

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 1-23-06

Time: 2:00 – 3:30

Place: MLK – Arcola-Tuscola Room

Attendees: Jone Zieren, Jerilyn Hutson, Tracy Hall, Joy Craft, Sandy Bowman, Connie Manes, Andy Anderson, Frank Kingery, Sandy Bingham-Porter, Libby Coffey, Kathy Reed

Note Author: Kathy Reed

**Agenda and discussion items**

**Team Updates**

- **Advancement**
  - No changes
- **Financial Aid**
  - No changes
- **Student**
  - Jan. 10-12 – faculty load, event mgmt., no consulting/training next week
  - Beginning subcommittees
- **HR**
  - Performed their own testing last Thursday and Friday, was successful, security was set up right
  - Will be in consulting the next 3 days
  - Changed position control with consulting that was to occur in 2 months
- **Training.**
  - Rearranged student group to get larger facilities
  - Gave presentation to explain broad view of training
  - FARS this month will be talking about Banner
  - Camtasia is on the key server and training has a laptop with it installed
- **Finance**
  - Fixed assets training last week, trainer unable to help with questions
  - Vendors are in test instance
  - Working on interfaces, student refunds interface is waiting on information from the Business Office
- **Data Standards**
  - No update
- **Reporting Standards**
  - Unscheduled meeting to forward the questionnaire to Bill for review by the Steering Committee
  - Public announcement that Crystal is the supported standard for reporting
- **Data Custodians**
  - Met last Friday, determined who data custodians should be for validation tables

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- Final report will be sent from Cathy Ashmore to Bill Witsman for steering committee
- **EIU data in test instance - reload Friday – email will be sent to CFCG**
- **Names**
  - Options – advancement have its own type, advancement allowed to change current name
  - Team leaders contact other institutions concerning name, report results in 2 weeks.
- **Common Matching**
  - Each module has ability to have its own rules, apply to individual users
  - Advancement, HR, Student, and Financial Aid teams will discuss and report results to CFCG in 4 weeks (last meeting in February)

**Decisions for referral**

**Tabled/Future discussion Items**

**Addresses to be converted to Banner – address needed by student payroll**

**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
AICF006	Obtain name types from other institutions	Team Leaders	2/13/06	
AICF007	Discuss common matching usage with process teams	Team Leaders	2/27/06	

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