

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: December 7, 2005

Time: 9:00am-11:00 noon

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Jone Zieren, Brenda Major, Julia Abell, Chat Chatterji, Linda Moore and Larry Cannon. Also present was Doug Bower. Chuck Phillips and Kathleen Moreno were absent.

Note Author: Bill Witsman

Agenda and discussion items

- Doug Bower with a report on the work of the Data Standards Team –
 - Gave update on work of team. They are close to a final draft on the Data Standards. The small group will make the final edits by the first part of January. It will be presented the second week of January.
 - Need to determine how changes will be made and how changes are structured.
 - Special thank you to Amy Edwards, Kim Harris and Tracy Hall for their work on the document.
 - Question from SC. Any big issues that may need IGP? Possibilities are:
 - Veterans and their info
 - Faculty and staff
 - Legal name change
 - Question from SC. Who maintains address for students? Nothing on this issue relates to IGP. This will be determined by future consultation.
 - Question from SC. What e-mail address and what use will be maintained?
 - Will have multiple e-mails with EIU as the main one.
- Personal services expenditures
 - There was discussion about plans but none were up for approval
- Training plans for the campus
 - Sandy Bowman talked to Team Leaders. Team Leaders will need to train most of campus. Sandy will help but can't know all the modules. She will "Train the Trainers" but she hasn't been trained on the individual Banner modules.
 - A better description of how training will be accomplished is needed.
 - Bill has asked Training Team for a framework (Training Plan) of how training will be accomplished.
- Finance Process Team is visiting Ferris State
- Status of project items and activities
 - DARWin/CAS – Decision is yet to be made as to whether we will use DARwin.
 - Reporting Standards Team – There was much discussion about reporting at EIU.

**EISE Project Meeting Notes
Eastern Illinois University**

- Various thoughts were expressed about how EIU should determine what software will be used for reporting.
- We will begin the groundwork for developing an RFP for report tool selection. A rudimentary list of potential people who could work on the RFP was discussed; Dave Horsman, Ken Gerhardt, Kathy Reed, Bill Witsman. Others are needed.
- Area reporting needs should be sent to Julia or Jone as they will take these to the Reporting Standards Team.
- Conference attendance – Registration is pending decision as to how many can attend.

- Use of accrued and sick leave time during periods of active project work -Concern was raised about the use of sick and accrued leave during critical times. Linda Moore agreed to author a draft of the concerns/resolution of this issue. If the Steering Committee can adequately discuss this item it could be brought to the Executive Committee December 15.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

- Not discussed was the draft survey instrument.

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
AISC031	Check with other institutions about employee work duties during and after a project implementation	Chuck	ASAP	
AISC033	Check with IRS on use of SSN and 1098 form	Larry	ASAP	
AISC034	Develop standard survey format	Linda Moore	ASAP	
AISC039	Ask Team Leaders to develop plans for personal services usage	Bill	ASAP	Completed

**EISE Project Meeting Notes
Eastern Illinois University**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC040	Ask Team Leaders to solidify conference attendance plans	Bill	ASAP	Completed

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

Draft survey instrument email from Linda Moore