

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 7-11-05

Time: 2:00 – 3:15

Place: MLK – Arcola-Tuscola

Attendees: Larry Cannon, Joy Craft, 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

Team Updates

- Advancement – will be meeting next Thursday, work on BPA, security matrix
- Financial Aid – no update
- HR – kickoff meeting will be Thursday
- Student – BPA progress meeting was held, 3 have been completed; will now focus on recruiting and international admissions processes
- Training – Candace Flatt, new hire in Budget Office, has shared information from the University of Illinois Banner project;
HR Overview training July 26-28 at the Triad Lab
- Finance –structure for chart of accounts sent to Larry Cackler – he had issues with program, but has not gotten back to the Business Office
Not much work on Banner due to year-end; will start looking at being more focused, setting aside time for it

ID Number – should it have a Prefix?

- Advancement – 50/50 split response as to whether the id number should have a prefix
- HR – liked idea of using an ‘E’ as the prefix, wanted to know if the E could be defaulted to be pre-filled on the forms; also questioned if person could still be located using the SSN
- Student – liked the idea of the student being able to know it’s their identification number with EIU if we use a prefix of ‘E’
- Training – would like an ‘E’ prefilled on the forms
- Finance – suggested a 6-digit id number; discussion followed including fact that advancement will be loading 140,000 persons to Banner in initial load of their data

General Person mass update and synchronization

- Presentation of synchronization process by Thom Strohecker
- Discussion of using Banner as the system to drive the synchronization process meaning dual data entry into both legacy and Banner systems – Financial Aid, HR, and Student had concerns
- Laurene Farley emailed list of items to consider, no schools as contacts/references as they are too busy

Finance and Position Control and/or Budget

- Training may result in further information

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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		
	Diagram of EIU ID/mass General Person Load	Thom Strohecker	7/11/2005	Completed 7/11/05
	ID Prefix – consult with team members	Process Team Leaders	7/11/05	Completed 7/11/05

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Oracle sequence number fewer than 8 digits?	ITS	7/25/05	
	ID Prefix – prefilled on forms?	ITS	8/22/05	
	Search by SSN?	ITS	7/25/05	

Attachments and/or meeting Handouts listed:

Synchronization process handout