

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Data Standards Team  
Date: 6/27/05  
Time: 9:00 am to 12 noon  
Place: ITS Conference Room #3057  
Attendees: Bill Witsman, Kathy Reed, Tracy Hall, Kim Harris, Doug Bower, Nina Millner, Thom Strohecker, Libby Coffey, Dave Horsman, Julia Abell  
Note Author: Tracy Hall

**Agenda and discussion items**

- Standards necessary for Finance Implementation
  - People names
  - Account names
  - Other
- Use of USPS website or other automated software to determine address standards
- Using Appendices to address specific standards (suffixes, prefixes, etc.)
- Banner Quest
- Social Security site to find information about legal name use
- Scope of standards document

**Decisions Made**

Non-person/vendor name standards established.  
Abbreviation appendices will be established for different types of abbreviations.  
Business Word Abbreviations appendix was established.

Next meeting will be July 11<sup>th</sup> from 9 am until 11 am in the ITS 3057 Conference room.

**Decisions for referral**

Ask Steering Committee about compiling an organizational chart for the University containing standardized department names with abbreviations.

**Tabled/Future discussion Items**

Using Appendices to address specific standards (suffixes, prefixes, etc.)

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIDS001	Distribute Chart of Accounts account description list	Dave Horsman	6-27-2005	Completed
AIDS002	Review Chart of Accounts	All		Completed

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	account description list of need of standards			
AIDS003	Research as to whether we have Banner Quest? Libby will research and will also find out what Banner recommends. Bill will ask Neil.	Libby, Bill	6-27-2005	
AIDS004	Send all the links to websites to verify and confirm address standards (USPS, etc)	Kim	6-27-2005	Completed
AIDS005	Access Social Security site to find information about legal name use.	Nina	6-27-2005	Completed
AIDS006	Put together a draft based on the Truman document to bring to the team next meeting.	Kim, Tracy, Amy	Ongoing	
AIDS007	Research an automated way to verify address standards. Research Runner Technologies	ALL	Ongoing	
AIDS008	Review the way EIU people enter data. How we treat abbreviations, etc	All team members	??	
AIDS009	Determine Team Chair	Bill W	ASAP	

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIDS010	Ask VP area if there's a naming standard or convention in departments names and abbreviation and if there's a modification procedure.	Kathy – VPBA Julie – VPER Doug – VPAA Tracy – VPSA Bill – Int Audit	ASAP or next meeting	
AIDS011	Finance area will notify us if there are other abbreviations that will need to be added to the appendices for their Chart of Accounts.	Dave Horsman	ASAP	

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

List of abbreviations used in the Finance module's chart of accounts  
Screen shot of Form FOAIDEN in Finance module