

## EISE Project Meeting Notes Eastern Illinois University

Team/Group:	Advancement
Date:	May 4, 2006
Time:	8:30 am – 10:00 am
Place:	Sullivan Room
Attendees:	Cris Ealy, Lori Creek, Sandy Wheeler, Kim Harris, Libby Coffey, Jerilyn Hutson
Note Author:	Jerilyn Hutson

### Agenda and discussion items

- ☛ Finance Team update
  - The team is in training this week.
  - The self-service manual is in the works.
- ☛ Kick-off plans
  - The first consulting session will be July 11-13, 2006. There will be a technical consulting session July 18-20, 2006.
  - A kick-off party for the alumni, development and foundation accounting areas will be planned for July 10, 2006 from 11-1. Cris and Kim will be working on the details.
- ☛ Data cleansing progress
  - Lori-working on adding middle names from the degrees awarded reports. There is a question of how names will be migrated from ADS if the person is already in Banner. Libby will look into this.
  - Libby-will put together a list of records with CID's that match with people in Banner. The report will provide some information on who we can match.
  - Cris-has a list of degree information that needs to be corrected or added to ADS.
- ☛ Address standardization/verification software
  - Runner Technologies-Kim used this software on a trial basis. The software could not always find the street address if it was misspelled or there were other "problems" with the way it was entered. Kim was not impressed. This software would be similar to USPS in that one would have to enter it into the software to verify/standardize and then enter it into Banner manually. Libby stated that this software requires a change to baseline Banner and only works with Banner although it is cheaper.
  - QAS-the software is more intuitive but is more expensive. It can be used for international addresses. It is updated every two months from the USPS. It has to be loaded on each personal computer.
  - USPS CD-the city, state and county codes will be populated when a zip code is entered.
- ☛ Argos reporting software
  - This software is cheaper than others.
  - It is geared toward Finance.
  - There have generally not been good reviews by other schools.
  - Will be purchased as a second option for reporting.
  - There are web training/demos available on the Evisions website.
- ☛ AppWorx

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- Libby and Cas will be in five days of training in June on campus.
- Disaster recovery
  - New servers have been ordered to test how fast we can recover from a disaster. We will now have the same equipment to match the current use equipment so testing will be more like reality.

## Decisions Made

## Decisions for referral

## Tabled/Future discussion Items

### Ongoing Task List, Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

### New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

## Attachments and/or meeting Handouts listed: