

**EISE Project Meeting Notes
Eastern Illinois University**

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Team/Group: Cross Functional Collaboration Group

Date: 10-10-05

Time: 2:00 – 3:30

Place: MLK – Sullivan

Attendees: Jerilyn Hutson, Libby Coffey, Sandy Bingham-Porter, Larry Cannon, Thom Strohecker, Frank Kingery, Vicki Phillips, Andy Anderson, Jone Zieren, Joy Craft, Brenda Ross, Sandy Bowman

Note Author: Vicki Phillips, Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – Met last week with updates from data standards. Meeting next week to work on BPAs.
- **Financial Aid** – Three BPA's are scheduled. One is scheduled for Oct 11. One will need to be rescheduled and will fall in November and the last is scheduled for December 5th.
- **Student** – Completed the BPA for International Admissions and beginning the BPA for undergraduate admissions. Bill, Sue and Kathy R met to discuss Darwin. Looked at Student screen in team meeting and had an outstanding question on e-mail types.
- **HR** – Nineteen to twenty tables are built or close to it. Not meeting again until December because of four training sessions out of the next five weeks. Getting access to testing to enter real data to prepare for conversion. Also entering data into the training database so that training can take place with real data.
- **Training** – During a long phone conference, training dates were laid out for the future. Two sessions are planned for next week, Triad will not be available for the week of October 17th training. A laptop cart is still needed and awaiting approval for this problem from the Steering Committee.
- **Finance** – Training Oct 11-13 on security, approvals and rules. Purchasing was missed in the last training. Confusion on which instance to use for entry of vendors. Fund and org accounts on the chart of accounts are close to being done. Accounts is about 80% done. Accts or funds will be done by late Wed., Oct 12 or possibly Thurs., Oct 13. Larry Cackler will review what they have and give feedback. Should also have a list of abbreviations they are using to pass on to the Data Standards group.
- **Data Standards** – Cathy Ashmore appeared briefly and asked for clarification from data custodians for security. Reviewed 6 items or so and sent these to this committee for review. Worked on marital codes, IPED's and citizenship codes. Close to the end of the document. A draft will be turned over to this group once it is ready then work will continue on defining some of the tables. Document currently 75 pages.

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Data Cleansing

- Student Master has been cleansed. Student Basic Master is being reviewed for possible inaccuracies for nonstudents with transfer information and males with maiden names.
- Approximately 2300 records from the AA files do not match on name with the Student Basic Master. Which one is correct?

Telephone Types

- Reviewed and agreed to telephone types – will use types that match address types with some additions:

- MA – mailing (required by SCT)
- BI – billing (required by SCT)
- PA-parents (required by SCT)
- BU – business (required by SCT)
- SE – seasonal address for Advancement
- RF – reference for Advancement
- PR – permanent (HR requested)
- HQ – corporate headquarters
- MG – matching gifr
- P1-P4 for parents

Business Office will confirm need of number of parents address types.

- Review of email types, included the confirmation that a person can have more than one type of any email address at any time. The decision may Types agreed upon are:
 - PER – personal email account
 - EIU – official EIU email address
 - WORK – business email account

Decisions for referral

Tabled/Future discussion Items

- Relation Types
- Address Source Codes
- Legacy Codes
- Common Matching
- Self-Service Addresses

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AICF001	Investigate use of Position Control with Finance	Cannon	9/26/05	

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New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AICF005	Decision on which name is correct between the AA file and the Student Basic File	Libby and Kathy	10/24/2005	

Attachments and/or meeting Handouts listed: