Enrollment Management Implementation Team
OnBase Audio
10:30 AM

AUDIO INFO
Toll-free number: 800-893-8850
Participant PIN: 6384637

Attendees:

SW: Alicia Wyse, Mike Earnest, Gregg Christopher, Mike Leinneman, Chris Young, Janet Johnson, Russ O'Hare, James Milburn, Dan Kloepher, Ricky King
UAA: Patty Itchoak, Ted Malone
UAF: Rodney Thompson, Brigitte Mayes, Cheryl Connor, Tim Stickel, Tamara Hornbuckle, Lael Croteau, Anne-Marie
UAS: Barbara Hegel, Diane Meador, Barbara Burnett

Agenda:

1. MAU Updates:
   UAA – status quo
   UAF – rural campuses starting up Kuskokwim is ready to go but needs additional training – Bristol Bay waiting until Mike visits in April.
   UAS – working on cross training in admin and records – discussion on the ability to route doc from 1 life cycle to another once it is in workflow –
   UAF is interested in having the same access
   Mike – it is possible but not recommended to build in to workflow, will by pass the whole idea of having workflow everything would be manual rather than automatically flowing using the built in logic
   Greg – short answer consultants built system that way – will look at the options that could be available to us.
   Diane - Would like the ability to route to another area if someone else needs to look at it Admissions and records also working with FA –
   Barbara B planning to go to Anchorage a day early to learn how to index correctly

   SW –

2. Task Requests:
   1. TR 23 - ADRR Error – medium priority comp 5/1/07 UAF – UAS sounds good keyword affected is receiving campus not checked on TR – looks good to UAA
   2. TR 24 - Reindex: Move “ProcessingStatus” kw up higher – moving up position of keywords in the key word list in OnBase make 9th item down. Approved by UAA, UAF, and UAS
   3. Task requests completed –
   4. AD and RO SOC Agreement – UAA tested now need to have approval from UAS and UAF
   5. “Route to NOB” Ad Hoc needs to be tested and approved by UAF – Mike will work with Lael Thursday
3. Other Items:
   1. From Russ/Ricky have a question reference “Cache” servers and the storage of documents, document retention. UA needs an estimate of annual number of pages. If UA is to continue to make available storage on the cache (storage) servers, we need to have a better estimate of the number of pages per document/file to get the right amount of space on the servers. How many pages comprise a student record?
      - Brings up retention – not keeping things we do not need one example (Mike) – letters of recommendation once a student is admitted we should remove letters of recommendation – look for a statewide policy on this type of scenario –
      - What is the cost for more storage – (Ricky) depends on how much we think UA will need – what we originally purchased was estimated to meet UA’s needs for the first 5 years. This was based on average record size of five pages and retained for 5 years. If we anticipate, the current level of use will continue UA will have to double or triple the amount of storage for the next 5 years at a cost of about $100,000.
      - Cache/storage servers also will need to be increased to hold 2 years of data.
      - The original estimated number of files per year for enrollment management was 225,000 files per year; we have already hit 315 thousand files in the first 6 months of use. We are ahead of what would be projected for an entire year.

2. From Alicia: See Hyland Technical Bulletin: Is anyone indexing using web (thin) client? If so, this could lead to possible corruption of files. Discuss when to upgrade.
   - Will have to coordinated with the database folks due to major system upgrade
   - After graduation would be best on the user side of things

3. Russ will ask Hyland again about a Mac version – we only need to retrieve documents. How many people use Macs that need to get to OnBase? – about 20% of the academic side of UAF community use Macs.

4. Additional agenda items:
   1. ADR review queue – a person has app for UAA UAF UAS - UAS process and admits them all 3 move in to queue – create filter by receiving campus and only move after each admissions office approve it separately – review minutes from Monday’s admissions audio.

   2. Workflow TR for Financial Aid – Tamara’s TR – logic everything was going in to workflow that were already processes. Tamara – Has the task started? – Gregg No – No Idea when it will be started – 2 TRs are ready for Testing until they are tested nothing else can be created

   3. Route to nob needs to be approved and migrated to prod before any other TR’s can be started – Patty can not get documents in to graduation to test route to nob Brian Doyal was able to test
      - Waiting on approval from UAF admissions and Registrar to move to prod – will test by the end of the week
      - Added additional fields to route to nob (middle name and dob) copying adhoc to additional queues

   4. Dan can a customer access thin client through terminal server? Rick No

5. Tasks
   1. Russ ask Hyland about the availability of the MAC compatible client.

Minutes provided by Alicia Wyse.