

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 05-22-06

Time: 2:00 – 2:50

Place: MLK – Arcola/Tuscola Room

Attendees: Larry Cannon, Sue Harvey, Jerilyn Hutson, Joy Craft, Thom Strohecker, Vicki Phillips, Sandy Bingham-Porter, Frank Kingery, Andy Anderson, Sandy Bowman, Larry Cannon, Ron Mason, Tracy Hall, Libby Coffey, Dave Bailey, Jone Zieren, Kathy Reed

Note Author: Vicki Phillips, Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – Examining their data, checking it against data standards.
- **Financial Aid** – Consultant last week was sent home Wednesday afternoon. Consultant was unable to answer questions or find answers. The implementation team met the remaining day and a half of the session to work on validation tables. Large portion done toward first milestone. Emailing original consultant with any questions. June 19th is next training; no consultant assigned yet.
- **Student** – Process are moving forward on schedule, registration, schedules, admissions, and teacher's education subgroups are meeting. Noli demo was held Friday.
- **HR** – Training on May 30. Exec committee voted to use Banner time entry; Kronos will be dropped. Putting through some Board Regulations to meet changes for Banner. Lots of testing going on.
- **Training** – HR going to use Old Main training lab for first time next week Math room 2231 will be the training room for the summer. The laptop cart was damaged when it arrived. It was returned and a new one has been shipped.
- **Finance** – Six customer training sessions are taking place per week. Training has been divided into two sections. Next week begins Self Service training. First section getting high marks. Consultant in last week and again next week to help with implementation. Consolidated testing on fixed assets and cleaning up things not set up correctly originally. Consultant returning last week in June.
- **Data Standards** – Cleaning up the documents, oversights and appendices.
- **Reporting Standards** – No updates.
- **Data Custodians/Security** – Working on a document. Things are moving forward.

Address Verification – QAS Server was installed last Wednesday. Client piece must be installed on workstations. Libby installed Advancement and Cashier's Office to use QAS, will be installing HR, Student, and Finance.

Banner Instances – Ran through a list of instances, what each instance is, and what it is used for.

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SM Address and Telephone type – Student Mailing Address for Student use only. Plan agreed to by CFCG and Data Standards. Julia will add it to Data Standards.

Conversion of Non-EIU e-mail addresses – for moving A/R e-mail for people who owe money or who have been written off to a collection agency. Alumni e-mail addresses would be moved also.

County Codes/Zip Codes

Everyone needs to test county and zip codes to make sure that things are working as expected after load of data from the government. If problems are found, please contact Libby.

Decisions for referral

Tabled/Future discussion Items

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
	Decision on which name is correct between the AA file and the Student Basic File	Libby and Kathy	10/24/2005	

Attachments and/or meeting Handouts listed:

Banner Instances