

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: October 19, 2005

Time: 9:00am-11:00 noon

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Chuck Phillips, Brenda Major, Julia Abell, Kathleen Moreno, Chat Chatterji, and Linda Moore. Not present Jone Zieren and Larry Cannon

Note Author: Bill Witsman

Agenda and discussion items

- Project status items
 - Education/consulting schedule work – many sessions for Finance and HR
 - Data Standards – nearing completion of full draft document
 - Reporting Standards Team will be starting up soon
- Exec Committee
 - Personal services expenditure policy –
 - Exec Committee made a few minor changes but approved the overall concept and document. The only significant change they requested was under 4. B. Since the VP's approved the Team Leaders they would be the ones to make final decisions on dismissals if there are problems.
 - Steering Committee decided on a fixed amount for stipends.
 - Bill we get editing changes from Jeff Cooley, modify the document and distribute for approval at next meeting.
 - Bill will talk to team leaders and ask them to start formulating their plans.
 - Budget – VP's approved and will support the overall project budget for this FY
 - Evaluation Plan – VP's did not want to pursue a campus wide survey approach at this time but would rather focus on the accomplishment of project deliverables.
- Project Definition Document – Revisions from VP Cooley and VP Lord were distributed. Members should review and be ready for approve at the next meeting.
- Conference attendance – Bill will meet with the Team Leaders individually and ask them about their attendance plans for team members. Team Leaders will need flexibility on who goes to Summit and regional conferences.
- Cross Functional Collaboration Group membership - Bill will change the Organization Plan to reflect the current membership makeup.
- Outstanding action items

Decisions Made

Decisions for referral

Tabled/Future discussion Items

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Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
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		Completed
AISC030	Activate and begin monitoring a web site FAQ	Bill	ASAP	Completed
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	Completed
AISC033	Check with IRS on use of SSN and 1098 form	Larry	ASAP	
AISC034	Develop standard survey format	Linda Moore	ASAP	
AISC036	Start up Reporting Standards Team	Bill	ASAP	Completed

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC037	Review Project Definition Document and be ready for approval at next meeting	Committee members	Nov 2, 2005	
AISC038	Modify Organization Plan to include discussed change in Cross Functional Collaboration Group IT members	Bill	Nov 2, 2005	
AISC039	Ask Team Leaders to develop plans for personal services usage	Bill	ASAP	
AISC040	Ask Team Leaders to solidify conference attendance plans	Bill	ASAP	

Attachments and/or meeting Handouts listed: