is being provided on an individual basis, a training room has been established to work through issues with the user. Report development is on-going as needs are identified.
Finance – Greg Haney	<ul style="list-style-type: none"> • Greg Haney reported that Banner reports were again presented at a series of board meetings and met expectations. There were some minor due date problems but overall the payroll feed to finance is going well. The Advancement feed was tested in evail, records and updates processed correctly so it appears the table set up is correct. There was a Budget kick off on February 14, 2005 with 140 participants. We are on track for go-live in mid-March. Once live, there will be a hotline number to call for help and there will be 4 weeks to input a budget. There will also be helpful hints on the HR website and the Provost website. Training materials will also be available on the HR web site. A discussion centered on a customer satisfaction survey, this is planned to go out to the user community May or June 2005.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported on the duplicate issue, an assessment on disk space with SUN is planned and SCT will be on site the week of March 21, 2005 to insure data integrity as we complete the migration from PLUS to Banner. A discussion centered on future training and documentation after project completion.
Luminis – Andrew Wimmer	<ul style="list-style-type: none"> • Andrew Wimmer provided an update on Luminis and some of the concerns he is hearing regarding the transition from PLUS to Banner. A discussion centered on developing a single sign on system. Jeff Kapp reported that in December 2003 discussions the university elected not do proceed in this manner due to faculty and security concerns.
Marketing & Communication – Kathryn Hundman	<ul style="list-style-type: none"> • Kathryn Hundman reported on the progress for a content management system. Investigation into funding is ongoing. There is a project update report scheduled for the March 2005 Grand Connection issue. There was a discussion regarding other communication needs and working with Kathryn Hundman to address those needs.
Items to refer to Executive Committee (March 2, 2005)	<ul style="list-style-type: none"> • Discussion on developing single sign on.