

EISE Project Meeting Notes Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 3-12-07

Time: 2:00 – 3:00

Place: MLK Union – Martinsville Room

Attendees: Steve Rich, Jone Zieren, Dave Bailey, Thom Strohecker, Connie Manes, Sandy Bowman, Bill Witsman, Cathy Ashmore, Joy Craft, Julie Wilson, Tracy Hall, Sandy Bingham-Porter, Kathy Reed

Note Author: Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – In Jerilyn’s and Libby’s absence, Steve Rich reported the project is going well.
- **Financial Aid** – Submitted the first group of tracking letters to print, 1200 in the group. Working on verification. Will be at Summit next week, consulting the following week. Discussed cloning PROD to EIUTRNG. All teams concurred, will be done as soon as possible.
- **Student** – Registration for Fall semester will begin in Banner on March 26th. Class restrictions for the Fall will be turned off. Students must clear holds prior to registering, no overrides. May not allow students to drop all classes after count day (effectively withdraw from the university). Priority registration training started today. Curriculum went production last week, academic history scheduled for production this week.
- **HR** – Web time entry consulting this week in Old Main math classroom. Working on listing of reports needed.
- **Training** – Julie Benedict is working on a template for Banner training.
- **Finance** – RAMS training with Banner. ODS training last week – went fairly well. Have 4 or 5 people in Finance that can handle reporting. Year-end consulting this week, last consulting session for Finance module! Looking to Summit for ideas. Discussion concerning the need of a joint Finance/HR consulting session during this week’s Finance consulting, may have it after Finance consulting is finished on Wednesday afternoon.
- **Data Standards** – Should have received email notification from Bill Witsman.
- **Data Custodians** – Developing security class for users who submit jobs. Reviewed common views in ODS. Joy (HR) is requesting a security class for programmers and project leaders to have inquiry access to PROD data.

Banner Patch Review process – Discussion concerning the release and application of patches. Consensus that both tech leads and module leads (or designees) need to monitor closely, meet, and discuss. Data custodians will discuss patches to be applied at beginning of each meeting (for possible implications to other modules).

Status of reporting for each team – Steering Committee has requested team leads to perform an assessment and give a report at the next Steering Committee meeting on April 4th, 9:00 a.m. Each team lead needs to develop reporting needs and gantt chart.

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Argos Cleanup – Argos folders, datablocks need to be cleaned up, currently have many duplicates and unusable datablocks/reports. Finance will identify their datablocks/reports. ITS will begin deleting duplicates. HR is developing a report form – what was requested. Will share with other teams, build a library.

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: