

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 2-26-07

Time: 2:00 – 3:00

Place: ITS Conference Rm. - #3057

Attendees: Jerilyn Hutson, Tracy Hall, Kathy Reed, Sandy Bowman, Larry Cannon, Sandy Bingham-Porter, Bill Witsman, Cathy Ashmore, Connie Manes, Thom Strohecker, Frank Kingery, Jone Zieren, Linda Holloway, Linda Coffey, Libby Coffey

Note Author: Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – Past two weeks were consulting – ODS, followed by Popsel. Ready to start the third conversion load into Test. Working on second draft of documentation and beginning on training and security.
- **Financial Aid** – Second application file loaded into PROD, encountered some duplicate pidm problems. Hope to send out missing information letters this week. Main issue to keep their heads above water.
- **Student** – Working on conversion of academic history – levels look good. Finished building detail codes (AR) yesterday. Cashiering system – too late for RFP, will be upgrading Cashnet. Will most likely not have payment gateway available by July for T2 and other ecommerce applications. Cashnet will visit EIU for a consulting visit to discuss needs and timeline. First micro-mini conversion of transactions for accounts receivable loaded well.
- **HR** – Consulting on web time entry, payroll adjustments, and salary planner will be conducted the week of Mar. 12th. Steve Merlot is the consultant scheduled for the session. By next CFCG meeting, plan to have a web time entry implementation team formed.
- **Training** – Nothing new. Happy to meet with groups that are starting in training.
- **Finance** – Next week is ODS training. Following week is consulting with Rick Gerry for year-end, GASB.
- **Data Standards** – Linda Coffey will finish the document this week.
- **Data Custodians** – Didn't meet last week. CORE - committee on record errors team is in process of creating forms and team to handle bad duplicates.

Banner Downtime - DST -

Patches for DST (Oracle database, not Banner)

Wednesday, Feb. 27th – EIUTRNG and REPORTDB

Thursday, Feb. 28th – PPRD, TEST, DEVL

Sunday, Mar. 3rd – PROD, PAYROLL

Banner Release Application Policy –

Reviewed draft policy, no changes. Policy will be added to Banner repository.

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Use of QAS -

Employees adding/modifying addresses via forms in Banner need to use. To insure we have enough licenses, email Bill Witsman and Kathy Reed with names of people who need to use QAS.

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: