

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

Team/Group: EISE Steering Committee

Date: January 18, 2006

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

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

Note Author: Ellen Coultas & Bill Witsman

**Agenda and discussion items**

Discussed the timeline and if Finance is behind schedule. Would like Larry and possibly Joy to give an update at the next meeting.

**Mike Delaney and Scott Winkler joined the meeting via conference call.** Concerns were expressed to them;

- Late arrival of session agendas, consultant not being given advance notice of the meeting with EIU and the resulting lack of preparation,
- Lack of continuity of services and consultants
- Dissatisfaction with a current inexperienced consultant
  - Bill will talk to Larry about termination final disposition of this issue

We want feedback from SCT on whether we are on track with module implementation activities. Mike Delaney said consultants will discuss timelines when they are here.

Sue needs the agenda for her session that starts in 1 1/2 weeks.

Scott suggested an exit conference call with the Team Leads and Bill and the consultant before the consultant leaves campus.

**Student and DARwin process team update:** Today the Student Process Team will discuss splitting different modules and building tables. Mary Herrington-Perry will join the Student Process Team along with others on campus. They have 27 people involved and only 20 computers available at 9th Street Hall for January 27. Sue will talk to Sandy Bowman about using Triad or another lab. The timeline for Student and DARwin project is December 2006.

There are concerns that HR and Student modules have separate - not shared data elements. Scott will check on this. Who owns data and who enters it? Only one should be able to enter data.

Sue says the Data Custodians will meet Friday to identify tables and see who will enter data. Members are Jone, Sue, Linda Coffey, Joy Craft, Steve Rich and Cathy Ashmore. Housing currently maintains student addresses. Discussion on when Housing should be involved in this matter was discussed.

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**Changes in Process Team members:** Donna Noffke has replaced Jan Hinkle on the HR Team. Concerns about not having a payroll person on the team were discussed.

**Celebration/appreciation activities:** Bill stated that many team members have been working for a year or more. Discussion on what can be done to show appreciation. The EISE Exec committee is wanting to help with this. Scott said to let him know before doing something and they will see what they can contribute.

**Personal service expenditures:** Larry Cannon will have someone help with reconciliations. Bill is in the process of hiring a half time extra help person from his budget. At this time the person will be housed in HR.

**Use of accrued and sick leave time during periods of active project work:** Linda Moore will send out draft 2 to all Steering Committee Members. It should be discussed at the next meeting. (May add to our Communication Plan.)

**Reporting Standards Team survey:** Julia passed out a draft questionnaire and it was discussed. The questionnaire may get better results if you ask demographic questions such as "are you a dean, director etc. (list titles) and ask for department name. Ask "how familiar are you with EISE/Banner project?" The Steering Committee does not have to approve this document but any comments should be sent to Jone or Julia as soon as possible. It will be distributed soon.

Crystal will be the report writing tool supported by the University. Other tools can be used but will have to be funded by that department. Scott said Crystal is supported through ODS and is one of the more popular ones. Bill will talk to Joy and IT on the use and implementation of ODS here. Bill will try to resend Business Intelligence document to committee members.

**Communication Plan:** Jone - need to implement our Communication Plan. Jeff - may need more guidance on the web site. Julia has volunteered to help with write ups. Julie Benedict is doing Fiscal Agent training January 26 that includes Banner. Bill will get more info for the Steering Committee.

**Status of project items and activities:** The Committee would like another meeting Friday at 8 a.m. with Julie or Sandy on upcoming training and an update from Larry.

Conference attendees have been registered and flight arrangements made.

Bill will meet with Jeff Cooley, Joy and Linda Holloway on pay cycles. Julia asked if Banner can meet needs, why continue with Kronos? Scott stated that many Banner customers use Kronos even though Kronos appears to no longer be a partner with them. He will see who still uses Kronos.

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**Other:** Chat asked why Banner is only Internet Explorer compatible. Internet Explorer is banned in some places for security reasons. Can we do Netscape and Safari or Fire Fox? Scott will check and find a contact and what their intentions are for support?

**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	

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

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