

**EISE Project Meeting Notes
Eastern Illinois University**

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Team/Group: Cross Functional Collaboration Group

Date: 11-14-05

Time: 2:00 – 2:44

Place: MLK – Arcola/Tuscola Room

Attendees: Larry Cannon, Jerilyn Hutson, Dave Bailey, Jone Zieren, Libby Coffey, Joy Craft, Connie Manes, Thom Strohecker, Julia Abell, Sue Harvey, Vicki Phillips, Frank Kingery, Andy Anderson, Sandy Bowman

Note Author: Vicki Phillips, Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – Continuing to work on data cleansing. Meeting Friday to work on BPAs.
- **Financial Aid** – Three BPA's have been completed. Last one is scheduled for December 5th.
- **Student** – Continuing to work on data cleansing. Student Banner Training Kickoff tomorrow through Thursday.
- **HR** – Payroll training was last week which finished the fourth week of training in five weeks. Training included running an entire payroll. Trainer was excellent. She showed things that we didn't think Banner could do and reasons we had purchased Kronos for time keeping. Will be reanalyzing Kronos in coming weeks and need to keep or not. Four extracts are written. Access to the Banner training instance was granted to the HR team last Thursday so real data entry and table setups can begin. Training topic for December will be switched from Advanced Payroll to something else. Larry volunteered to share HR related portions of the Chart of Accounts and walk HR through an understanding of relations within the tables.
- **Training** – Training for the Student Kickoff will be moved from Triad to the Booth lab. Planning has begun for campus wide training on Finance. Reviewing proposals for a laptop cart.
- **Finance** – Training last week was not as good as it could have been. The trainer was inexperienced on the topics covered. Topics included purchasing which had been missed in the previous training sessions. Chart of accounts is up in the test instance of Banner. It is being tested and questions will be asked during training scheduled for tomorrow through Thursday. Connie and Dave Horsman are working on the crosswalks for conversion of beginning balances and fixed assets. Working on conversion of vendors. All data entered is done with Data Standards in mind although not guaranteeing perfection.

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- **Data Standards** – Doing wordsmithing in multiple meetings per week to have a version ready by mid week. The draft version will be given to all data custodians and Steering Committee for review and preliminary response by Sunday.
- **Reporting Standards** – Meets every Thursday. Group has been divided into subgroups and tasks assigned. One subgroup is reviewing standards for what is considered official and unofficial reports. One subgroup is looking into IGP’s for information on reports at EIU. One subgroup is reviewing a sample report document for portions that can be borrowed to fit EIU. Current reports are being reviewed with respect to headers, footers, and other standardized information. A suggestion was made to invite an internal audit member to join the group. Reporting tools are also being reviewed.
- **ITS** – Work is progressing on the Big Bang. On track to test load in December. This does not mean that data will be available for test groups at this time. Just that the process will be ready to test.

Homework

- Review Common Matching documentation from the User Guide. Next meeting will include a discussion of this topic for EIU.
- Review Address Source Codes.

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	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: