

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: May 03, 2006

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Sue Harvey, Chat Chatterji, Chuck Phillips, Jeff Cross, Jone Zieren. Guests Linda Holloway and Joy Craft

Note Author: Ellen Coultas

Agenda and discussion items

- Time and attendance, Banner and/or KRONOS – Linda Holloway and Joy Craft made a presentation to the Steering Committee on time and attendance. Banner now has some capabilities that we originally needed from KRONOS. They made a recommendation that we automate time entry with Banner and not KRONOS. The Steering Committee agrees and supports their recommendation.
- Accrued leave accumulation percentage change recommendations were presented by Linda Holloway and Joy Craft. Changes are needed due to Banner capability to use only two decimal points for determining earned leave. The Steering Committee approves the recommended changes.
- ITS Personal Services expenditure:
 - Usage this FY - Bill said earlier predictions for this fiscal year were \$162,260 but his best guess now is that we'll spend \$60,000 less than that. We'll take another look in June and Bill will ask for a decision on what we will do with the remaining funds at that time.
 - ITS recommendation - Chat presented their compensation plan. The Steering Committee supports this plan.
- Web discussion forum is not being used. Bill will check with Tom Macmullen on this. Will he activate email notification? Can it link up with University instant message system?
- Reporting Tools
 - EIU's next steps - We will purchase Argos and Form Fusion. They will be supported by ITS. We have purchased licenses for Crystal. Crystal training is being done by Dave Pollard. Bill noted that folks who are familiar with Microsoft Access will find many similarities with Argos.
- Finance – Purchasing Training - Jeff Cross requested the Steering Committee be given a draft right away of what will be published on Finance Training.
- Training - We are waiting on the portable classroom computer cart to get here. The delivery is significantly overdue. Bill wants all computers configured the same.

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- Campus communications - The campus wants to know when they will be involved in the Banner project. Information will be in the newsletter.
- The new Data Standards Team will meet Monday, May 8 with Bill to set new goals and proceed with needed document changes.
- Reporting Standards Document - there is a draft on the web for the Steering Committee to review. One of their next critical and difficult jobs is to decide on what official and what unofficial reports are.
- Admissions application and prospect management is a high priority right now. Contracts must be processed to determine how the CollegeNet to Banner interfaces will be built.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

- Use of accrued and sick leave time during periods of active project work

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC024	Research software to automatically notify via email when web site is updated	Chat		Ongoing
AISC041	Identify Banner and other product interface needs	Bill		Ongoing

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: