

EISE Project Meeting Notes Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 08-28-06

Time: 2:00 – 3:30

Place: MLK – Arcola-Tuscola Room

Attendees: Jerilyn Hutson, Thom Strohecker, Vicki Phillips, Sandy Bowman, Tracy Hall, Jone Zieren, Julia Abell, Joy Craft, Libby Coffey, Bill Witsman, Kathy Reed

Note Author: Vicki Phillips, Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – Past two weeks spent in consulting sessions – data mapping; loading people, non-people, quick flows, common matching – pleased with their consultants; working on a timeline
- **Financial Aid** – Discussed slogans; Have handed reporting for requirements tracking over to ITS; Working on budgets and packaging; Met with Continuing Ed. to determine a testing plan; working on conversion of award history
- **Student** – Held first session of scheduling training with department chairs this morning, questions raised about interface with Astra and AOD; Astra batch interface is working, problems with real-time have been turned over to Astra; ITS is waiting for response from Linda C. and Sue before moving previous names into PROD
- **HR** – Successful testing last week, starting to catch up. Information received from other schools helped especially screen prints from U of I – Sungard consultant had not told them about a necessary form. Cleaning up problems for biweekly & monthly pays then expanding tests to attempt to break. Starting conversion this week for positions. HR, Budget, and ITS met to discuss lapsing and fund allocation. Julia A. recommended advice for all teams to set small goals to help keep team focused, moving forward and having success.
- **Training** – Rooms are scheduled for training sessions through December. Need to know how many people and how many laptops – let Sandy know the day prior to training. On laptops, use VPN. Passwords can be reset by the helpdesk.
- **Finance** – No report.
- **Data Standards** – Brief meeting this morning – Linda had issues on holds; need to use non-derogatory comments. Document needs to be updated to reflect changes, have to data standards group by end of the week.
- **Data Custodians** – Met Friday. Will meet in 2 weeks to go through procedures manual step by step.

Self-Service Time Out – Revisited time out status. Currently set at 30 minutes. As each module goes live, groups will get back together to discuss shortening or lengthening times.

Common Matching – Email responses, due at noon last Friday, were received from Student and HR teams. Advancement is not on Banner PROD yet and Financial Aid will only add people

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during tape load processes which have their own common matching rules. Finance has not responded.

Duplicate PIDs - Larry was not at meeting to address this.

Function Keys – discussed handout sent with email; consensus to use function keys as they were delivered rather than function keys of Sungard consultants

Advancement Additional Address Type – People have to be made a constituent and have an active address – considering an address type of LOST, may make it an inactive address after conversion. Discussion did not result in a different address type; consensus to accept LOST. Julia Abell will add the type to the validation tables.

ODS Functional Training – date changed to Oct. 24-26, discussed number and roles of possible participants – HR – 10 people, Advancement – 1-2, Financial Aid – 4, ITS – 2.

Reminder of Oracle Upgrade Dates:

- 9/25 – SEED
- 9/27 – DEVL
- 10/2 – TRNG
- 10/6 – EIUTRNG
- 10/9 – TEST
- 10/9-10/11 – PPRD, CONV
- 10/14 – 10/15 - PROD

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: