

## **EISE Project Meeting Notes Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 7-25-05

Time: 2:00 – 3:00

Place: MLK – Arcola-Tuscola

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

Note Author: Kathy Reed

### **Agenda and discussion items**

#### Team Updates

- Advancement – have had two team meetings since 7/25/05. They are working on BPA and talked about data scrubbing. ITS will help their efforts by providing reports.
- Financial Aid – no meetings held due to staff members on vacation
- HR – Overview training July 26-28 at the Triad Lab
- Student – emailing members regarding the education schedule; BPA teams arranged for recruiting and international admissions
- Training – Sandy Bowman needs the number of people expected to attend each session, a spreadsheet was emailed to each team leader
- Finance –starting to gear back up (after fiscal year-end); Kay Carter will be joining the team. There will be a meeting this week (minus the technical leads) to discuss BPAs for grants, purchasing process, and the fixed assets process. FOAPAL is not satisfactory yet, the SCT consultant did not like the program code.

#### ID Number Prefix

- To default the prefix on the forms would require modification to baseline Banner for each form. This would also require reinstallation of the modification each time there is an update. EIU's remote DBA verified modification would be necessary.
- Discussion considering use of an ID consisting of numbers only, no prefix.
- FERPA requires the ID number be treated similarly to the SSN, it will not be printed on the front of the Panther Card. Students/staff will need to be notified of their assigned ID number and will need to learn it.

#### Data Cleansing

- Presentation of sample reports to be used for data cleansing by Thom Strohecker included:
  - Different SSNs with the same name
  - Different names for the same SSN
  - Initials only for the first name
  - Special characters in any name field
  - Different birthdates for the same name
  - Missing birthdates
  - Missing first name s
  - Missing last name

**EISE Project Meeting Notes  
Eastern Illinois University**

- The sample reports used the AAFILE (from SIS), student employment file, and employee file
- The AAFILE population includes all students receiving bills, people who applied for financial aid, any person with unpaid UPD tickets/fines older than 30 days
- Discussion included use of middle initial versus full middle name – the data standards team will be consulted
- Use of apostrophes in the last name – the draft data standards document approves only the use of spaces or hyphens in the last name; using apostrophes could cause difficulties with SQL scripts

**Decisions Made**

- Data cleansing efforts will begin with SSNs
- Sandy B-P and Joy Craft will work with reports created by Sandy’s team
- Sue Harvey will work with Linda Coffey with reports created by Thom Strohecker’s team

**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
AICF001	Investigate use of Position Control with Finance	Cannon/Horsman		

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AICF002	ID Prefix – consult with team members (since it cannot be defaulted)	Process Team Leaders	8/8/05	
AICF003	Consult with team members – who updates name, SSN, birthdate	Process Team Leaders	8/8/05	

**EISE Project Meeting Notes  
Eastern Illinois University**

**Attachments and/or meeting Handouts listed:**

Sample Reports for Data Cleansing