

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 3-27-06

Time: 2:00 – 4:30

Place: MLK – Arcola-Tuscola Room

Attendees: Jone Zieren, Tracy Hall, Joy Craft, Larry Cannon, Sandy Bingham-Porter, Libby Coffey, Kathy Reed, Sue Harvey, Sandy Bowman, Thom Strohecker, Vicki Phillips, Julia Abell

Guest: Cathy Ashmore, Bill Witsman

Note Author: Vicki Phillips, Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement**
 - Meeting on a monthly basis
 - Continuing with data cleansing efforts
- **Financial Aid**
 - First consulting session last week – the consultant is retired from a state of Illinois Financial Aid department
 - During the session, they loaded 51 from Pell, wrote sql rules for tracking group
- **Student**
 - Received an assignment from Financial Aid (due to 51 from Pell)
 - Had an interactive training session last week
 - SCT needs to let us know if the facilities need to be accessible
 - Change in schedule- letter generation and popsel will be moved to June 5 to allow consulting for self-service to occur the week of May 8th
 - 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
- **HR**
 - Performing numerous tests, working through Benefits, pleased with the results
 - Pay ids will remain the same except for students will be included in bi-weekly
 - Next consulting session will have a consultant new to EIU, will be teaching seniority
- **Training.**
 - Considering rooms, computer lab in Math department; also rooms in Sociology
 - Rooms need to be left in the same configuration they were found in
 - Submitted training plan to Bill for the steering committee's approval
 - Will be offering 'Train the Trainer' again in a few months

 - If we need anything purchased from Banner budgets, Bill needs to receive all teams' requests together
- **Finance**

EISE Project Meeting Notes Eastern Illinois University

- Planning two training sessions: one for requisitions, invoice approvals, navigation; the second will cover self-service and reporting
- Consulting this week on self-service and endowments
- Two go-live consulting sessions in May and June
- Bill Witsman is ordering FormFusion with plans to have it implemented in July or August
- Finance will be purchasing Argos (Evisions report product)
- Loading lots of data in production – gave Carol Galey a list of employee name problems
- **Data Standards**
 - Discussion of suffixes for names – the topic needs to be discussed by the Data Standards II group
- **Reporting Standards**
 - Document has been given to Bill for steering committee review
- **Data Custodians**
 - Bill reported the Steering committee is concerned about using a mechanism that creates data silos – discussion concluded data custodians is the group to determine access

- **Security**
 - Cathy Ashmore distributed the Banner Access Request Form – discussion followed – those attending data custodian meetings concurred form had been discussed, consensus developed
- **On-campus Housing Address type?**
 - Housing had requested an on-campus housing address type
 - Discussion brought forth questions concerning mailing address type and synchronization of addresses
 - Topic will be discussed by student process team and results brought to CFCG
- **Previous name/Maiden name**
 - Discussion of conversion of the maiden name on the student master file into previous name - uncertainty concerning the availability of previous names in legacy systems
 - Linda Coffey will be given a list of names to review
 - Reporting will be completed on the data contained on the legacy AAfile and the student maiden name
- **Self-Service Standardization**
 - Subcommittee will be established to determine the EIU standardization for Banner web pages
 - Each module will have one representative, as will ITS
 - Team leads will email representative's name to Kathy Reed

Decisions for referral

Tabled/Future discussion Items

On-Campus Housing Address type

**EISE Project Meeting Notes
Eastern Illinois University**

Conversion of previous name/maiden name

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 Date	Status

Attachments and/or meeting Handouts listed: