



Minutes

gateway Executive Committee - Steering Committee

August 24, 2005

Attendees: Ellen Harshman, Donna Dorl-Adams, Chris Cannon, Keith Hacke, Jeff Kapp, Bobbi Kysar, Phil Lyons, Steve Miller, Laurinda Smith, Mary Souris, Julie Weissman, Elizabeth Winchester

Absent: Barb Coleman, Steve Dina, Jeanne Donnelly, Greg Haney, Robert Heaney, Kathryn Hundman, Paul Jackson, Lee McDurmont, Sandy Pritt, Paul Schnabel, Ellen Watson, Jim Weldon, Andrew Wimmer, Austin Winkleman

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • There were no additional agenda items.
Review minutes from August 10, 2005	<ul style="list-style-type: none"> • The August 10, 2005 minutes were approved.
Introduction of Mary Souris	<ul style="list-style-type: none"> • Mary Souris has joined the Steering Committee representing UMG, members introduced themselves to Mary.
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> • Donna Dorl-Adams reported the first draft of the Post Implementation Risk Assessment would be presented to the Executive Committee at the August 31, 2005 meeting. The preliminary budget moves for fiscal year 2006 have been completed and the report for the Board of Trustee is being prepared. Work has begun on a preliminary schedule for the Banner 7 upgrade.
Student Update – Laurinda Smith	<ul style="list-style-type: none"> • Laurinda Smith distributed a Student Core ‘Grow-Live’ Status document; they are testing the SCT recommended solution for the push procedure from online application to Banner. The duplicate address issue remains open and Laurinda is working with ITS to build a view that prompts students to verify their address. They are also working on WebFocus reports and creating the domains where the reports will reside. Tuition remission is an ongoing issue, we need to look at a process that simplifies the billing statements. Jeff Kapp reported a meeting had been held to discuss the statements, Carrie Witcliff will transition to Jody Paterson’s role, Jody is leaving the University. The current push for the next 48 hours is on refunds; September 9, 2005 cancellations will be processed.
Alumni – Chris Cannon	<ul style="list-style-type: none"> • Chris Cannon reported they are learning the Student to Advancement interface; Bob Gantner is working with Student to turn parent data into actual constituent records where a record does not exist. On September 19, 2005,

Topic	Discussion
	<p>parents will be on campus to begin a phone solicitation program. A discussion centered on what information would be available to these parents, and data integrity issues on address creation. The Data Integrity team needs to recommend a process to the Executive Committee. Chris reported that ODS training for his team will be held the week of August 29, 2005 this will conflict with some of the Contra training but they will make accommodations for both areas.</p>
Financial Aid – Sandy Pritt	<ul style="list-style-type: none"> • Jeff Kapp reported a concern raised by John Barowski regarding refund processing. ITS is identifying the areas where funds were not refunded and providing that information to Financial Aid. This will be completed within 48 hours.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> • Bobbi Kysar reported they are working on setting up preference for reporting, 3 ODS meetings have been held and by the end of the week they will determine the restrictions and domains that are needed. They have completed entering colleges and degrees on staff records. October 3rd and 4th SCT will provide remote support for W2 processing followed by a virtual class and possible training with Indiana State.
Finance – Greg Haney	<ul style="list-style-type: none"> • A Finance status update was not presented.
Luminis – Andrew Wimmer	<ul style="list-style-type: none"> • A Luminis status update was not presented.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported that QAS, is scheduled to begin a campus evaluation the week of September 12, 2005. QAS is software that provides the ability to clean up address as they are entered into the system. There would be an additional annual cost for a license to the postal service for address verification. A discussion centered on the uses of this application.
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> • Jeff Kapp reported that Laurinda Smith is heading up this team and she will present status updates. Laurinda reported that this group only meets once a month and there is nothing new to report at this time.
Data Warehouse Task Force – Jeff Kapp	<ul style="list-style-type: none"> • Jeff Kapp reported the scheduled implementation of ODS was delayed due to the power outage the University experienced August 13, 2005. AAT-ITS has received a number of requests for adhoc reporting and we are trying to balance all of those requests. Discussions centered on where users will call for help with WebFocus while the normal resource is on vacation, users should call the Help Desk and place a Remedy ticket. This will provide AAT a method to manage those issues.
Items to refer to Executive Committee –August 31, 2005	<ul style="list-style-type: none"> • Post – Implementation Risk Assessment