

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 7-10-06

Time: 2:00 – 3:30

Place: Scharer Room

Attendees: Vicki Phillips, Thom Strohecker, Sue Harvey, Sandy Bingham-Porter, Jerilyn Hutson, Dave Bailey, Julia Abel, Frank Kingery, Sandy Bowman, Joy Craft, Cathy Ashmore, Bill Witsman

Note Author:

Agenda and discussion items

Team Updates

- **Advancement** – had a party today, official kickoff tomorrow, slogan is ‘Make the move with EIU’
- **Financial Aid** – have a new consultant that will be returning next week; learned more about budgets, had to scrap what they had and start over; they’re working with Rodney Raney on admission codes; finally received the task logs and security matrix from the consultant
- **Student** – catalog going in production; July 17th is go-live for Banner admissions – Noli and CollegeNet on the web will occur in the Fall
- **HR** - plan to load W2 addresses for all employees in August; no training in July, testing on Monday, taking payroll all the way through
- **Training** – HR and Finance sessions scheduled for August 7; laptop cart up and running; HR is using OM 2231 as working lab, others can also use it; OM 2221 is also set up
- **Finance** – in production, no major problems; working on loading budgets and fixed assets conversion
- **Data Standards** – no meeting since last CFCG meeting
- **Reporting Standards** – determining definition of official and unofficial report
- **Data Custodians** – no meeting the past two weeks

With Admissions going live, the only item on the Personal Info menu in Self-Service will be Change PIN – all other options have been removed

STVGEOR, STVGEOD – is any team interested in using? – Sue will check with the student team one more time, Thom will check with ITS needs

County Codes – Student team verified the accuracy of the Illinois county codes, consensus that the codes are ready to be moved to production

QAS purchase – at Bill’s request, revising the justification to include names and offices of staff involved in trial evaluation and cover letter; Bill is reviewing contract

Address Conversions – Financial Aid needs a mailing address – should use permanent

Standard down time for production Banner? – consensus of 8:00 – 10:00 a.m. on Sunday mornings will be reserved as regularly scheduled downtime – production Banner may be unavailable during that time without prior notification – specific times during the semester, such as grades, may require rescheduling of the downtime

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Common Matching – student team is requesting Financial Aid use a different criteria for common matching on tapes – suggested is:

- Last Name – 3 char – required
- First Name – 1 char – exists
- SSN – 6 digits – exists
- Day of Birth – 2 digits – required
- Birth Month – 2 digits – required
- Birth Year – 4 digits - required

Financial Aid will test and report back.

Bill with Team Leaders:

Bill handed out a list of internal audit issues – HR and Finance need to consider the responses that referenced Banner or limitations of current system
 Evisions – EIU has been licensed; ITS is examining the installation process; Bill recommended taking the initial training sessions and subscribing to the listservs
 Accrued leave/Sick leave Procedure – Steering Committee had developed a procedure, they will be discussing again and addressing the concerns
 QAS purchase – reviewing contract
 ODS – Aug. 7th – remote install; Sept. 4th – technical session; Oct. 16th – functional users; SCT is offering needs assessment; Argos is not supported/certified for ODS
 Personnel Services Funding for 5 Team Leads – for FY07, amount is at least what was on the original spreadsheet, could or could not be increased

Decisions for referral

Tabled/Future discussion Items

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	Item Description	Owner	Target	Status
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Identifier			Completion Date	

Attachments and/or meeting Handouts listed: