Enrollment Management Implementation Team
Meeting Minutes
February 14, 2007

Attendees: Ted Malone, Mike Earnest, James Milburn, Chris Young, Gregg Christopher, Patty Itchoak, Peggy Byers, Alicia Wyse, Tamara Hornbuckle, Libby Eddy, Russ O’Hare, Barbara Burnett, Janet Johnson, Diane Meador, Mike Linneman, Rodney Thompson, Barbara Hegel, Brigitte Mayes, Tim Stickel, Cheryl Conner

Agenda:

1. MAU Updates:
UAA – Kodiak’s login problems – Patty starts training Kodiak staff on Feb 26 – UPDATE – after meeting Kodiak can login to OnBase; Team expected to see all documents in file only seeing docs set as required – will have to talk to transfer team to see about changing that option.
UAF – Libby – discovering little quirks processing mail – need route to NOB TR complete; Rodney – goal is for everyone to be up and running in May on OnBase, Change of address forms are being scanned; Tim – reg add/drop registration forms are being scanned, TVC will be starting next week (Reg Forms)
UAS – UAS group issue: Brian and Stacey – Diane – Issues with security profiles – Bev and Alicia have been working on them, have not progressed through all life cycles yet; FA – working out installation issues uap and running in the next week or so.

2. Task Requests:
AD Letter of Denial (Mike/Libby)
AD Miscellaneous (Mike/Libby)

Task requests completed –
AD Test Score Miscellaneous – created, sent to EAS for workflow
Keyword dialog box has been removed – if any one needs to see the campus that was the receiving campus you can right click on the docs and look at the receiving campus keyword

Question from UAF: what is the status of the task request to add the “route to NOB” ad hoc to the error queues? – EAS still waiting for security privileges to be given.

3. Other Items:
A. EAS needs system configuration in order to do Workflow; currently have access in TEST; need to move to PREP and PROD. No Workflow adjustments can be done until their access is granted.
B. Status of UAA’s Laserfiche conversion – Patty – currently working on the laser fiche conversion and it is going well. All of the Spring 07 and forward apps are in OnBase
C. Mac Comp Client – Nancy is meeting with the Dean of graduate school approx 1/3 of that dept use Macs. Training will be scheduled through thin client

Russ – Hyland indicated that their MAC client is still in Beta and only supports doc retrieval and no workflow or scan options are available at this time.

Outages:
None that we know of (fingers crossed)

Minutes provided by Alicia Wyse.