



Minutes

gateway Executive Committee - Steering Committee

September 7, 2005

Attendees: Chris Cannon, Steve Dina, Keith Hacke, Greg Haney, Sandi Hubert, Paul Jackson, Jeff Kapp, Bobbi Kysar, Steve Miller, Laurinda Smith, Ellen Watson, Jim Weldon, Julie Weissman, Austin Winkleman

Absent: Donna Dorl-Adams, Barb Coleman, Ellen Harshman, Robert Heaney, Kathryn Hundman, Phil Lyons, Lee McDurmont, Sandy Pritt, Paul Schnabel, Mary Souris, Elizabeth Winchester, Andrew Wimmer

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • Update on the August 31, 2005 Executive Committee meeting – Ellen Watson • Banner Champion Recommendation – Ellen Watson/Keith Hacke • BAPS Update – Austin Winkleman
Review minutes from August 24, 2005	<ul style="list-style-type: none"> • The August 24, 2005 minutes were approved.
Introduction of Sandi Hubert – Keith Hacke	<ul style="list-style-type: none"> • Sandi Hubert was introduced to the committee; she will be managing a number of projects under Keith Hacke’s direction.
Post Implementation Risk Assessment – Ellen Watson	<ul style="list-style-type: none"> • Ellen Watson explained the need to perform a post implementation risk assessment and the process we would use to perform that assessment. The documents attached to today’s handouts outlined detailed instructions and forms for recording risks. Ellen proposed that this be adopted as the process as it takes a broad look at the project rather than silo by silo. The process was adopted, groups identified at the August 31, 2005 Executive Committee will begin identification of risks and develop a proposal to mitigate the risk. The deadline for completing the forms is September 30, 2005. • Julie Weissman expressed a concern regarding current immediate risks that could not wait until the risk assessment process was completed. Her need is for a contracted resource to continue past his contract date. Keith Hacke and Jeff Kapp will investigate this concern and respond to Julie by September 21, 2005. • Donna Dorl-Adams will be the go to person for questions regarding the risk assessment; team members will need to email questions to her.
Overall Project Update – Ellen Harshman/Donna Dorl-Adams	<ul style="list-style-type: none"> • Ellen Watson reported that Provost Joe Weixlmann was invited to meet with the Executive Committee at the August 31, 2005 meeting. Provost Weixlmann touched on 4 main topics, he reminded us how much has been accomplished and gave everyone engaged in the implementation high marks. He talked about outstanding issues

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	<p>and the tendency for the user community to blame Banner for everything. He asked us to be careful about how we talk internally and with our customer base about Banner and finally, the need to be more conscious about conversation surrounding the project. Chris Cannon remarked that, as the Steering Committee and even institutionally, we should expect to have issues to work through. The language around Banner should be positive, or at the very least neutral. Laurinda Smith commented that we are not done yet and still need management support. A commitment was made by Provost Weixlmann to discuss this with the Executive Staff.</p>
Student Update – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith distributed a Student Core ‘Grow Live’ status which updated their current progress. Due to availability of consultants, the ODS install will take place September 19, 2005, domains have been established and security set up is in progress. John Jaffry met with various deans and provided on-going training, he will meet with them again through CADD.
Alumni – Chris Cannon	<ul style="list-style-type: none"> Chris Cannon reported that his team is speaking more positively about Banner and are excited about the functionality of ODS and developing management reports. They are gearing up for Homecoming and are pleased that the on-line registration process is working well. Chris will provide a demonstration of the event management software at the October 19, 2005 Steering Committee meeting.
Financial Aid – Sandy Pritt	<ul style="list-style-type: none"> Ellen Watson reported that Sandy Pritt was unable to attend today’s meeting because she is processing students who have registered because of the hurricane.
HR/Payroll – Bobbi Kysar	<ul style="list-style-type: none"> Bobbi Kysar reported that they have completed the HR portion of the PriceWaterhouse Coopers audit; part of the response was educating PwC on our processes. WorkFlow training will be held the week of September 26, 2005 and will include HR and Student functional representatives as well as ITS technical representatives. A discussion centered on the responsibility of users during and after training.
Finance – Greg Haney	<ul style="list-style-type: none"> Greg Haney distributed a Banner Finance Update document dated September 7, 2005. The document was reviewed and update was given for the budget process, accounting and reporting.
Luminis – Andrew Wimmer	<ul style="list-style-type: none"> A Luminis update was not presented.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported that WorkFlow installation was completed remotely and technical training is in process. ITS has completed addressing the PwC audit questions concerning converted data. The week of September 19, 2005 we will be meeting with the AP team to determine how the system is being used. We will use this experience to create a model to bring forward to other groups. The newly hired DBA will begin on September 16, 2005 and will the consultant will be transitioned off the project. Laurinda Smith reported a problem with WebFocus needing to be re-booted daily, Jeff Kapp will investigate.
Data Integrity Update – Laurinda Smith	<ul style="list-style-type: none"> Laurinda Smith reported the Data Integrity team will meet on September 12, 2005 and will work on resolving duplicate PIDM’s.
Data Warehouse Task Force – Jeff Kapp	<ul style="list-style-type: none"> A Data Warehouse update was not presented.
BAPS – Austin Winkleman	<ul style="list-style-type: none"> Austin Winkleman reported they are in the survey phase of gathering current procedures. The need for Finance and Financial Aid information threatens the due date.

Banner Champion – Keith Hacke	<ul style="list-style-type: none"> • Keith Hacke proposed the idea of creating a Banner Champion award. This award would recognize a member of the user community who is using Banner successfully or who is maintaining a positive attitude about the conversion. A discussion centered on moving forward with this campaign and an effective process to implement the reward process. Recommendations will be presented at the September 14, 2005 Executive Committee meeting.
Items to refer to Executive Committee –August 31, 2005	<ul style="list-style-type: none"> • Reporting needs for institutional priority • Issue Log for establishing institutional priority