

DIRT Meeting Wednesday, August 15, 2007 2:00 – 3:00 pm, WES206 Meeting Minutes

Present: Sara Dew, Carla Erlewine, Bruce Gilchrist, Denise Grinnell, Kim Graboskey, Sherry Standen, Adam Wetherell

Absent: Lisa Bessemer, Dave Steffens

Who	What	Status
Bruce	Create an Admissions Person rule in SAND and test it out with the EMT import	Rule is in GOLD. It is no longer matching on null addresses. It is matching on the full first and last name (middle name is optional).
Denise	Look at the synonym table and add entries as necessary. Lisa asked that GORNPNM be updated for common Corporate nicknames or abbreviations.	
Bruce	Talk to Craig about any Student issues with deleting SPRIDEN-only records. Requested Dave write and run a script (in SAND) of how many records have only one or more of the following records: SPRIDEN, SPBPER, SPRTELT, SPRADDR. This committee will then review those results and if we determine that (a) there are enough to warrant further work, and (b) that we are sure records with only these tables attached can safely be deleted, we will forward the recommendation to the FACT.	Topic is tabled until we are ready to get rid of the alternate ID. Dave has attempted writing and running a script and has not been able to get this to work yet (infinite looping....)
Lisa	Lisa B has noticed that Investments & Grants is adding IDs with no addresses. She will talk with Karen T.	
Lisa	Work in SAND on rules that use wild cards in an effort to reduce duplicate vendors for reimbursements	Wild cards are <u>not</u> working at all in SAND. Lisa will continue to work on this.
Sara	Revisit the ISIR load import "No suspends" decision.	Discussion between Sara and Bruce at the meeting. Bruce is ok with the current procedure as described. Latest report (Jun 19 – Aug 14) shows 18 duplicates. That's an average of 9 per month. The committee agreed that we are doing very well. Charlotte cleaned up 51 duplicate records in the month of June, so we are clearly keeping ahead of the duplicates being created.
Dave	Run duplicates report on a monthly basis and send to Denise.	
Bruce/ Sherry	Talk to Jo and review the process for reviewing suspends. What should a user do when they see duplicate SSNs?	Sherry reported that there is a new procedure in place requiring the user (Sherry, Charlotte, etc.) to contact BOTH people and requesting a copy of their SS card to correct the data.
Denise/ Sherry	Denise create a list of duplicate SSN and put on the share drive. Sherry determine who will do the verification of SSN and cleanup.	Sherry still needs access to this share drive. Others need update access to the share drive.
Sherry	Make sure that off-campus entry persons do not have ID creation access.	This is on the honor system. They need update permissions to do their job and therefore have add permissions as well. If this becomes a problem, we will start auditing them. But not yet.
Sherry	Determine who all needs to receive the new ID creation instructions; disseminate appropriately.	Completed

Additional Notes:

- Carla should come to the next meeting in Sara's place
- Committee recommended only meeting every-other-month since there are no major issues.
- Committee members requested that the "Duplicates by User" report be updated so they can monitor if any of their department's employees are creating duplicates and work with these individuals. Denise will update this list with the most recent report.
- Bruce commented that the QAS (Address Verification software) will assist in the Common Matching process improving.

Submitted by Denise Grinnell