

EISE Project Meeting Notes Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 1-8-07

Time: 2:00 – 3:30

Place: MLK – Martinsville Room

Attendees: Jerilyn Hutson, Dave Bailey, Joy Craft, Tracy Hall, Jone Zieren, Cathy Ashmore, Kathy Reed, Julie Benedict, Larry Cannon, Libby Coffey, Julia Abell, Sue Harvey, Frank Kingery, Andy Anderson

Note Author: Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – Met this morning, half-way through testing, working on error reports, documenting procedures. Preparing for membership visit on Jan. 23rd.
- **Financial Aid** – Scrubbed PROD, roll from TEST to PROD later this week. Testing new year roll later this week, plan on loading first applications into PROD January 22nd. Plan to send first award letters March 15th. Pre-go-live consulting visit next week.
- **Student** – Sending invitations to major monster mock scheduled for January 29th, 125 – 150 participants. Mini-mock registrations scheduled for January 16th and February 14th. Housing and Records met to discuss marketing for student address changes. Registration subgroup discussed load testing.
- **HR** – Ran payroll, both monthly and biweekly. Time rosters aren't right yet. ODS functional administration position will be located in Planning and Institutional Studies. Joy Craft will chair the search, the President has signed off on the position. Advertising will begin this week in Charleston-Mattoon, Champaign, on campus, Planning and Institutional Studies listserv, and Educause listserv. Estimated salary range is \$50-60K. Employee self-service is coming up. For the first payroll, several calls were received, no major problems. By afternoon, the 'normal' number of calls and questions were being received. Working on security, reporting, and documentation.
- **Training** – Banner EISE site has switched over to the Banner page. Working on having the same look for all pages. Let Julie Benedict know when you get a page ready. She wants to put links (preferred over content) on the Banner site.
- **Finance** – Argos training this week at the Triad; critical for Finance. Closed Finance for December yesterday. Need a quarterly report for the Board. Sungard year-end training is scheduled for March.
- **Data Standards** – No meeting.
- **Data Custodians** – No meeting till Friday.

GTVSDAX – institution preferred address type (with hierarchy)

Teams reviewed their processes and discovered the processed used GTVSDAX parameters specific to the process. The values for the institution preferred address type will be left as is.

Race/Ethnicity Code – progress

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script has been run on the TEST instance, results need to be verified. Julia's group is planning documentation and training for Admissions offices and HR.

Review of Address Types and Usage –

Spreadsheet of address types and usage was reviewed and agreed upon. The spreadsheet will be emailed to Linda Coffey, chair of Data Standards team for inclusion in the Data Standards document. Textbook and Teresa Sims need to meet to discuss publishers and their addresses.

Refresh of EIU Training Instance – Friday, Jan. 19th

after completion of second mock registration

Student Addresses/Phones – Production

Financial Aid needs student addresses in PROD by Jan. 22nd – TEST will be reloaded for final verification by teams.

Self-Service Sign-on – network ids, instances

Tuesday night the change will be made to use network id and password to sign on to self-service Banner. Current plan is to use network signon for PROD and EIUTRNG. Due to ongoing testing, PPRD, TEST, and DEVL will continue to use E number and PIN.

Self-Service Functionality

Each team needs to check their module's functionality in PROD and determine if any items need to be eliminated till future implementations are completed. HR Self-service will become functional on Wednesday, campus will receive email notification Wednesday.

SPRIDEN, ID issue

cases in December of employees manually adding people to Banner and not using generated id to create E number (4 used SSN, 1 had an equals sign) – team leads will address the issue with the appropriate staff

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	Status

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			Date	

Attachments and/or meeting Handouts listed: