

**EISE Project Meeting Notes
Eastern Illinois University**

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Team/Group: Cross Functional Collaboration Group

Date: 06-12-06

Time: 2:00 – 3:30

Place: MLK – Arcola/Tuscola Room

Attendees: Larry Cannon, Sue Harvey, Joy Craft, Thom Strohecker, Vicki Phillips, Frank Kingery, Sandy Bowman, Larry Cannon, Tracy Hall, Libby Coffey, Julia Abell

Note Author: Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – 4 weeks to kickoff.
- **Financial Aid** – Tech training went well. Practicing letter generation, popsel, tapeload. A new functional consultant, Marla Skelly, is coming next week.
- **Student** – Popsel, letter generation training was last week. Academic History training is next week. Catalog is in PPRD and awaiting approval from Mary for move to PROD and data entry. Go-live for Admissions is July 17, 2006.
- **HR** – Web time entry turned on for training to replace Kronos. Took a payroll all the way through to verify information during training last week.
- **Training** – Laptop carts working out well. No printer available, but ones volunteered for the effort. Kathy R. had an extra. Conference Room in Blair will be used as a classroom when Old Main is needed for classes in the Fall.
- **Finance** – Purchasing website has the Camtasia demos now available. Signed up for go-live support. Priority when problems arise. Working on monthly schedule for July. Not using AppWorx immediately. E-print wanted. Not going to be smooth, but feeling positive, semi-live since April 21st. Addresses going live for employees on June 19. Banner Bits-n-Pieces training sessions have been set up for people with any questions on Banner or Banner Finance on Mondays. Posting will be manual for the first few weeks. Phase II retreat in October to discuss travel, security and some of the things that weren't available the first release.
- **Data Standards** – Covered review in the document for modules going live and questions approached for it. Blank ethnicity codes will be converted to Unknown. Talking of changing the wording for Former F/S to Retired F/S. Nation codes provided can add, but probably don't want to change. Added 'legacy' as an address source. Relationship code – will load the emergency contact address from SM02
- **Reporting Standards** – No updates, working on a definition for official and unofficial reports.
- **Data Custodians/Security** – Custodians want to keep in mind that changes to one table can affect others. Working on new access form for Banner Finance.

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QAS – Justification put together. Bill has requested quotes from school using Runner Tech and QAS.

Employee Addresses – converting at 7 a.m. next Monday and should take about 3 minutes in PROD.

Banner Hot Keys - Larry brought up that the hot keys on PROD and EIUTRNG were different than the hot keys on TEST, TRNG, PPRD, PROD. The discussion was if we wanted to go with the Oracle default hot keys or the Banner default hot keys. This was discussed thoroughly and then a decision was made to go to with Banner default hot keys. ITS needs a document of all keys and associated values.

FGAC – Looking at implementing in HR. Short discussion centering on taking this slowly and carefully on implementing this security. Suggestion to attend 4 hour training session offered through SCT.

Bill explained the concept of Go-Live Support Center and how it will be used at EIU.

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

Attachments and/or meeting Handouts listed: