

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 2-27-06

Time: 2:00 – 4:30

Place: MLK – Arcola-Tuscola Room

Attendees: Jone Zieren, Jerilyn Hutson, Joy Craft, Larry Cannon, Connie Manes, Andy Anderson, Sandy Bingham-Porter, Libby Coffey, Kathy Reed, Sue Harvey, Sandy Bowman, Thom Strohecker

Guest: Brian Murphy, Brett Bensley, Stacy Doty

Note Author: Vicki Phillips, Kathy Reed

**Agenda and discussion items**

**Team Updates**

- **Advancement**
  - No meeting till Thursday
- **Financial Aid**
  - Meeting Wednesday to discuss financial aid kickoff
- **Student**
  - Admissions/recruiting/communications plan/tape load consulting last week
  - Will be meeting to discuss common matching and validation tables
  - Asked for self-service for recruiting/admissions to be moved up to May, as admissions will be going live in July; the session was switched with popsel, letter generation
  - Asked for mock registration to be moved up to early February
- **HR**
  - Will be training this week, the HR consultant won't be returning to campus till July
  - Mike Delaney asked for training for week after – would result in 3 weeks of consecutive training
- **Training.**
  - Schedule on the web is up to date through April (according to Bill's schedule)
  - 'Train the Trainer' for Banner teams only has been scheduled
    - Camtasia – 3/10
    - Modifying materials (Word) – 3/17
    - Presentation Skills – 3/24
  - Suggested a 'how to test' training would be beneficial – no volunteers to conduct it
  - Purchase of laptop cart with 24 computers is progressing
- **Finance**
  - Have 3 weeks of training during the next 4 weeks
  - Specializing the consulting sessions, breaking up the implementation group for particular attendees
  - Customer service/training subcommittee is meeting every week
  - Tested NSF approvals

**EISE Project Meeting Notes  
Eastern Illinois University**

- Campus training will start in April
- FRS and Finance will both be run through September 2006
- **Data Standards**
  - No change
- **Reporting Standards**
  - Reviewed results from questionnaire
  - Subcommittee is drafting portion of the document pertaining to the results
- **Data Custodians**
  - No meeting last week
  - Questions concerning backup for Cathy Ashmore
  - Questions concerning assigning security
- **Appworx**
  - Brian Murphy demonstrated Appworx
- **SSO – single sign on**
  - Consensus to use network signon for the following Banner instances: Test, Pre-prod, Production, and EIU Training
- **Common Matching**
  - Financial Aid recommended SSN and date of birth
  - Process teams need to explore and test

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AICF006	Obtain name types from other institutions	Team Leaders	2/13/06	Completed 2/13/06
AICF007	Discuss common matching usage with process teams	Team Leaders	2/27/06	

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion	Status

**EISE Project Meeting Notes  
Eastern Illinois University**

			Date	

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