



Minutes  
 gateway Executive Committee - Steering Committee  
 March 23, 2005

**Attendees:** Ellen Harshman, Donna Dorl-Adams, Jeff Kapp, Steve Dina, Greg Haney, Paul Jackson, Bobbi Kysar, Phil Lyons, Lee McDurmont, Laurinda Smith, Jim Weldon, Julie Weissman, Elizabeth Winchester, Andrew Wimmer, Linda Bantle, Kathy Singer, Charlie Caciano

**Absent:** Ellen Watson, Chris Cannon, Jeanne Donnelly, Robert Heaney, Kathryn Hundman, Steve Miller, Sandy Pritt, Paul Schnabel, Austin Winkleman

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 March 9, 2005 minutes were approved.</li> </ul>
<b>Alumni – Go-Live – Chris Cannon/Paul Schnabel</b>	<ul style="list-style-type: none"> <li>Donna Dorl-Adams reported that Chris Cannon and Paul Schnabel were not able to attend today’s meeting due to go-live efforts but Chris had sent an update document for the committee to review. The Banner Advancement – Update, March 23, 2005 document was distributed and reviewed. Bobbi Kysar expressed concern about the number of actual duplicates reported; her feeling is that there must be a greater number based on what she is seeing in HR. Jeff Kapp explained a timeline would be built on March 24, 2005, which will pinpoint the exact dates of conversion activity for Advancement. This will help identify any gaps and ensure no system downtime for functional users.</li> </ul>
<b>Student – Go-Live – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>Laurinda Smith provided an update on Student go-live activities and reported that overall, things are proceeding along smoothly, there are about 100 current students not in the system and she is working with ITS to resolve those missing student records. There has been several different forms of communication regarding registration, there was a full page ad in the University News March 17, 2005, postcards were mailed to off campus students and pens were</li> </ul>

Topic	Discussion
	<p>placed in each on campus students' mailboxes. A kickoff is planned for March 30, 2005 in preparation for registration the following week. Refreshments will be served at Busch Student Center from 3:00 p.m. – 6:00 p.m. and at LRC from 4:00 p.m. – 6:00 p.m. Registration demonstration will be provided. In addition they have attended meetings with faculty and staff to explain the new processes. A discussion centered on availability of weekend support and what type of support is required. Donna Dorl-Adams will discuss this with Barb Coleman since it appears the support will be along the lines of access to the system and not programming needs. Jeff Kapp and Laurinda Smith attended a meeting with representatives from the Medical School, Nursing, Student Health, Human Resources, ITS and Information Security (HIPPA Compliance Officer) to discuss how to track immunization records and how to share the data. Further discussions will be held on this topic and a recommendation to the board will be generated.</p>
<p><b>Overall Project – Ellen Harshman/Donna Dorl-Adams</b></p>	<ul style="list-style-type: none"> <li>• Ellen Harshman discussed the concerns she is hearing from faculty regarding the registration process and what has taken place or needs to take place to address those concerns. Laurinda Smith reported that there would be on-going training activities and that the Academic Advising Council could help in getting the word out. A separate discussion regarding on-going training activities took place, which resulted in a recommendation for a faculty orientation on course related features be offered. Donna Dorl-Adams will schedule a meeting with Barb Coleman to develop a plan for addressing additional training needs after registration takes place. Laurinda Smith reported that there is an open question regarding meal plans and how to correctly charge the students.</li> <li>• Donna Dorl-Adams reported the Lessons Learned documents need to be completed and returned to her by March 31, 2005 and that the blank documents are available on the web site. Barb Coleman is working on developing a training class on inputting the General Person Record; this will be recorded in PureSafety to ensure compliance with the required process. Kathy Singer will provide a template to begin planning the upgrade to Banner 7.</li> </ul>
<p><b>Financial Aid – Sandy Pritt</b></p>	<ul style="list-style-type: none"> <li>• Sandy Pritt was absent and Ellen Harshman reported that at last week's Executive Committee meeting, Sandy announced that award letters were ahead of schedule.</li> </ul>
<p><b>HR/Payroll – Bobbi Kysar</b></p>	<ul style="list-style-type: none"> <li>• Bobbi Kysar reported finding more duplicates in the system than Advancement and they are working their way through cleaning those up. A discussion about reports and resources available to generate reports was deferred to the next Executive Committee meeting, March 30, 2005.</li> </ul>
<p><b>Finance – Greg Haney</b></p>	<ul style="list-style-type: none"> <li>• Greg Haney was pleased to announce a list of FAQ's was now available on the front page of the Finance web site. These questions will be updated as more are accumulated.</li> </ul>
<p><b>Banner Issues – Jeff Kapp</b></p>	<ul style="list-style-type: none"> <li>• Jeff Kapp reported there are 3 consultants on site this week working on Luminis, Operational Data Store and Data Storage. A request was made to HR to develop a list of open reporting needs and ITS has not received a response yet. On Friday, March 25, 2005 an interim solution for Imaging issues will be rolled out to a small group of test users.</li> </ul>
<p><b>Luminis – Andrew Wimmer</b></p>	<ul style="list-style-type: none"> <li>• Andrew Wimmer recommended deferring a discussion of single sign-on to next week's Executive Committee meeting, this will be placed as an agenda item for March 30, 2005 meeting.</li> </ul>

Topic	Discussion
	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Data Integrity – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>• Bobbi Kysar and Laurinda Smith reported functional areas are working their way through the potential duplicates report and determining what data needs to be cleaned up.</li> </ul>
<b>Items to refer to Executive Committee – March 30, 2005</b>	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Data Access</li> <li>• Luminis &amp; Single Sign On-</li> </ul>