

EISE Project Meeting Notes Eastern Illinois University

Team/Group:	Advancement
Date:	February 26, 2007
Time:	10:30 am – 12:00 pm
Place:	ITS Conference Room 3057
Attendees:	Libby Coffey, Lori Creek, Sandy Wheeler, Kim Harris, Cris Ealy, Jerilyn Hutson
Note Author:	Jerilyn Hutson

Agenda and discussion items

- ☞ Reporting Subcommittee
 - ODS training has been completed. Several reports were created during the consulting.
 - Jerilyn provided an update on the Coordinator of Data Management/Research Analyst search for the ODS coordinator.
- ☞ Cashiering System
 - A decision was made at the vice-presidential level that the cashiering decision by the committee went past the time to process an RFP. The decision was then made for us to upgrade CashNet and remain with that product for cashiering. This will require baseline changes to Banner.
- ☞ Matching gifts and supplemental organizations
 - The subcommittee still has a few scenarios to test. Kim reported that some data in ADS needs to be corrected. There are also some duplicate matching gift companies in ADS that need to be deleted but they may still be linked to people.
- ☞ Procedures documentation
 - Matching Gift Information
 - The subcommittee is working on these.
 - Premium Gifts
 - The subcommittee is working on these.
 - Memberships
 - Jerilyn is still working on the draft for these.
 - Event Management
 - These procedures need to be drafted by Jerilyn.
 - 2nd draft
 - Tami and Lori worked on the second draft during the PopSel consulting. Campaign procedures have been saved to the repository. Lori will be continuing with address procedures and constituents. Tami will continue with gifts and pledges.
- ☞ Combined mailing names and salutations
 - Final rule set distributed. IT will be working on this. If the constituent is single, the combined mailing name will just have the constituent's name.
- ☞ New Designations in TEST
 - The new fund codes that have been added to ADS since the designation upload file was created need to be entered in Banner TEST before the next test load. Kim stated that she has questions on the designation codes being created for premiums. Sandy will try to have these entered in TEST by the end of the week.

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- ☞ Timeline and Test 3 conversion
 - David and Cas are working on the membership data conversion. The extract programs did not work properly.
 - IT is looking at our testing results in more detail this week. Addresses are something that needs to be looked at in more detail.
 - Libby may be able to provide a report with more details as they work through some of the testing results.
- ☞ Security Matrix
 - Drafts of security classes were discussed. Team members are to review the proposed classes to see if any forms need to be added or if any other classes need to be organized.
 - Kim had a question about how IT will be able to answer questions we have after loading into PROD. Libby responded that IT will not have access to PROD forms but they may be able to help us to some degree.
 - Any comments or changes for the classes should be sent to Jerilyn prior to the team meeting on March 26th.
- ☞ Training
 - Kim, Cris and Jerilyn will begin looking at training needs and putting together a plan for training.
- ☞ Population Selection/Letter Generation evaluation forms
 - Evaluation forms for last week's consulting are due to Jerilyn by March 2nd.
 - Mike thinks he may have a solution for the letter generation variable problems we were having. He will be calling later this week to discuss it.
- ☞ Next consulting session
 - 3/27-29—Self-Service
 - Per Mike's suggestion, we will invite Jill, Karla and Steve to attend this session.

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

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Attachments and/or meeting Handouts listed: