

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: September 7, 2005

Time: 9:00am-12:00 noon

Place: ITS Conference Room 3057

Attendees: Bill Witsman, , Sue Harvey, Linda Moore, Jone Zieren, Kathleen Moreno, Julia Abell
Jeff Cross, Chuck Phillips, Chat Chatterji, Brenda Major. Joy Craft was present for a
status report

Note Author: Bill Witsman

Agenda and discussion items

- Status report on HR Process Team activities by Joy Craft
 - Damen Smith of SCT provided education & consulting in July
 - Building two primary and important tables, employee class (about 30) and position class (over 300), over 200 other tables must be built
 - Task logs for several parts of HR are being reviewed and worked on
 - Performing data cleanup work on current data with ITS
 - By May 2006 they need to have data put in.
 - Working on current employee data and are going back one year from May 2006 to April 2005.
 - History of employees will be kept in the old system as long as it is active then converted so some form for reporting capabilities
 - There will be more data entry in Banner than current system which means more data available for reporting.

- Status of subcommittee work for the use of EISE funds personnel services expenditures
 - Meet twice – 1st dealt with all the possibilities of paying different types of employees
 - 2nd – discussed how we can pay, other than required OT
 - Will not use compensatory time
 - Considering a lump sum payment method for non-OT payments
 - Jeff & Jone are putting together a framework for how this can be administered
 - Consider creating a pool of extra help
 - Chuck said they talked about overtime, time and a half and stipends. They prefer a bonus at the end of a project or at a certain critical point.
 - Jone said possible solutions discussed were:
 - Reassignment of duties
 - Bring in extra help to relieve workload
 - Put together extra help specifically for Banner (possibly former employees)

 - Jeff's subcommittee report:
 - Reallocation/reassignment by unit managers
 - Project buyout portion of salary of employee

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- Temporary additional help - project pool
- Additional assignments
- Hourly - overtime as required
- Salaried
 - Stipend - specified duty - time
 - bonus pre-determined milestone def. project - recommended by team leader
- Concerns:
 - inequities or perceived inequities
 - team leaders would have additional duty to decide who gets what
- Outstanding action items were reviewed and updated
 - Jeff Cooley has made minor modifications to the Project Definition Document
 - These will be passed to Blair Lord and then back to the Steering Committee
 - Project Room
 - Chat and Linda said they had a potential room
 - Bill will check these out to see if they are potentials
- Banner Priority – University Mission
 - Concerns have been expressed that the University needs a refocusing of the normal mission and EISE project
 - There may be a lack of university focus on the project
 - This may be related to payment of personnel services money and flex hours of staff
 - The steering committee will consider a recommendation to the Exec Committee on this matter. This will be worked at the next meeting.
- Reporting Standards Team
 - A few members have yet to be assigned
- Survey of University employees by EISE project personnel – same status
- Campus Communication
 - Web site changes, a-z, document postings, FAQ
 - EISE newsletter production in progress
 - Team status reports – Steering Committee members would like to know when these are posted. Bill will arrange for this to happen.
- SCT visit
 - Neil Plaistow, Scott Winkler, Tony Weiss – will be here Sept 13th.
 - Items for Neil Plaistow or others was briefly discussed

Summit 2006 conference – registration starts in October and Bill will begin planning for this

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Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
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	Completed
AISC006	Find a Project room	Bill		Still looking
AISC024	Research software to automatically notify via email when web site is updated	Chat		Ongoing
AISC025	Research method for collaborative document manipulation	Chat, Bill		Ongoing
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	Activate and begin monitoring a web site FAQ	Bill	ASAP	In progress
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, Jone, Bill	ASAP	In progress – first met with Labor relations Aug 24
AISC033	Check with IRS on use of SSN and 1098 form	Larry	ASAP	
AISC034	Develop standard survey format	Linda Moore	ASAP	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC035	Arrange for Steering Committee to know when	Bill	ASAP	

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	Team notes are posted to web site			
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Attachments and/or meeting Handouts listed: