



Minutes  
 gateway Executive Committee - Steering Committee  
 March 9, 2005

**Attendees:** Ellen Harshman, Donna Dorl-Adams, Ellen Watson, Jeff Kapp, Chris Cannon, Linda Noyes, Laurinda Smith, Andrew Wimmer, Paul Jackson, Phil Lyons, Steve Miller, Julie Weissman, Elizabeth Winchester, Austin Winkleman, John Jaffry, Lee McDurmont, Greg Haney

**Absent:** Steve Dina, Jeanne Donnelly, Kathryn Hundman, , Sandy Pritt, Paul Schnabel, Robert Webster, Jim Weldon, Robert Heaney, Kathy Singer, Bobbi Kysar

Topic	Discussion
<b>Agenda Review – Any additional items?</b>	<ul style="list-style-type: none"> <li>No additional items to review.</li> </ul>
<b>Review minutes from February 23, 2005</b>	<ul style="list-style-type: none"> <li>The February 23, 2005 minutes were approved.</li> </ul>
<b>Alumni – Go-Live – Chris Cannon/Paul Schnabel</b>	<ul style="list-style-type: none"> <li>Chris Cannon reported that there has been considerable activity with Advancement but nothing that threatens go-live. Geographic regions that can be segregated by user group needs to be built. A discussion centered on which groups are using geographic regions and what schemes are being used to differentiate between other departments. Laurinda Smith reported that Graduate and professional are not using geographic regions. The table for Advancement will be ready by March 25, 2005. Chris Cannon reported receiving a disc of potential duplicates, it appears that there are about 11,000 records to research and determine if they truly are duplicates. Chris also reported that they are confident with baseline functionality, Amy Gall is capable of pulling in correct information and that reports are going well. Jeff Kapp is working on reporting access.</li> </ul>
<b>Student – Go-Live – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>Laurinda Smith distributed a status report on go-live activities. A group met to discuss duplicates and a recommendation is due March 18, 2005. A discussion centered on using a table that records immunizations and who has access to this functionality as several groups have a need to track this information. A group of representatives from each department that needs to track immunizations will meet to discuss how to track these records, what is the best way to share this data and if there are any concerns with HIPPA regulations or security levels. There is still a concern over the AMCAS load as it is still not loaded. The order for pens and postcards has been placed, the room is reserved for the kick-off meeting and a banner will be placed in the quad. The postcards</li> </ul>

Topic	Discussion
	<p>will be mailed to students who are off campus; the pens will be placed in the student's mailbox. There will also be a large article placed in the newspaper. Laurinda Smith will create a list of actions and the time line for to present at the March 16, 2005 Executive Meeting. ITS Customer Service will serve as the triage point for users that need help, the pens will also list a help line telephone number. There is still a need for a decision on fee assessment and tuition refund policy changes. Ellen Watson met with the Provost and provided status and additional questions. Questions regarding summer bills and assessments were discussed, there may not be a resolution at that time, and the decision was that these would have to be done manually. Jeff Kapp reported that withdrawals are still being performed in PLUS and the first bill that goes out is July 1, 2005.</p>
<p><b>Overall Project – Ellen Harshman/Donna Dorl-Adams</b></p>	<ul style="list-style-type: none"> <li>• Ellen Harshman reported there was one backfill request from the School of Medicine and that it would be reviewed shortly. Donna Dorl-Adams reported a meeting planned for March 10, 2005 with Barb Coleman to discuss on-going training. Barb Coleman is attending the SCT Summit this week and has gathered information regarding training. A discussion centered on how Banner Navigation training will be handled going forward. This will be a topic for the March 16, 2005 Executive Committee. Discussions are beginning on the upgrade to Banner 7 and defining this project.</li> </ul>
<p><b>Financial Aid – Sandy Pritt</b></p>	<ul style="list-style-type: none"> <li>• Jeff Kapp reported that Financial Aid is working through packaging; there was some issue with recruitment plus feeds slowing things down. A patch was made to the Axiom bridge that improved the processing speed significantly. A subset of Packaging was run March 4, 2005 and re-run March 8, 2005. It was still hoped that letters would go out this week.</li> </ul>
<p><b>HR/Payroll – Bobbi Kysar/Linda Noyes</b></p>	<ul style="list-style-type: none"> <li>• Jeff Kapp requested examples of payroll issues where student workers or staff members are not receiving their checks. Ellen Harshman reported some issues with employees who were not using the Banner processes. Jeff Kapp will request a list of open issue from Marsha McBride.</li> </ul>
<p><b>Finance – Greg Haney</b></p>	<ul style="list-style-type: none"> <li>• Greg Haney reports everything is on track for budget go-live the week of March 14, 2005. Training has been completed, hotline numbers established and Salary Planner has been tested and has met expectations. Jeff Kapp reported on Xtender Imaging; SCT stated that the implementation environment we have been working towards will not be supported. Ellen Watson reported that the information the consultant provided runs counter to what we purchased on hardware and software and that this is not acceptable. She is contacting upper management with SCT for a resolution.</li> </ul>

Topic	Discussion
<b>Banner Issues – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>• Jeff Kapp reported that another consultant visit was cancelled with short notice, with most of the SCT contacts at the Summit this week it is difficult to find out what happened. AR will move to banner over the next 3 weeks. Andrew Wimmer and Jeff Kapp meet with colleagues from Webster to discuss their implementation of the portal and talked about shared efforts and approaches. Ellen Watson remarked that one benefit from this discussion is that the CIO of Webster sits on the SCT User Executive Board and maybe able to facilitate some discussions with SCT.</li> <li>• A discussion centered on an issue with the front-end page, which inadvertently rearranged customized pages. This has been resolved; the issue arose from an effort to change the template, this change should not have affected existing accounts.</li> </ul>
<b>Marketing &amp; Communication – Kathryn Hundman</b>	<ul style="list-style-type: none"> <li>• Kathryn Hundman reported that there would be an article in Grand Connection next week that will provide an update to Student go-live. The May issue will have a larger article that will talk about how far we have come and what is still to come. Kathryn offered her help to Student and Alumni in communicating any information helpful to the success of their go-live. A lengthy discussion centered on what information has been distributed to the Deans, Advisors and Students and if it has been effective as well as what other forms of communication need to take place.</li> <li>• Another discussion centered on WebFocus and setting up a demonstration for the Steering Committee and also for the Deans. The Committee agreed this would be addressed in June 2005.</li> </ul>
<b>Items to refer to Executive Committee (March 16, 2005)</b>	<ul style="list-style-type: none"> <li>• There were no items to refer to the Executive Committee.</li> </ul>