Enrollment Management Implementation Team
OnBase Audio
4/25/2007
10:30 AM

AUDIO INFO
Toll-free number: 800-893-8850
Participant PIN: 5460572

Attendees:

SW: Russ O’Hare, Mike Linneman, Gregg Christopher, Chris Young, Alicia Wyse, James Milburn
UAA: Patty Itchoak, Sandy Gravley – Mat-Su
UAF: Brigitte Mayes, Cheryl Connor, Libby Eddy, Rodney Thompson, Tamara Hornbuckle, Ann Marie, Lael Croteau
UAS: Barbara Hegel, Diane Meador

Agenda:

Task Follow-up (from last meeting):

UAA – Provide page number documentation for student files.

Russ – Follow-up with discussion on the MAC compatible client reference the Beta test agreement, OnBase Version upgrades, and number of volunteer testers.
   Russ mac – have to sign a legal agreement to be a beta testing group – we have to go to version 6.3 or 6.4 and we are only on version 5.2. Hyland software requires a min # of testers to work in the system test environment and we have to agree with that over a period of time (2 weeks)

UAA – How many MAC client testers can UAA provide? Have 15 people willing to test to date possibly another 3 or 4 users kenai campus is also willing to test
UAF – How many MAC client testers can UAF provide? Tamara’s feedback grad school is willing to test and school of fish and school of education are also willing to test
UAS – How many MAC client testers can UAS provide?

Alicia – send UAS documentation for means of document separation for text files on import

MAU Updates:

UAA – Moving along – still experience the issue of not committing – freezes and can’t restore seems to happen on a daily basis 2-3 tries before committing all the way through On going issue
   Mike – does size of batch make a difference? Patty does not seem to matter the size of the batch is capturing all the docs once they have been committed 100% - Rodney has same problem but not to the same extent Mike L – has UAS had the same type of problem…. Juneau has not been scanning for the last 2½ weeks

UAF – Rodney – in process of getting a 2nd full size scanner – will have capability to do transcripts on full size scale. Russ - Will you be ordering another scanning license? Rodney - Yes part of agreement and ordering the extended warrente agreement for the scanner.
Ann Marie – still having thing not going to the adr review – Gregg – Adp fill and cold process – will be looking at it … there was a problem with the cold process last wed thurs and fri….. there will be students sitting in the fill process until this has been resolved. Ann Marie will be sending gregg examples
UAS – Diane - not scanning so they reverted to paper – Scanner software was uninstalled and when going to reinstall they found that IT did not have the key any longer

SW – Gregg – spot checking docs to see if any other docs did not get through the cold process
Are ad ready to review documents ever removed from the LC?
Route to NOB failing – has not been assigned to an EAS staff member yet
Assigned to work on the ADR issue

Task Requests:

1. AD and RO Non-Trad Credit Request in prep-

Other Items:

1. What is the average number of pages (front and back) in a students record to include admissions, financial aid, transfer documents, etc.

2. OnBase Beta testing update

3. Workflow migration update – Ricky will need to schedule an OnBase outage for prep to prod workflow migration
   a. Thurs or fri for UAA
   b. Will need volunteers to validate once up if during off hours.

4. Laser fiche batches update – Patty sent mike D a message about some docs that did not get moved over. For right now uncomfortable that everything might not be loaded in to on base…. Has not heard back from Mike D
   a. Russ will contact Mike D to follow up with him
   b. Wants to know # of docs he moved in so she can compare what they gave them just needs to know they are close

Additional agenda items:

I just need to get in contact with everyone from the campus' that want their lead scanners to attend a monthly meeting. I need all that information by Friday the 27th so that we can make plans and establish some kind of leadership for the group so that we can stay on task. Maybe elect a chairman and a secretary for the group so that the minutes get presented and the rest of the group has a person to contact.
Rodney – would like to have an audio once per month – who are your lead scanners or who do you want to attend this group?
   UAA – in the middle of hiring the lead – patty will sit in on the team
   UAF – Rodney and 1 other person
   UAS – Deama furgerson and Shannon S
   SW - Alicia

Russ – History on records retention schedule – group met Feb – Oct 2005 Came up with a 3 pg retention schedule for records, admissions, FA and is posted at the UA website.
www.alaska.edu/controller/projects
Click on imaging project then click on interim retention schedules
Diane- reg team wanted to keep some docs longer how will they be archived and retrieved after retention schedule
– Russ - they will be converted over to microfilm or some other media

Tasks