

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: March 15 , 2006

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jeff Cross, Jone Zieren, Chuck Phillips, Brenda Major, Julia Abell, Chat Chatterji, and Larry Cannon.

Note Author: Ellen Coultas

Agenda and discussion items

- Bill introduced Emily Sibley to the Steering Committee. She is helping Bill and working in the HR Office.
- SCT name has changed to SunGard Higher Education
- Advancement Process Team compensation plan was discussed. Team Leads can use the money at their own discretion based on benchmarks.
- Student Process Team compensation plan was approved by the Steering Committee.
- The Steering Committee acknowledged receipt of the Data Standards document. It is available for use and was accepted as a data entry standards document. A committee of approximately 6 people involved in data entry will be appointed by the Steering Committee to continue its review. It was suggested that contents of the document should be part of a training module. The Committee should submit names from the areas to Bill.
- Budget support for Finance and HR - There has been little support from the Budget Office for the Finance Team. Personnel changes in the Budget Office may result in less support. Overall the Finance Team is on schedule and the consultant told Larry that they have more components implemented than most universities.
- Janice Hunt will be contacting some project personnel for information for the newsletter.
- Pay cycles were discussed.
- Summer hours - Team Leads will need to work with supervisors to work out flex schedules.
- Options for communicating were suggested.

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Decisions Made

Decisions for referral

Tabled/Future discussion Items

- Use of accrued and sick leave time during periods of active project work were tabled for later discussion.

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	
AISC041	Identify Banner and other product interface needs	Bill	ASAP	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: