

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 6-27-05

Time: 2:00 – 3:30

Place: MLK – Arcola-Tuscola

Attendees: Larry Cannon, Joy Craft, Tracy Hall, Dave Bailey, Jerilyn Hutson, Libby Coffey, Sandy Bowman, Julia Abell, Thom Strohecker, Sandy Bingham-Porter, Connie Manes, Frank Kingery, Vicki Phillips, Andy Anderson

Note Author: Kathy Reed

Agenda and discussion items

Training

- Training (Sandy/Julie) are available to facilitate BPA
- Sandy/Julie are available for team building training
- Training needs to know group size to determine best location for session
- Team leaders should provide list of attendees for sessions with Training
- Sandy shared webinar information

ID Number

- General Technical training resulted in following information:
 - ID number can consist of prefix, followed by 8 digits
 - Random numbers could be assigned prior to loading individuals to Banner, then new data added to Banner would start with a sequential number higher than numbers used for random id numbers
 - ID number is the same and shared across all Banner modules
 - ID number for a person can be changed (PIDM is never changed)
- Discussion of randomizing base records, then loading sequentially
- Discussion of whether to use a prefix and what it should be – determined process teams should have input

General Person – when and who to load

- Connie shared replies received from Banner listserv inquiries
- Laurene Farley has not yet disclosed any schools to contact
- Discussion concerning entering new data into Banner first, then feeding it to the legacy system versus entering new data into legacy and then feeding Banner
- Thom Strohecker will diagram/present concept of mass load and synchronization to facilitate further discussion

Banner User Names

- As decided – first initial, middle initial, last name

Finance and Position Control and/or Budget – not discussed

Process Team Updates:

- Finance – sent COA to consultant; no further meetings till after training starts again); Purchasing may utilize BPA, Business Office is not
- HR – training begins in July, working on BPA

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- Financial Aid – held team meetings to determine processes for BPA; showed the team the Banner training site
- Advancement – working on data cleanup and security matrix
- Student – BPA begun on registration, graduate admissions, and student billing; catalog BPA will not begin till Spring '06 due to Mary H-P's absence

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Finance and Position Control and/or Budget

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Investigate use of Position Control with Finance	Cannon/Horsman		

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Diagram of EIU ID/mass General Person Load	Thom Strohecker	7/11/2005	
	ID Prefix – consult with team members	Process Team Leaders	7/11/05	

Attachments and/or meeting Handouts listed: