

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

Team/Group: EISE Steering Committee

Date: March 29, 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 and Kathleen Moreno.

Note Author: Ellen Coultas

**Agenda and discussion items**

- Reporting Tools - As decided earlier, Crystal will be supported by ITS. Argos is being considered for purchased as an additional reporting tool at a cost under \$40,000. The Finance Department wants to use and it may be a viable option for other departments. Reporting tools will be one of the topics that will be checked out at next week's Summit conference.
  - Chat suggested each department might want to have a Crystal specialist.
  - Dave Pollard may do a training workshop on Crystal for the Business Office in mid April.
- Form Fusion is a possible campus-wide solution for preprinted forms. It can handle large and small volumes, centrally and distributed to individual offices.
- KRONOS wants \$30,000 to \$40,000 more for interfacing with Banner. Bill and others are checking to see if Banner can do everything we need without KRONOS.
- Data Standards Team: Bill will check with Larry to see who from Finance will serve on the committee. Bill will also check with Chuck about the HR designee. (Joy suggested Nina). Chat will designate someone from ITS. Others names received: Jone Zieren, Sue Harvey, Jerilyn Hutson and Amy Edwards.
- Data Standards Document change: Suffixes to be used when entering names - Only generational indicators such as Jr, Sr, II, or III should be used. They should be entered in the "suffix" field; not as part of the last name.
- Pay cycles - Students will change to bi-weekly and everyone else will remain the same at this time.
- Jone said Dave Bailey is developing an interface for imaging.
- Chat will ask Tom McMullen to come to the 4/19 Meeting to demo the web discussion group capabilities.
- Discussed having a standard public statement about the project for public communications such as the weekly campus newsletter. There were no volunteers for producing this. Bill will try to do it while at conference. Jeff Cross volunteered to look at it before it goes in the Newsletter.

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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 was 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:**