

Team/Group: EISE Steering Committee

Date: May 17, 2006

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Jone Zieren, Chat Chatterji, Larry Cannon and Linda Moore.

Note Author: Ellen Coultas

Agenda and discussion items

Personal Services policy - There was no consensus on the personal services policy discussion.

Banner Self Service demo - Vicki Phillips provided a Banner Self Service demonstration for the Steering Committee. We will continue to use the acronym PAWS and pages will have an "EIU look" with tabs for self service modules.

Mike Delaney and Scott Winkler joined the meeting via phone at 10:00 a.m.

Campus communications - The May 16 newsletter contained a notice of upcoming Banner training and an informational article with a link to the EISE website.

Finance - Purchasing Training - Training sessions are filling up. The library is a great location for training. It was noted that the library and CATS lab are linked so training can be linked to both locations. The training cart was received damaged and a new one has been ordered.

Project funds for campus training - Estimate for training funds is \$11,000 to \$12,000 per year for this fiscal year and the next two fiscal years. The Steering Committee recommends funds be set aside for training purposes. Training options were discussed. Currently binders are being distributed to those in training sessions. The Steering Committee discussed paperless training that can be accessed on-line that would make it possible to update information.

Exec Committee recommendation on time and attendance system - The Steering Committee recommendation regarding the time and attendance system will be given to the Executive Committee at their next meeting on May 18.

Web discussion forum - No changes have been made. Chat will follow-up.

Use of accrued and sick leave time during periods of active project work - Linda Moore will send draft #3 to everyone on the Steering Committee.

The next scheduled Steering Committee Meeting is Wednesday, June 7, 2006, 9:00 a.m. to 11:00 a.m. in the ITS Conference Room 3057.

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	ASAP	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status