

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: December 14, 2005

Time: 3:00pm

Place: Oakland Room – MLK University Union

Attendees: Kathy Bower, Linda Coffey, Sue Harvey, Brenda Major, Vicky Phillips, Thom Strohecker, Nackil Sung, Bonnie Wilson

Note Author: Jennifer Porter

Agenda and discussion items

Banner System Availability

Sue gave everyone a handout that gave a brief outline on the availability of the Banner system. The system should be available 24 hours a day. Noon to midnight each day is reserved for functional users. ITS staff reserve the right to use the systems from midnight to noon each day. Staff should be aware that the system could be shut down without warning during the ITS reserved time, with the exception of SCT conducted training sessions.

Banner Help Desk

Dave Pollard is in charge of the Banner help desk. He can be reached at 581-6959. At this point, the only questions he is able to answer are in regard to system availability.

Update on STV tables

The Records office has been building STV tables for Banner. They have completed the following; Address, Citizenship, Visa, Telephone, County, and State. The county codes will eventually be replaced with USPS county codes. The State codes have already been verified.

Discussion of building abbreviations and STVBLDG

A four-page listing of building codes for both on and off campus was presented. The on campus buildings are mostly done with the exception of some of the residence halls and buildings that are not used to hold classes. Sue asked that we look the list over and come up with suggestions for the rest of the list by the next meeting.

Meeting of 12-21-2005

Next weeks meeting will be held in the Booth Library Conference Room.

Decisions Made

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Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

Banner System Availability Document
Listing of Buildings and Current Abbreviations