North Carolina
Community College System (NCCCS)
Conversion Team Meeting Minutes Form

Meeting Title/Subject: Conversions Teleconference 4/30/01

Required Attendees:

David Dublin	Thomas Mantooth
John Yi	Tamara Joseph
Amrita Patel	Harold Walker
Charles Cox	Linda Gulledge
Sandie Kirkland	Ricky Brown
Linne Shields	Trish Yue
Rick Bundy	

Optional Attendees:

Martin Richardson (ACS)	Veena Patel (CPCC)
Danny Gilchrist (SO)	Rhonda Foust (Pitt)

Meeting Date: 4/30/01

Meeting Start Time: 3 pm

Meeting End Time: 5:17 pm

Location: ACS-RTP Conference Room B (Teleconference Host Site)

Total Number of Action Items Resulting from Meeting: 4

Total Number of Issue Items Resulting from Meeting: 1

Summary
The revised demographic spreadsheet was discussed in detail and most concerns were resolved. Action Items (AIs) resulted from this discussion are listed in the AI section of these minutes.
The AP interface needs to be discussed in more detail and there are some clarifications needed regarding the AR.CODES, which should be addressed as soon as possible. Action Items (AIs) resulted from this discussion are listed in the AI section of these minutes. Another teleconference will be planned in the next 5-7 days to clarify the ARI spreadsheet presented during the meeting.
Team agreed that we will be importing the refunds as credit AR invoices, and using the standard Colleague processes (RFVR/RFVC) to create the vouchers for the credit balances.

Team Action Items * For Build Team items, identify the specific team involved *(see Legend on signature page/last page of this document).*	Owner: **ACS/Datatel** **College Team** **Project Office**	Commit Date
Get list of 3 character (or 7 character ???) county codes. [**The CORE Build Team has created county codes for the state's 100 counties. We will use those. They are in a doc on the project website.**]	David (Done 5/2/01)	5/7/01
Occupation needs a translate table, however, there are currently no occupation codes. Someone must be identified to produce these codes	David, (Core & Student Teams?)	5/7/01
Send another document of codes for translate tables /add info to comment column with phone types	David D.	5/7/01
AR.CODES needs to be discussed in greater detail; this is an urgent matter that needs immediate resolution.	Thomas (addressed 5/2/01 as Issue)	5/14/01

Issue Items (for Escalation to Management) *Issue Items to be escalated to management, i.e., you want management to make a decision.* • **For Build Team items, identify the specific team involved** *(see Legend on signature page/last page of this document).* • **For requested changes in functionality state if the requested change is required for business or if the requested change is not required.**	Owner: **ACS/Datatel** *** Build Team** **Project Office**	Escalation Date
Example: The required action necessary by <Owner> to resolve this issue is _____. If this issue is not resolved by <escalation date>, then it will impact the project by causing _____.	Build Team: CEW/FCW	xx/xx/xx
A decisions needs to be made (SITW//AR/CRW, FBT, FST, bursar representative??) within the next 2 weeks, on AR codes. AR codes that we need to process refunds with the AP Interface need to be included in the template ASAP.	Data Conversion Team	5/2/01

Meeting Notes

0 or N in the source length (src/len) column of a mapping spreadsheet indicates that field should not be included in the flat file created by the colleges.
There can be as many Address lines as necessary, with lines delimited by a question mark ("?"). Each line will be truncated to 30 characters (if needed) and field maximum is 90 characters.
Zip Code will be converted and formatted, only numeric characters will be used from the flat file, any other character will be stripped out. The result must be either 5 or 9 digits, else record is rejected.
For local (7 digit) phone numbers, it was asked whether Datatel/ACS would automatically fill in the area code (based on each colleges area code), but decision was made to always send 10 digits.
A document detailing the various Phone types will be created or putting the valid types listed in comment column, to aid in populating the translate tables.
There are only 6 ethnic codes currently; more will be needed as NC has determined to add various combined ethnic codes. Current system only supports existing 6, so this will not affect conversion.
It was asked if Driver License was to be a multi-valued field, with associated date fields. This question was left open, but the general consensus was that it was not needed to be multi valued.
It was agreed that their e-mail addresses would not be multi-valued.
The fields on the spreadsheet that are shaded are fields that some clients indicated they had multiple occurrences for, and if that is the case, then those fields may need to be broken out into their own mapping file.
Discussion began on the ARI mapping spreadsheet. The major focus was getting CPCC and the SO/IIPS schools need to send the fields they will use with maximum field lengths for each.
AR.TYPE is not AR.CODE, and does not need to be sent. Only one AR type will be used for all records coming in
Term needs a valid Colleague code. The colleges indicated they would send this in the proper Colleague format.
INV.TYPE may not be needed for the conversion, as AR.CODE would be used instead. So does this even have to be sent?
IIPS schools need some data back to AR when AP generates checks. Only IIPS is currently doing this.

Recorder Name/Signature and Date:

Amrita Patel   5/1/01

Facilitator Name/Signature and Date:

David Dublin   5/2/01