



**Minutes**

**gateway Executive Committee - Steering Committee**

**July 27, 2005**

**Attendees:** Ellen Watson, Ellen Harshman, Donna Dorl-Adams, Kathryn Hundman, Paul Jackson, Bobbi Kysar, Phil Lyons, Lee McDurmont, Steve Miller, Laurinda Smith, Julie Weissman, Elizabeth Winchester, Andrew Wimmer

**Absent:** Jeff Kapp, Steve Dina, Jeanne Donnelly, Greg Haney, Robert Heaney, Sandy Pritt, Paul Schnabel, Jim Weldon, Austin Winkleman

Topic	Discussion
<b>Agenda Review – Any additional items?</b>	<ul style="list-style-type: none"> <li>• There were no additional agenda items.</li> <li>•</li> </ul>
<b>Review minutes from July 13, 2005</b>	<ul style="list-style-type: none"> <li>• The July 13, 2005 minutes were approved.</li> </ul>
<b>Overall Project Update – Ellen Harshman/Donna Dorl-Adams</b>	<ul style="list-style-type: none"> <li>• Donna Dorl-Adams reported that the Executive Committee has been working on Post Implementation Risk Assessments and have decided to take an approach that looks across the entire set of Banner applications. The assessment will also look at process, security and access exposure. Donna also reported that project money has been moved to cover the additional expense of the reporting resources and that the budget for the project is on track.</li> </ul>
<b>Student Update – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>• Laurinda Smith reported that they have come up with a solution for pseudo hours, the WebFOCUS upgrade is complete and they are resolving any issues that arise as result of the upgrade. The Student team is participating in ODS training this week and trainees are enthused about using this tool. Billing will be sent on Friday, July 29, 2005 but there are some issues related to fee assessments. A discussion centered on the different issues and suggestions were made as to whom Laurinda needs to meet with. Laurinda and Paul will meet to develop a set of questions to address the fee assessment issues.</li> </ul>
<b>Alumni – Chris Cannon</b>	<ul style="list-style-type: none"> <li>• Chris Cannon reported they are in the process of implementing the new registration software; the first application will be for full online registration for Homecoming. The American Cancer Society uses this software and registers 5,000 registrants a day. The Alumni teams is developing expertise with WebFOCUS, they are requesting a link on the Gateway web site so that it is easier to log on to. They are still working to solve the duplicate issues; an Alumni team member has joined the Data Integrity team.</li> </ul>

Topic	Discussion
<b>Financial Aid – Sandy Pritt</b>	<ul style="list-style-type: none"> <li>• A Financial Aid update was not presented.</li> </ul>
<b>HR/Payroll – Bobbi Kysar</b>	<ul style="list-style-type: none"> <li>• Bobbi Kysar reported they have upgraded to WebFocus 5.3, there were some minor issues associated with the upgrade these issues have been resolved. Keith Hacke is attempting to get commitment on the names of attendees for the shared W2 training. Workflow training is scheduled for the week of September 27, 2005. Salary time keeping is improving, more people are entering their time and users are more effective with their audits.</li> </ul>
<b>Finance – Greg Haney</b>	<ul style="list-style-type: none"> <li>• Ellen Harshman advised the team to bring forward any year-end issues to Greg Haney.</li> </ul>
<b>Luminis – Andrew Wimmer</b>	<ul style="list-style-type: none"> <li>• Andrew Wimmer distributed a Gateway Channels for Banner 7.0 document that provides a glimpse of what is available in Banner 7.0. This information is available on line and Andrew encouraged team leads to review the release and user guides for their area of responsibility. A discussion centered on available resources, the release date for integrated sign-on and an implementation plan.</li> </ul>
<b>Banner Issues – Jeff Kapp</b>	<ul style="list-style-type: none"> <li>• Keith Hacke reported that we are working on the Patron load for the Libraries; we received a script from another university that we can use as a template to build scripts from. Keith has been in touch with several universities to discuss governance issues, this is a follow up from the Executive future planning retreat. Donna Dorl-Adams reported having some calls of this nature scheduled as well. Keith reported that we have escalated some of our concerns about SCT responsiveness to SCT's Vice President and this has helped us get some responses. SCT is working with SLU to resolve the looping registration issues. Jeff Kapp and Keith Hacke will be interviewing 3 candidates next week for the open Senior DBA position.</li> </ul>
<b>Data Integrity Update – Laurinda Smith</b>	<ul style="list-style-type: none"> <li>• Laurinda Smith reported that the Data Integrity team meet once a month and they are working on resolving duplicates. She requested a representative from ITS join the team; Keith Hacke and Jeff Kapp will discuss who the representative will be.</li> </ul>
<b>Data Warehouse Task Force – Bobbi Kysar</b>	<ul style="list-style-type: none"> <li>• Bobbi Kysar reported that the ODS implementation will begin August 8, 2005; we will be loading the data for the modules that have received training (Student, HR and Finance). A suggestion was made to create a reporting committee to help develop resident experts and to help with knowledge transfer. Bobbi Kysar and Laurinda Smith will work on setting up this committee.</li> </ul>
<b>Marketing &amp; Communication – Kathryn Hundman</b>	<ul style="list-style-type: none"> <li>• Kathryn Hundman reported that the integrated sign on was to be the front-page topic in July but it was delayed due to the change in the implementation date. A discussion centered on getting more positive information about the project out to the University community. Kathryn will solicit interviews with faculty and interview Chris Cannon about some of the Advancement improvements.</li> </ul>
<b>Items to refer to Executive Committee –August 3, 2005</b>	<ul style="list-style-type: none"> <li>• There are no items to refer to Exec Committee.</li> </ul>