

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 8-8-05

Time: 2:00 – 3:00

Place: MLK – Arcola-Tuscola

Attendees: Andy Anderson, Dave Bailey, Sandy Bingham-Porter, Sandy Bowman, Libby Coffey, Joy Craft, Tracy Hall, Sue Harvey, Jerilyn Hutson, Frank Kingery, Connie Manes, Ron Mason, Vicki Phillips, Kathy Reed, Thom Strohecker

Note Author: Kathy Reed

Agenda and discussion items

Team Updates

- Advancement –working on BPAs
- Financial Aid – meeting this Thursday on training issues
- HR – Overview training was held July 26-28. They are working on the employee class table utilizing a job aid from University of Illinois. Training for position control/budget will be held Aug. 15-17 at the Triad Lab
- Student – A data cleansing meeting was held. ITS will be providing several reports to aid the effort. The major entry offices were asked to provide a staff member for 1-2 hours per week to clean up duplicates. The security matrix, received from SIU-E has been sent to the offices with the goal of matching roles to EIU positions. Three BPA teams are currently active: scheduling, recruiting and international admissions
- Training – Attempting to provide training facilities. The only facility we control is 9th St. Not having Project Manager is hindering the scheduling process. We may get a laptop card with 20-24 laptops to enable any room in the union to be used for training.
- Finance – no report, no implementation team meetings

ID Number Prefix

- Consensus among the process team leaders reporting was to have a prefix of ‘E’. The recommendation will be forwarded to the steering committee.
- ID number will consist of ‘E’ followed by 8 digits automatically generated by Banner.

Data Cleansing

- Discussion of areas/staff that are currently allowed to update SSNs, birthdates, and names
- Staff allowed to perform updates may need to change to facilitate data cleansing efforts.

Decisions Made

- EIU identification number will have a prefix of ‘E’ followed by 8 digits.

Decisions for referral

Tabled/Future discussion Items

Finance and Position Control and/or Budget

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Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AICF001	Investigate use of Position Control with Finance	Cannon/Horsman		
AICF002	ID Prefix – consult with team members (since it cannot be defaulted)	Process Team Leaders	8/8/05	Completed 8/8/05
AICF003	Consult with team members – who updates name, SSN, birthdate	Process Team Leaders	8/8/05	Completed 8/8/05

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AICF004	Determine types of names and types of addresses necessary for module	Process Team Leaders	9/26/05	

Attachments and/or meeting Handouts listed: