

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 05-08-06

Time: 2:00 – 3:30

Place: MLK – Arcola/Tuscola Room

Attendees: Sue Harvey, Jerilyn Hutson, Joy Craft, Thom Strohecker, Vicki Phillips, Sandy Bingham-Porter, Frank Kingery, Connie Manes, Jone Zieren, Tracy Hall, Kathy Reed, Libby Coffey, Julia Abell, Dave Bailey

Note Author: Vicki Phillips, Kathy Reed

**Agenda and discussion items**

**Team Updates**

- **Advancement**
  - Planning a kick-off party
  - Address verification software demo and Argos web demo discussed
- **Financial Aid**
  - Attempting to scrub tables in Conversion first, then TEST
  - General consulting next week
  - Planning to build validation tables
  - Consultant is impressed with progress so far.
- **Student**
  - Decisions have been made to use CollegeNet for recruiting and admissions and NoliJ will build an interface between CollegeNet and Banner
  - Consulting this week
- **HR**
  - At the tail end of getting tables built, getting ready for concentrated testing.
  - Made recommendation to use web time entry within Banner instead of Kronos. Approved by the Steering Committee and awaiting executive committee approval.
- **Training**
  - Laptops are here and available to be used. There is no laptop cart yet.
- **Finance**
  - EIU training starting with the Business Office.
  - Three general consulting sessions this month.
- **Data Standards**
  - The new team has been formed and includes Tracy, Amy, Nina, Linda, Sue, Libby
  - Linda Coffey will be the team lead.
  - Reviewing current document
  - Planning to meet weekly on Monday mornings
  - Forward any issues you have with the doc to someone on the team.
- **Reporting**
  - Bill working with Dave on changes for document
  - Planning a meeting

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- **Data Custodians**
  - Getting document defined
  - Meeting every other week on Friday
- **Address Type for On-campus Housing**
  - Student (Housing) would like to have a “housing contract” address.
  - Discussion included concerns of synchronization with ‘local’ address
  - Student will go back and find out if we can do local instead of contract.
- **Address Updates by Purchasing/Finance**
  - HR and Finance will work out process for updating addresses.
- **Previous Names/Maiden Names**
  - Currently contains an odd mix of previous names, name changes, spelling changes and only contains a max of 3 previous names
  - Decision to convert as previous names and not maiden name.
  - Linda Coffey will help clean these up
  - Sue would like to keep the spelling corrections in Banner
  - Want to go back to Fall 1992 for corrections, if data is available
- **Conversion of non-EIU email addresses**
  - Planned to roll EIU email only
  - Request to roll additional personal e-mails from the AD file (address file in BRS/FAMS)
  - Discussion to move only those with a balance or a deposit on account as PER (personal)
- **Eliminating SSN records**
  - Can’t do until after totally converted, provides link to mainframe data
  - Continue to consider a viable time
- **Purging records**
  - When you run a report, it stays forever
  - Suggestion for a cycle to purge every 15 days on TRAIN and TEST
  - Going to have to consider for PROD
  - Approved for TRAIN and TEST
- **Nolij Demo planned for interface with CollegeNet – Friday, May 19<sup>th</sup>, 9:00 – Arcola-Tuscola Room**
- **Address Verification**
  - CDs for QAS here for trial installing on a server
  - It will then need to have a client piece installed on machines wishing to try it
  - Consultant will configure on May 17<sup>th</sup>
- **Bill wants to make sure than everyone knows how to do an RPE. This was confirmed**
- **Common Matching**
  - Proposed to be discussed in Data Custodians or Data Standards
  - Suggestion made for everyone to work with, determine their needs
- **Accounts Receivable would be the first group to need parent/guardian address type.**

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**Decisions Made**

- Previous Names/Maiden Names from mainframe files will be converted to Previous Name field on Banner
- SSN alternate ID will be left until after all conversions complete
- Report records will be purged from TRAIN and TEST every 15 days
- Parent/Guardian addresses do not need to be converted till the implementation of Accounts Receivable.

**Decisions for referral**

- Common Matching will be decided in Data Custodians or Data Standards

**Tabled/Future discussion Items**

- Cycle for purging report records in PROD and PPRD
- Conversion of non-EIU email addresses
- Address type for on-campus housing

**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

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