



Minutes  
 gateway Executive Committee - Steering Committee  
 April 20, 2005

**Attendees:** Ellen Watson, Jeff Kapp, Robert Heaney, Paul Jackson, Phil Lyons, Sandy Pritt, Laurinda Smith, Jim Weldon, Julie Weissman, Austin Winkleman, Charlie Caciono

**Absent:** Ellen Harshman, Donna Dorl-Adams, Chris Cannon, Steve Dina, Jeanne Donnelly, Greg Haney, Kathryn Hundman, Bobbi Kysar, Lee McDurmont, Steve Miller, Paul Schnabel, Elizabeth Winchester, Andrew Wimmer

Topic	Discussion
<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 April 6, 2005</b>	<ul style="list-style-type: none"> <li>• The April 6, 2005 minutes were approved.</li> </ul>
<b>Luminis &amp; Integrated Sign-on – Andrew Wimmer/Jeff Kapp</b>	<ul style="list-style-type: none"> <li>• Andrew Wimmer and Jeff Kapp distributed a proposal for Luminis Portal deliverables and Integration. A request to approve the go-live date of mid-June, retention of email name as the account name for portal login and a change to email name structure for new employees/students after integration is activated was made. Approval was granted for all of the requests. Andrew and Jeff will prepare a communication plan to present to the Executive Committee at the April 27, 2005 meeting.</li> </ul>
<b>Student – Grow-Live – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>• Laurinda Smith distributed a “Student Core ‘Grow-Live’ Status” which detailed outstanding issues, outstanding tasks, hold-ups in procedures and changes in deadlines. They are looking into doing computer based training for Navigation.</li> </ul>
<b>Alumni – Chris Cannon/Paul Schnabel</b>	<ul style="list-style-type: none"> <li>• Chris Cannon reported that open data issue items are being addressed. A meeting with Financial Aid will be set to form a stewardship on gifts/scholarships. Daily reporting and job submissions are going well.</li> </ul>
<b>Data Warehouse Task Force – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>• Jeff Kapp distributed the April 20, 2005 “Data Warehousing Task Force – First Report” which described the deliverables from the first meeting. The task force will make regular reports to the Steering Committee.</li> </ul>
<b>Financial Aid – Sandy Pritt</b>	<ul style="list-style-type: none"> <li>• Sandy Pritt reported that they are making a procedure change to the way summer hours are handled, this will create an issue for this year’s summer session because it will be included in the Spring and Fall sessions. Ellen Watson would like John Barowski to put together a one-time recommendation for handling this process change.</li> </ul>