

EISE Project Meeting Notes Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 07-24-06

Time: 2:00 – 3:30

Place: MLK – Charleston/Mattoon Room

Attendees: Larry Cannon, Sue Harvey, Jone Zieren, Sandy Bingham-Porter, Connie Manes, Andy Anderson, Jerilyn Hutson, Dave Bailey, Thom Strohecker, Vicki Phillips, Sandy Bowman, Tracy Hall, Julia Abell, Kathy Reed

Note Author: Vicki Phillips, Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – Kickoff two weeks ago, Tech training last week. After tech training they were left with a list of things to do before the next training, looking at validation tables..
- **Financial Aid** – Consulting last week, tech session this week. Ran a first test of requirements tracking last week. Building packaging tables. Building many more tables after that with instructions left from training.
- **Student** – Live with Admissions last Monday. Applications for graduate students have been successfully entered. Sue will be talking to the Counsel of Chairs about waitlisting and building schedules earlier in Banner. Getting ready for admissions area to test interface with CollegeNet and Nolij. Sue created a form to request mods to baseline, she will share if anyone wants it. Request for mods to baseline banner for photo class roster. Also planning to request mod for application to graduation. Question concerning the difference between WC and TC in the Configuration Management Plan.
- **HR** – Discovered when you are doing intensive testing, it is easier to have a room set up specifically for testing. Finance had found the same thing. Team received Banner survival kits from Julia Abell at the last training. Dual training coming up with Finance. Student wanted to know when employees will be marked as employees in Banner. Julia thought October.
- **Training** – Cleared up Dual Training location. Can schedule Old Main 2221 for individual training and testing. They will supply laptops. Met with HR training team to begin plans to train campus.
- **Finance** – Still running smoothly after 24 days live. Legacy uploads are working pretty well and issues have been resolved with the exception of copy services, telecomm, and student insurance feeds into A/P. These need resolved before the end of the month. Looking at conversion of fixed assets. August 17th is the close of FY06 accounts and then fixed assets will be converted. Team has questions on Argos. Anxious to improve forms. Request clone from PROD into EIUTRNG. Asking to be cloned at least once a month. Other modules' needs will need to be considered as they prepare to go live and need this for their training. HR will need EIUTRNG in October or November.
- **Data Standards** – trying to meet next Monday.
- **Reporting Standards** – no communications since the end of May.

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- **Data Custodians/Security** – Working on Banner access form.

County Codes – moved into production.

QAS Purchase – Presented to steering. Bill is working through contract negotiations with QAS.

E-mail types – Advancement would like to add two new types for personal and business web addresses instead of e-mail addresses. Proposed to call these pweb and bweb. Approved.

FGAC Webinar – Three parts to FGAC. VBS (Value Based Security) on a field you restrict to certain values in a certain field. PII (Personally Identifiable Information) allows the user to see only people belonging to a domain. (i.e. HR would never see Students) Could open an opportunity for duplicate PIDMs. Even a problem on reports. PSD (Protection of Sensitive Data) – You can mask certain data with blank, asterisk, or change formatting of date or numeric item on form. Let Kathy know, by email, if you want to attend the webinar.

Common Matching – Admissions wants common matching turned on. If it is turned on for one group, it is turned on for all. Kathy needs to know the initial rule for each person as well as if they are allowed to choose a different rule. Financial Aid ran a tape load and is working on testing their common matching rules. They will finish testing and gain approval from their staff before getting back to Sue on status.

Oracle Upgrade – Remote DBA scheduled vacation during the planned conversion dates. Oct 15 is now being explored as conversion date for production upgrade. A Friday may be a viable day for EIUTRNG instance, training has not been held on Fridays during the summer. Let Kathy know if there is a problem with the Friday before October 15.

Argos & Formfusion - Argo is installed and Banner Datablocks have been downloaded. Cathy Ashmore is setting up security. Training is available at the E-vision site for Argos. In process of installing Formfusion. The FormFusion contract includes up to 10 hours of web based training, it does not include language for Evisions to create forms for EIU.

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List, Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

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New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: