

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

Team/Group: Cross Functional Collaboration Group

Date: 1-22-07

Time: 2:00 – 3:30

Place: MLK – Martinsville Room

Attendees: Jerilyn Hutson, Dave Bailey, Joy Craft, Tracy Hall, Kathy Reed, Sandy Bowman, Larry Cannon, Sandy Bingham-Porter, Sue Harvey, Andy Anderson, Bill Witsman, Cathy Ashmore, Connie Manes, Thom Strohecker, Julia Abell

Note Author: Kathy Reed

**Agenda and discussion items**

**Team Updates**

- **Advancement** – Membership and event management consulting this week. Working on testing for second conversion, drafting procedures and documentation.
- **Financial Aid** – Rolled set-up tables to PROD last week. Pre-go-live consulting last week. Some views don't work for '08, had to re-write. First file load scheduled for Jan. 29<sup>th</sup>.
- **Student** – Finalizing monster mock registration plans (Jan. 30 and 31) – consultant will be on campus Jan. 30 – Feb. 1. Financial Aid wants to be involved in the mock registration scheduled for Feb. 14<sup>th</sup>.
- **HR** – Working on security, seniority. The security is different from Finance fund/org. Training for end users Wednesday and Friday. Have users that want training call Joy.
- **Training** – Banner CD is in, Bill will email CFCG about its location in the repository (under All EIU). Hints and tips drafted (for how to get the most out of the course). Busy finding rooms for everything – don't have ODS sessions scheduled yet (March and April).
- **Finance** – Training scheduled March 14<sup>th</sup> week – year-end and GASB; hope to have Rick Gerry. Would like ODS training in April. Need draft of reporting standards from Bill for reporting subcommittee. Have not developed any Argos reports yet. Also looking at ePrint – think it will have to be both ePrint and Argos route for reporting. Argos is supposed to have ODS reports ready by April. Still dealing with interface from Banner HR to Banner Finance – have run in personnel services encumbrances (from position control to finance).
- **Data Standards** – Haven't met, Bill has asked Linda Coffey for a copy of the document for the steering committee.
- **Data Custodians** – Brief meeting the first week of classes, discussed some standards for requesting data.

**Race/Ethnicity Code -**

Julia distributed a document to be used for training and that will be included in data standards document. The information will be distributed to Admissions and HR. At the next CFCG meeting a date will be chosen for running the script in PROD.

**Luminus –**

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Larry Cannon wants a demo of Luminus before Bill Witsman purchases it. Bill has not committed to purchasing Luminus. ITS requests the campus look at CampusEAI portal before purchasing Luminus. Bill says Luminus is in the budget for '07 and '08 – he needs information from Greg DeYoung and Chat.

**Workflow -**

Bill mentioned EIU attendees should consider Workflow sessions at the Summit conference this year. EIU could probably purchase this fiscal year if we have the resources to put it into production. Bill will try to get a web demo from Sungard.

**Banner website – description of INB and SSB, supported browsers**

CFCG consensus is to use INB to refer to internet native Banner, SSB for self-service Banner and E number to refer to new EIU identification number assigned by Banner. Browser versions – send the spreadsheet to Help Desk. Bill Witsman will work with Julie Benedict to get the spreadsheet on the Banner website.

**Stress test for Registration**

Stress test for Banner registration scheduled for Monday, February 26<sup>th</sup>, 10:00 a.m. Email participants to Sue Harvey or Kathy Reed. The goal is to have 200 people participate.

**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:**