

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: January 17, 2007

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Chuck Phillips, Larry Cannon, Brenda Major, Julia Abell, Chat Chatterji, Linda Moore, Mike Delaney and Scott Winkler

Note Author: Ellen Coultas

Discussion items

- Mike Delaney and Scott Winkler of SunGard were on campus and attended this meeting.
- Status of HR & Payroll - Time entry should be up no later than July 2007. Documents, Reporting, Training and Security are issues that H.R. is still working on. Positive time rosters need some adjustments.
- Status of Student & Degree Audit - The second mini-mock went okay for Admissions in the Student module. One hundred fifty have been invited to participate in the "monster mock" on January 29, 2007.
- New Banner web site - Changes have been made to from the EISE project website to a Banner website for general campus use. There are links to the new wage and benefits from this site. A question was raised about the browser requirements listed on the website. SunGard will test the most recent browsers and let us know if there are incompatibility issues.
- Review of revised Training Plan - The review was postponed so Steering Committee members could have more time to read the plan. The committee agreed approval of the Data Standards is the first priority, the Reporting Standards is the second priority and the Training Plan is the third priority. The Committee would like to have the chairs from the Data Standards and the Reporting Standards Committees come to the next meeting.
- Argos Training - The Argos trainer (Rob) was great. The web based training is good and should be done before attending on-campus training.
- Requests have been made to Mike Delaney to schedule ODS consulting for other modules.
- New Institutional Studies position status - Ads for the new position are out. Search Committee members are Joy Craft, Sue Harvey, Larry Cannon, Jone Zieren, Kathy Reed and Jerilyn Hutson.
- We are also searching for a replacement for Dave Horsman who will be retiring. This is a Civil Service, Administrative II position that we would like to hire in March. Dave will be here part time through May.

The next scheduled meeting is Wednesday, February 7, 2007.

**EISE Project Meeting Notes
Eastern Illinois University**

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List, Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC044	Review draft Training Plan for discussion	Members	Oct 18	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: none