Minutes

Digital Document Infrastructure and Records System Working Group Meeting
February 15, 2005 1 – 4:00 p.m. Board of Regents Conference Room 109

The meeting was called to order at 1:00.

1. Roll Call:

Members Present:

Michael Earnest - UAF	Raye Ann Robinson - SW FIN
Maggie Griscavage - GCS	Andrew Gray - OFC SPON PROG
Barbara Hegel - UAS	Rick Weems - UAA
Ted Malone - UAA	Russell O'Hare - SW
Rory O'Neill – SW ITS	Others in Attendance
David Rohwer – SW ITS	John Hebard - SR CONT OFC
Jerry Tibor - UAA	Bernard Chester - Consultant

2. Discussion started with the recommendation that the Introduction section heading on page 30 be changed to Purpose. Members wanted to expand the narrative in the Purpose section to indicate what the University wants or needs in a document records system. The system should address Imaging, Electronic Document Management, Records Management, and Integrate with SCT Banner.

3. Rick and Raye Ann suggested updating the information in the Scope and Implementing Objectives sections. They will have the information before the next meeting.

4. Participants discussed Vista Plus and wanted to know if it was going to be replaced. Rory indicated that Vista Plus was not going away in the near future.

5. UAA participants indicated that they wanted a system that could scan documents and update banner. They also wanted workflow incorporated into the system. They felt that the index system had to be compatible with index system used in Banner. Participants desire a system that some how links to Banner Screens.

6. Rory and David indicated that they would revise the Specifications and Scope of Services Section of the document. They are going to update the narratives covering UA's Architecture and Infrastructure. Rory will specifically address Legacy Software Applications concentrating on SunGard SCT Banner system.

7. Raye Ann recommended revisions to the first section of the statement of work and the first two tables in the requirements section. Her discussion centered on expanding and rewording the narratives. She wants the requirements identified with statements such as must have, to indicate a mandatory requirement and should have for an optional requirement. Raye Ann proposed that definitive statements identify the mandatory requirements. Therefore, an offeror must provide an affirmative answer to remain a viable provider for this solution. The group accepted Raye Anne's recommendations.

8. Maggie and members of enrollment management discussed the number and kinds of documents that enrollment management wanted to digitize. The group consensus was that up to a 1,000 documents a day would be scanned or electronically received with a projection of 250,000 pages added annually by the enrollment management offices. Once the system expands to other offices, UA expects to add 1.6 million documents a year to the system. Enrollment Management members were asked to prepare input on their imaging processes.

9. Maggie, Barbara, and Mike provided information on the business processes of their respective areas. Bernard will use their input to develop a Functional Area Narrative to help identify workflow.

10. Members discussed the implementation section and decided to rework the section with more enrollment management input.

11. Members discussed migrating UAA's LaserFiche images into a new system. Jerry Tibor was tasked with researching Laser Fiche's format export capabilities.

12. Members discussed changing the table/matrix format of the requirements section. Bernard will take care revising the requirements sections. John will expand the functional area requirements questions narrative.

13. The next discussion centered on the upcoming meeting.
Thursday February 17, 2005 9 – 12 a.m.

14. The meeting closed at 4:00.

The minutes were provided by - Russ O'Hare
Project Manager

Tasks:

1. Raye Ann will provide revisions for the purpose, scope, implementation, and first two tables in the requirements section to Russ.
2. Rick will provide revisions for scope and implementation sections to Russ.
3. Rory will update the Vista Plus narrative.
4. Rory and David revise specification and scope of services portions of the RFP.
5. Functional area representatives provide estimated documents imaging numbers to Bernard.
6. Functional area representatives provide narratives describing their business processes to Bernard.
7. Jerry research how LaserFiche exports images. Provide the export information to Bernard.
8. John prepare functional area requirements narrative.
9. Bernard will reformat the tables in the requirements section.
10. Bernard, John, and Russ will consolidate the input and revision for the RFP statement work.