Minutes
University of Alaska
OnBase Governance and Implementation Team
February 19, 2014
11:00 a.m. – 12:30 a.m.
Butrovich Building Room 208e

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

Members
Barbara Hegel UAS
Michael Ciri UAS
Sandi Culver UAA
Jamie Mohr UAA
Julie Queen UAF
Derek Bastille UAF
Shiva Hullavarad SW
Russ O’Hare SW Chair

Invited Guests
Pat Shier UAA CIO
Eric Pedersen UAA AVC
Mary Gower SW SES
Cindy Collins SW
Carolyn Weaver HR
Sue Ann Denny SW
Laura Katucki SW Finance
David Read, GI
Libby Eddy

Recorder Order:
Unable to attend
Order  Month  Campus
1.  Feb    SW
2.  Mar    UAA
3.  Apr    UAF
4.  May    UAS
Eric Pedersen, UAA AVC
Barbara Hegel, UAS
David Read, GI
Sue Ann Denny SW

AGENDA
1. Call to order
   Meeting called to order.
2. Approval of Agenda
   Agenda accepted. No comments.
3. Approval of Minutes
   Minutes approved. No additions suggested.
4. Assignments/Task & OnBase Process Requests/Implementation Status Updates – Matrices -
   a. Assignments
      i. Application Enabler
      ii. Foldering -
      iii. Document Retention/Records Management Module (No Update) –
          Attached spread sheets provide status report. Discussion on Static Vs Dynamic retention. The retention is based on the type of Document Types.
b. OnBase Process Requests
   i. OnBase Process Requests (Update)–
      1. Joint OnBase PR# 114 (External Auto-fill) Status: In progress
         This task is in progress in LRGP. The underlying views for RO and
         AD have been updated and work in progress on implementing the
         Autofills to match.
      2. PR# 135  - Merge UAF and GI HR Docs. Status Evaluation
         Work in progress in LRGP. Documents are related to timesheets.
      3. PR# 138  - Workflow Queue Renaming. Status: Evaluation
         Renaming window/tabs "Student File" and "Work Folder" in Workflow
         to be called "Student File." Porting to PROD. This is on the EMIT
         Agenda to have a feedback...
      4. PR #149  - Convert Workflow from classic to core Status: Evaluation
         Partially implemented as part of TCCI. Already in CORE.
      5. PR# 155 - Additional Doc Types for indexing new forms Status: In
         Progress
         Meeting with Financial Aid/Arthur Hussey. See item d. under New
         Business.
      6. PR #157  - Remove default sorting from workflow lifecycle queues
         Status: Completed.
         Completed porting to PROD on 10/18/13. This task is accomplished
         so be removed.
      7. PR#159 - Create new Doc Type. Status: Moved to PROD
         Completed. This task is accomplished so be removed.
      8. PR # 160 - Create New Doc Type. Status: In progress
         Discussion on catalog types, storage and access. All campuses
         agreed on archiving the catalogs as far as the dates on the catalogs
         for reference purpose. All campuses agree to archive the
         documents/catalogs in OnBase as a single repository based on
         volume. PR will proceed to move forward as per UAS request.
      9. PR# 161 - Update Workflow processing. Status: Waiting for OGIT
         approval. Approved at EMIT.
         Libby provided details on the processing request. The changes to
         workflow are minor. OGIT approved the PR to move forward.
   c. Implementation Processes
      i. UAF Grants and Contracts Process Implementation Development –
         Derek
         Discussion on E-Copy license and its capability to work with multi-
         functionality. Work in progress in LRGP. OGCA’s scanner procurement –
explored different scanners in the market. Finally decided to go with the Fujitsu. OGCA has a disconnected scanning license.

ii. Transcript Capture [TCCI {PR 142}] (Update) – Cindy Collins PM

After the training session with Hyland for 3 campuses and one wrap session between 11/15-11/17/14, Hyland escalated the project to high level by appointing new project manager to speed up the process and complete the project to UA's satisfaction. As a part of the next initiative, all campuses will scan and upload 15 copies (for each campus) of transcripts. There is a session planned on 3/3/2014. Discussion on – what constitutes success and metrics.

5. Old Business

a. License discussion

Proposal to convert some of ‘Named User Licenses’ to ‘Concurrent Licenses’.

Finance and HR suggested that there is a Named User License usage for 6-7 hours/day. Derek suggested consolidating all Concurrent licenses to One Global License. All campuses agree on the proposal to convert Named User License to Concurrent License.

b. Review Service Level Support Agreement – Shiva

The service level support agreement presented as attachment #1 is an addendum for the existing Support Level Agreement with the OIT.

c. Develop/Draft Support Matrix for OnBase – Shiva

The support level matrix is Attachment #2. This is approved by UAF and UAA.

d. OnBase User Training – Shiva

Development of ‘Introduction to OnBase’ course to be offered by OIT. The training module should address specific functional areas where OnBase is used. Action item 1: Shiva/Derek will discuss training module documentation.

e. Develop an OnBase System change request procedure/process (use administrator’s individual’s assignments matrix).

