

**EISE Project Meeting Notes**  
**Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 04-10-06

Time: 2:00 – 3:00

Place: MLK – Arcola/Tuscola Room

Attendees: Sue Harvey, Jerilyn Hutson, Joy Craft, Thom Strohecker, Vicki Phillips, Sandy Bingham-Porter, Frank Kingery, Connie Manes, Andy Anderson, Sandy Bowman, Larry Cannon, Ron Mason, Tracy Hall, Kathy Reed

Note Author: Vicki Phillips, Kathy Reed

**Agenda and discussion items**

**PROD Banner update** – Financial Aid module has been upgraded to 7.4.0.1 with the exception of the PROD instance. April 22<sup>nd</sup> is planned for this upgrade as software was needed installed on PROD before the upgrade could be made last weekend.

**Team Updates**

- **Advancement** – Team hasn't met the last two weeks. Planning to meet Thursday to work on conversion files.
- **Financial Aid** – Financial Aid consultant will be going part-time. The consultant will be shadowed by a new consultant starting next week.
- **Student** – Consulting scheduled for tomorrow on Admissions. Had quite a bit of practice admitting students, assessing fees, and scheduling for classes in TEST for term 200630.
- **DARS** – training is scheduled this week. Catch Sue or Kathy for any questions.
- **HR** – Tomorrow is the next consulting session. It will touch on seniority among other things.
- **Training** – Laptops are now on campus. Still waiting on the laptop cart. From the conference, would like group to consider a wiki.
- **Finance** – Andy has been helping get security set up for funds and orgs. This has been a tedious job. Budget loads are due back on Monday, April 17<sup>th</sup>, will be loaded into PROD. April 18<sup>th</sup> will be mock training with a group from the Business Office. Training for the Bond Office will follow to provide further practice before training the campus. Documentation is almost ready. Copy of PROD to EIU Training may begin on Thursday, April 20<sup>th</sup>, approximately 6:30 a.m. Planning training for Tuesday – Thursday May – June.
- **Data Standards** – Didn't meet in the last two weeks
- **Reporting Standards** – Document is still in Bill's possession.
- **Data Custodians/Security** – Security will be discussed at the next meeting. Address and name changes on the web for the campus will also be addressed.

**Address type for On-Campus Housing** – Tabled for future discussion at the Student Process Team.

**Subcommittees formed**

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- **Standardization for Banner Self Service Web Pages** – Subcommittee formed to work on a look and feel for the Banner web self service pages. Members to include Kay McElwee, Linda Holloway, Linda Coffey, Kim Moock, Rodney Raines, Sue or Tammy, Jerilyn Hutchinson, Tony Spivey, and Vicki Phillips. Vicki Phillips will schedule the meeting.
- **Software for Postal Address Standardization** – Subcommittee formed to write a proposal to the Steering committee to purchase a software package for making sure addresses meet postal standards. Members to include Kathy Reed, Jerilyn Hutchinson or Kim, Linda Coffey, Nina Milliner. Financial Aid has opted out and Finance and Student are sharing Linda in representation.

**Common Matching** – Finance is planning to use FEIN codes, Larry Cannon will email the list of people to set up for common matching to Kathy Reed. Other teams need to be ready to discuss for Monday.

**Previous and Maiden Names** - tabled until next meeting because Linda and Libby were not available to comment.

**Coming dates to be aware of...**

- April 28<sup>th</sup> at 10 a.m., There will be an Argos Demonstration in the ITS Conference Room. Since the room is small, please limit attendance to team leads and one ITS person per module.
- Sept 18 – 23, reserved for an Oracle upgrade – detailed schedule will be determined in early September

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
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

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