

## EISE Project Meeting Notes Eastern Illinois University

Team/Group:	Advancement
Date:	February 5, 2007
Time:	10:30 am – 12:00 pm
Place:	ITS Conference Room 3057
Attendees:	Sandy Wheeler, Lori Creek, Cris Ealy, Kim Harris, Libby Coffey, Jerilyn Hutson
Note Author:	Jerilyn Hutson

### Agenda and discussion items

- ☞ Reporting Subcommittee
  - The Banner-supplied reports have all been tested.
  - ODS functional consulting will take place 2/13-2/15/07. Kim, Tami, Cris and Jerilyn will be attending this consulting. Cas is setting up access for us to TESTODS. Two days of the consulting will consist of writing reports. Each participant needs to have a list of reports ready for the consulting, especially any reports that are critical for go-live.
- ☞ TEST 2 testing progress-last group due 2/5/2007
  - The last group of testing is due. Sandy, Cris and Jerilyn have completed their testing. Kim reported that she experienced difficulty accessing Banner from home over the weekend when she hoped to complete hers.
  - Libby reported that our third test load will not take place until after the upcoming consulting sessions have concluded.
- ☞ Online giving and membership dues payments
  - Libby reported on the committee's progress with cashiering. An RFP is being placed with results the end of February or end of March. The committee is looking into a plan of action if a cashiering system is not in place and ready for July 1. The lack of a cashiering system will greatly impact us if one is not in place by July 1 for gift processing.
  - Libby shared with the committee that Advancement would like to continue accepting and processing online gifts and membership dues payments similarly to the method currently in place.
- ☞ Matching gifts and supplemental organizations
  - Kim, Sandy and Lori met last week to review several matching gift scenarios. Kim also spoke with another school regarding their matching gift processes. The three will meet again this week to complete the review of scenarios. Procedures will be developed at that time.
- ☞ Procedures documentation
  - Campaigns
    - Sandy drafted campaign procedures and stored them on the repository.
  - Matching Gift Information
    - These procedures are still in progress.
  - Memberships
    - Jerilyn has started the procedures for memberships but they are not completed yet.
  - Event Management

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- Jerilyn will be drafting these after the membership procedures
- 2<sup>nd</sup> draft
  - Some of the procedures from the first draft for constituents and organizations have not been completed. Jerilyn and Cris will work on the following:
    - Making a name change for a constituent
    - Coding a record holder deceased
    - Coding a record holder's spouse deceased
  - Some procedures have not been drafted yet:
    - Adding a spouse to an existing record
    - Adding child information
    - Adding primary contact information
    - Adding secondary contact information
    - Adding cross references
- Combined mailing names and salutations
  - Jerilyn distributed a draft version of rules for combined mailing names and salutations. Team members are to review these and forward any changes to Jerilyn. These will then be finalized and sent to Libby to implement.
- Premiums-how to process and procedures
  - Various methods for processing premiums were discussed during a consulting session with Mike. Sandy entered gifts/premiums using each of the methods. Kim and Sandy will work on determining what method to use and document procedures for this.
- Go-Live Timeline
  - No changes to the timeline at this time.
- Milestones
  - Three milestones have been completed:
    - Degree Information
    - Campaigns and Designations
    - Gifts and Pledges
  - A milestone has been completed for the reporting subcommittee as well:
    - Reports and process for campaigns/designations and gifts/pledges
- "After the Conversion" checklist
  - Libby requested information for any data that may need to be loaded into Banner not already accounted for in the conversion programs. One item was the relationship data in ADS that do not have individual records. One option was to put this information into a comment. Libby suggested looking into a new table/form and this would be something for Day 2. Jerilyn will send Libby details on where to find this information in ADS.
- Next consulting session
  - 2/20-22—Population Selection, Letter Generation, Job Submission

### **Decisions Made**

### **Decisions for referral**

### **Tabled/Future discussion Items**

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**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:**