OnBase process related requests/changes are done by filling out the Processing Request form and forwarded to EMIT for approval. Any changes to such forms can be discussed and approved in specific function related implementation teams. Any minor corrections can be considered but on the discretion of of OnBase System Admns in collaboration with MAU’s.

f. Discuss 240 minute thin client session timeout versus 20/45 minute session timeout.

Session time out is at 240 minutes. All campuses agree on status-quo. OnBase System Admns will monitor the session time out periods for effective usage for any modifications.

g. PURGE Procedure – Jamie

i. Who

ii. When
The documents are purged every 90 days. **Action item 2**: Coordinate the purge procedure schedule. The document flow in Purge Queue is mostly from the Workflow Timer Service. Type of documents in Purge can be categorized by SQL Query as per Jamie. This task is accomplished so be removed.

**User Accounts Update and License Procedure** –

*Derek is working on reports for account usage*

6. **New Business/Pending/Potential Processes for ECM Development**

   a. **Relook OnBase Meeting Times**

   *Alternate schedule recommended for the OGIT meeting. SW-RIM will suggest some possible schedules.*

   b. **Discuss Core versus Classic Workflow going forward with version OnBase13**.

   *Derek*

   OnBase Core Architecture uses the Application Server whereas the Classic architecture connects directly to disk groups and database. The web and unity client use the core architecture. Compatibility issues with the browser updates. Hyland is moving towards CORE architecture.

   c. **OnBase Service Package 2**

   *Upgrading OnBase 13 to Service. The update is part of the OnBase 13 package and does not cost. Service Pack 2 provides some advantages – improved scan queue configuration, unity forms capacity and browser upgrade compatibility. There are 2 web client issues running on IE1. This can be fixed by upgrading to SP2. This requires total re-installation of Thick Client.*

   *Action item 3: All 3 OnBase System Admns discuss and prepare a plan for SP2 update. Consult OIT for the Sp2 upgrade, and schedule. Coordinate the installation with all campuses/users. Shiva coordinates.*

   d. **Request from Financial Aid**

   *Financial Aid group reviewed old and new Document types. Decided to combine or delete some Document Types and now request additional information from OnBase Admns. Processing Request #155 was approved in previous OGIT and Forms created in LRGP – Jamie.***

   e. **UAS Academic Records Files Protocols**

   *UAS initiative for handling, access and maintenance of Faculty Academic Record Files. Michael Ciri suggested to talk to Provosts’ Office/Maria Moya for Faculty Academic Files to OnBase. Action item 4: Shiva will develop action plan for integrating FAR files to OnBase.*

   f. **Access to Server Systems**

   *Discussions are going with OIT.*

   g. **Access to create E-Forms**
Action item 5: For both f & g- it was suggested to arrive at consensus among all three campuses and coordinate with EAS and OIT on options available, scopes for OnBase Admins and risks.

h. Human Resources store payroll documents in OnBase – Shiva/Karin
   New request to have the payroll and benefits related documents in OnBase. More details follows.

i. UAkjobs records migration/formats to OnBase – Shiva/Carolyn
   SW – HR is working with the PeopleAdmn to get the documents in a specific format (XML or HTML) to have them in OnBase. More update follows.

j. DocuSign integration with OnBase – UAA Pat Shier

Integration of DocuSign into OnBase will improve efficiency. UAA Chancellor’s office is keenly interested in the project.

Action items 6: (1) Find out acceptable level of DocuSign pertaining to the federal grants to the University. (2) Finance expressed the DocuSign validity in auditing and legal issues. UAF is interested in cost sharing and partnering the roll out.

k. More functional area representation on the OGTM

It was proposed to form OnBase Functional Area Management Implementation Team (name to be discussed) for finance, HR and EMIT. Action Item 7: Shiva will prepare a draft on the structure of the OGTM and forward to OGIT for review.

l. Implement Financial Services (PR#162)

Derek provided the development of the PR and emphasized the prioritization of items listed in the PR for the past one year. Julie suggested Laura to coordinate a meeting with team consisting of functional members and OnBase admins to implement PR. Laura touched base on the SW initiative on JV and TEM. Action Item 8: Laura accepted and agreed to schedule next meeting.

7. Schedule next meeting – Tentative March 19, 2014

A new schedule will be planned.

8. Adjournment