

**EISE Project Meeting Notes**  
**Eastern Illinois University**

Team/Group: Cross Functional Collaboration Group

Date: 09-11-06

Time: 2:00 – 3:30

Place: MLK – Arcola-Tuscola Room

Attendees: Jerilyn Hutson, Thom Strohecker, Larry Cannon, Sandy Bowman, Jone Zieren, Julia Abell, Frank Kingery, Andy Anderson, Libby Coffey, Bill Witsman, Dave Bailey, Kathy Reed

Note Author: Kathy Reed

**Agenda and discussion items**

Team Updates

- **Advancement** – Looking at reports to verify legacy data in Banner; working on shared crosswalks and validation tables; consulting session last week on pledges and gifts.
- **Financial Aid** – Met last Thursday, working on requirements tracking and budgets. Consulting next week, remote technical session week of October 17<sup>th</sup>.
- **Student** – Catalog go-live September 17<sup>th</sup>. Schedule/building go-live September 18<sup>th</sup>. Conversion consulting this week on ‘super table’ for academic history. Sept. 20 is deadline for team to look at general student information loaded in Banner TEST.
- **HR** – Dawn was here 2 days last week, will be here this week for consulting. Cleaned up biweekly and monthly payrolls, took them through to Finance. HR is back on target. IT is working on conversion. Positions were converted Monday, working on employees.
- **Training** – Nothing new, need to know exactly what team leads need in sessions scheduled for union rooms.
- **Finance** – Got through beginning balances conversion, still working on Fixed Assets. Pulling together a Banner Finance, phase II and what needs to be tackled. Reminded to place getting data off the mainframe as part of the phase II effort. The Finance training team will present at SETA Midwest in Cleveland in November.
- **Data Standards** – No meetings since previous CFCG meeting.
- **Data Custodians** – Met Friday, revising the procedures manual. Portions of the manual may need to be covered by a DBA. Established a sub-group to work on process for correcting duplicate pidms. Fine tuning the Banner access form, may have to do training on the form so people know what to ask for. Considering use of Camtasia to walk people through forms.

**Common Matching** – will be turned on in production by Sept. 18<sup>th</sup>. Julia Abell will enter the information.

**Duplicate PIDMs** - Larry reported Finance would attempt to have the IRS duplicate pidm cleaned up by the next CFCG meeting (9/25/06).

**General Person/Previous Names** – Deadline set for Linda Coffey to check data by September 18<sup>th</sup>. Request to have Tracy Hall email Libby Coffey with problem people she located. Sue’s area has been checking.

**EISE Project Meeting Notes  
Eastern Illinois University**

**Multiple Campus Designations** – In Dec./Jan., Student Process team determined only one campus designation would be used in Banner. Consultants have since stated that some campuses use different campus designations to show off-campus versus on-campus classes. SPT wanted to stay with one campus designation. A decision for multiple campus designations could jeopardize the student timeline. Use of attributes and text comments may alleviate the need for multiple campus designations. Sue H. will be meeting with Continuing Ed. A quick decision is necessary or the timeline will be in jeopardy.

**Banner 7.3 Upgrade Dates:**

- 9/12-9/13 – CONV
- 9/14-9/15 – PPRD
- 9/16-9/17 - PROD
- 9/18-9/19 – TRNG
- 9/25-9/26 - EIUTRNG

(7.3 already installed on TEST, DEVL, SEED)

**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

**Team Leads/Bill** – reminder of tech fair (9/21); Bill working on timeline from viewpoint of constituents

**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	Item Description	Owner	Target	Status

**EISE Project Meeting Notes  
Eastern Illinois University**

Identifier			Completion Date	

**Attachments and/or meeting Handouts listed:**