

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 8-04-05

Time: 10:00 – 12:00 a.m.

Place: VPAA Conference Room, Room 1020 (formerly Room 109)

Attendees: Joy Craft, Julia Abell, Marla Belden, Sandy Bingham-Porter, Mai Dao, Nancy Dole, Candace Flatt, Carol Galey, Linda Holloway, Frank Kingery, Nina Milliner,

Note Author: Joy Craft

Agenda and discussion items

Business Processes Analysis (BPA) discussion
 Education and Training Schedule on the EISE website – updated
 2nd Training scheduled for August 15,16, & 17 at Gregg Triad
 Review Employee Class (E-Class) table from U of I (see attached)
 Add 4 or 5 general persons on the “training” system to review our last training

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List, Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIHR001	Employee Class spreadsheet	Sub-committee	1 st draft due on 8-11-05	In review with sub-committee

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

Employee Class (E-Class) spreadsheet from U of I.