

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

Team/Group: Financial Aid Functional Team

Date: 6/7/2006

Time: 2-4 pm

Place: ITS Conference Room

Attendees: Tracy Hall, Dian Ensign, Nancy Dole, Deanna Kelly, Dave Bailey  
Guest Rodney Raney

Note Author: Tracy Hall

**Agenda and discussion items**

- Rodney showed us in Banner where admission type codes were entered and how their process of admitting students to the grad school was going to occur. From the discussion, we are re-thinking from what form we should be pulling the admission codes from. Rather than the Admission DECISION code, we feel we may need to pull the Admission TYPE code from the data on SGASTDN, which comes from the STVADMT validation table. Rodney will discuss with the student subgroup, finalize the admission type codes and get back to us. Once he does, we can change the tracking groups we wrote to reflect the new area the data will be pulled from.
- Dave, Tracy, Patti, and Tony attended the technical consulting last week. Dave and Tracy reported that the consultant, Barry DeMillion, was very good and they learned a lot. Dave asked him about interfacing for the MAP grant. Barry gave us some ideas, but said Dan DeBower, who will be conducting the next technical session, may have something better.
- Dave, Patti, Tracy, and 2 other members of the IT staff will be visiting U of I's campus on June 28. We will meet with both functional and technical staff to find out how they interfaced the state awarded MAP grant with Banner. We are hoping this information will guide us towards a solution for EIU to process the MAP grant.
- Data Mapping/Conversion consulting will occur June 13-15. Patti, Tracy, Tony, and Dian will attend. Dan DeBower will be consultant. Tracy sent him a list of issues and conversion concerns.
- June 19 Common Functions session. Tracy sent the agenda for the June 20 session shortly before the meeting. Marla Skelly is scheduled to be the consultant for the session. Disbursement is a topic that has been added to the agenda and common functions removed. Consulting will be from Monday morning until Friday at noon. The team will attend plus Linda Coffey. Dave suggested we invite Libby Coffey to the session since disbursement will be discussed. Cindy Starwalt will attend for the portions that include packaging of Pell.
- Tracy would like to put together a Financial Aid timeline for tasks that need to be completed. Tracy will try and get a hold of a copy of Microsoft Project, so that she can create a gant chart.
- We discussed what Budget groups would be removed since we cannot have more than 998 budget groups. We decided to remove some of the part-time and one semester budgets. Dian will review what has already been entered and remove budget groups from that point, so that we can keep the information already entered and won't have to try and find all records connected to the groups.

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**Decisions Made**

**Decisions for referral**

**Tabled/Future discussion Items**

Requirements Tracking Milestone

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Consider time-line issues for ITS and inform Dave Bailey through Tracy if any others should arise	All team members		
	Complete RTVTREQ and RORMESG form in Test.	Patti, Cindy		In Process
	Empty Suspense File	Dian		Ongoing – need security access changed
	Create Financial Aid timeline	Tracy		

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Email HR/Work Study concerns and reporting needs to Joy Craft	Tracy/Nancy	6/7/2006	6/9/2006
	Set up meeting with Rodney Ranes regarding Grad admit codes	Patti	6/7/2006	Complete
	Send Mary Herrington-Perry email regarding DARS and Financial Aid	Tracy	6/7/2006	6/16/2006
	Contact Sue Harvey regarding security access to veterans information	Tracy	6/7/2006	Complete
	Review budget groups that have been entered and mark what ones we can delete	Dian	6/16/2006	

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

List of admission decision codes

List of Tracking Groups and rules and documents associated.