

EISE Project Meeting Notes Eastern Illinois University

Team/Group: EISE Steering Committee

Date: July 20, 2005

Time: 9:00am-12:00 noon

Place: ITS Conference Room 3057

Attendees: Bill Witsman via phone, Jeff Cross, Sue Harvey, Jone Zieren, Chat Chatterji, Mike Hutchinson for Kathleen Moreno, Chuck Phillips, Larry Cannon, Brenda Ross, Julia Abell,

Note Author: Bill Witsman

Agenda and discussion items

- Update on Financial Process Team work - Larry Cannon gave an update on the Financial Process Team work. They need to add a bank and do a couple of forms before doing "live transactions." The chart of accounts is scheduled to be completed by the end of the month but may not be finished by that time.
 - Larry mentioned a concern that an ITS person had about data migration. Bill will follow up with Kathy Reed about this question/concern.

Evaluation Plan subcommittee status of work

- Jeff Cross spoke about the status of the Evaluation Plan. Jeff, Jone, and Linda met 7/7/05. They discussed two types of evaluations.
 - Formative Evaluation
 - Are they hitting the milestones?
 - Check with those involved and their feelings about the project.
 - Measure different employee groups.
 - Where do employees get information?
 - What are they getting?
 - Are their impressions correct?
 - How do they feel? Are they being heard?
 - What's their perception of the training? Is it productive?
 - At any point do employees feel that work is being off-loaded on them?

 - Chat noted that off-loading of work is important to address in that this practice may have negative reactions that can derail a project.
 - Summative Evaluation
 - Are we on time?
 - Are we on budget?
 - How have we improved?

 - Further discussion about creating and using evaluation tools using a consultant
 - Jeff feels it is a legitimate expense.

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- Bill doesn't want to only use incoming calls or emails for measurement as these will come from a small sector. If we measure we need to hear from everyone; not just those complaining.
- Jeff - That's why we need a consultant. We need to know early about negative comments. A few EIU faculty members were suggested as possible consultants.

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- Discussed FAQ page
 - Need someone to monitor it that is receptive and responsive. They will be responsible for referring questions to the appropriate person and tracking responses.
 - Could Steering Committee members act as monitors?
 - Bill will activate one and begin monitoring it.
 - If this work requires much ongoing time commitment, someone else will need to assist.
 - Discussion about employee work duties –
 - Julia asked Chuck if they will receive lots of requests for desk audits because of the change in the way things are done. Should we address job descriptions to include technology? Should we check with how other schools are doing?
 - Jone said we may need to address in the Communication Plan to explain to employees now that the new way is comparative in job skills.
 - Chuck will check with other universities.
 - Use of Social Security Numbers and EIUIDs - Sue Harvey spoke about the use of Social Security numbers and a new EIU identification. She said because of federal guidelines and financial aid we may need to use social security numbers to some extent. She passed out a draft policy to the Steering Committee.
 - While providing services to students, as long as the student offers their social security number it is okay but as a rule, we should ask for an I.D. card number not their social security number as we do now.
 - Social security numbers will still be needed for employment, financial aid and 1098's.
 - Brenda – Admissions can ask for SSN but we can't require it on admission applications. We won't hold up an application if they don't give it.
 - Larry will check on the IRS requirement and 1098 forms.
 - Committee members were asked to email Sue if there is any feedback on the I.D. draft.
 - Other ideas – Some Banner schools give an I.D. on the first contact or inquiry with the school and it stays with them. Students are assigned email the same time as their I.D. Students are told they will be notified by email on classes. Students must pay tuition even if they say they weren't notified of classes because it's their responsibility to check their email.

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- Policy for the use of EISE funds used for overtime, stipends and other payroll methods. – Other institutions use various methods. Since our funds are limited and to avoid inconsistencies, we need guidelines. Bill recommended a subcommittee of about 4 people to define criteria/guidelines. Numerous points of view were stated and after discussion the subcommittee was formed as is Chuck Phillips, Jeff Cross, Jone Zieren and Bill Witsman.
- Planning documents - Jeff Cooley has Project Definition Plan, Configuration Management Plan and Prioritized Services Requirements List to review and then give to Blair Lord.
- Communication Plan
 - Campus wide publications – Bill met with VP Nilsen. External Relations staff will assist with two to three campus wide publications each semester. These will be distributed in similar manner as the current University Newsletter and will also be linked from the EISE web site.
 - Monthly project leader reports – After discussion, the committee decided to not require each Team Leader to produce a monthly written report. A Process Team Leader will be asked to attend each Steering Committee meetings to give a verbal update of their teams work.
 - The EISE Project Manager is responsible for producing monthly status reports that will outline the major project activities, issues, jeopardizes and risks.
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- Communication Plan was reviewed and edited one more time and approved as final.
- Organization Plan was approved as final.
- Data Standards Team work
 - Team Lead is Doug Bower
 - They continue to work on standards and have goals for completing a document.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Consider Data Standards Team recommendation for EIU to set standards for names and naming of University departments.

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC012	Review and planning	SC Members	Before next	Completed

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	documents for next meeting		meeting	
AISC014	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before next meeting	Ongoing
AISC015	Discuss with areas the needs and nature of a reporting tool	SC Members	Before next meeting	Ongoing
AISC006	Find a Project room	Bill		Still looking
AISC021	Add Cross Functional Collaboration Group and Data Standards Team to Organization Plan	Bill	ASAP	Completed
AISC024	Research software to automatically notify via email when web site is updated	Chat		
AISC025	Research method for collaborative document manipulation	Chat, Bill		
AISC027	Formulate measurement issues and methods	Jeff, Linda, Jone		
AISC029	Add to web site the SCT PM status reports and SCT consultant trip reports.	Bill	ASAP	
AISC030	Determine potential people capable of creating an measurement tool	Jeff, Jone, Linda	ASAP	Completed

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC030	Activate and begin monitoring a web site FAQ	Bill	ASAP	
AISC031	Check with other institutions about employee work duties during and after a project implementation	Chuck	ASAP	
AISC032	Define use of project funds for personnel services expenditures	Chuck, Jeff, Linda, Bill	ASAP	
AISC033	Check with IRS on use of SSN and 1098 form	Larry	ASAP	

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Attachments and/or meeting Handouts listed: