

**EISE Project Meeting Notes**  
**Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: December 21, 2005

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

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

Note Author: Bill Witsman

**Agenda and discussion items**

- Personal services expenditure plan approval
  - Student and Financial Aid plans are not ready for final approval
  - Some discussion was held about the HR plan. Finance and H.R. expenditures are based on accomplishments. If people are absent for vacation or sick leave and miss important meetings, it will be taken into consideration.
  - Motion was made and approved unanimously to accept H.R. compensation plan.
  - Team Leader stipends have started for three Team Leaders as specified in the overall policy plan.
  - Discussion was held on how the actual authorization of pay will be made. Details for this will be worked out soon.
  
- Reporting tools
  - Research and feedback from other schools has shown no consistent reporting tool or method of selection.
  - There is no major and single thought at EIU about how to accomplish selection at this time.
  - Executive Committee feels that EIU is not ready for a detailed RFP selection process at this time. We should use the existing tools, for which there is technical and training support, unless the Steering Committee can show compelling reasons for doing otherwise.
  - Per Larry, the Business Office is looking at a product for check writing.
  - Larry feels we should have Gartner Group assist with tool selection.
  - ITS will work with Dave Horsman and provide assistance for report writing
  - Bill will send a white paper titled “Implementing Business Intelligence Standards and Competency Centers”
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- Status of project items and activities
  - DARWin/CAS
    - Sue has recommended that use DARwin for graduation clearance and degree audit rather than Banner
  - Reporting Standards Team
  - Conference attendance –

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- 23 people have been approved to attend
- This will probably be the largest group to attend due to project needs
- EISE budget is paying for 18 of these
  
- Survey instrument – a brief but non conclusive discussion was held
  
- Use of accrued and sick leave time during periods of active project work
  - The current policies should be researched
  - The question was raised as to whether the University or employee decide on overtime or compensatory time. Kathleen will investigate Fair Labor Standards and Payout.
  
- January 4 meeting
  - Bill will be out of the country
  - As many as possible will meet to discuss surveys and the leave issues.

**Decisions Made**

**Decisions for referral**

**Tabled/Future discussion Items**

**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	Completed

**New Action Items**

Item	Item Description	Owner	Target	Status
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Identifier			Completion Date	

**Attachments and/or meeting Handouts listed:**