Call to order

Russ called the meeting to order at 1:40 p.m.

Approval of Agenda

Agenda approved.

Approval of Minutes

Minutes approved.

Assignments/Task & OnBase Process Requests/Implementation Status Updates – Matrices -

Assignments

i. OnBase Internal Audit - Shiva

In last month, there were 2 meetings to review audit questions.

As per Internal Audit - Draft audit report will be in Mid-September for review.
ii. OnBase Governance Transition Teams HR (HRMIT) – Shiva
   HR Team suggested following for future OnBase projects;
   (a) Faculty Performance Evaluations
   (b) Position Descriptions
   (c) Family Medical Leave
   (d) Affirmative Action Reports

iii. OnBase Governance Transition Teams Finance – Wanda
   Finance team decided to keep the momentum on testing journal vouchers.
   Will meet again in 2 weeks for prioritization.

iv. International-Review User class review. - Shiva
   Original Doc type was approved by EMIT but later modified by International Work Team. All feedback included from International Work Team and EMIT.

v. User Training – Shiva
   Working with Martin in developing customized training for different functional units based on business.

   Question: Will training be accessible/ compatible w/ Blackboard? Shiva will find out.

   OnBase Admins will be responsible for writing the PowerPoint slides? Yes.

vi. App Server Access
   Shiva communicated the draft of procedures for access and process control reporting to all OnBase Admins for review. Need OnBase Admin feedback on how to implement, governance and accountability.

vii. E-Forms
   Draft in (vi, above) covers E-Forms

viii. UAS Faculty Academic Records
   Waiting to hear from UAS Provost’s office on FAR into OnBase.

ix. Diskgroup Encryption – Shiva/Derek/Jamie
   Licenses installed. OnBase Admins agreed to test diskgroup encryption on Finance Diskgroup in TEST instance.

b. OnBase Process Requests
i. PR#142 – TCE Solution- See below c.iii. – Completed (Cindy)
ii. PR #155 - Add additional document types for indexing newly created forms (Jamie) – In process.

iii. PR#165 – Integration of TEM –OnBase (Shiva, Derek)
  LRGP is set up. Move to LRGP for testing.

iv. PR #166 – Create new Doc Type – Performance Evaluation, -Completed, (Shiva)
  Completed. In PROD. Good feedback. Okay to remove from agenda.

v. PR #167 – Create new International Doc Types – (Shiva)
  Back to EMIT. OnBase Admins working on it.

vi. PR#168 – Create architecture for UA General Counsel for Title IX – (Shiva/Jamie) - In progress.

vii. PR #169 – Create UA Tuition Waiver Document Type- (Jamie)
  Create a general Tuition Waiver in OnBase. Might need to be Finance-related doc. Wanda can take a look at it.

viii. PR #170 – Add new work step to FAP processing lifecycle – (Jamie)

ix. PR# 171 - UAF PD Case File implementation (drafting) – (Derek)
  They have a backlog of case files they would like to look into putting in OnBase for easier access. Lori has sent info on possible keywords they might need. Said they would want a permanent retention.
  UAA PD not interested in OnBase at this time.

c. Implementation Processes

i. TEM – OnBase Integration – Shiva/Derek
  Already discussed.

ii. General Counsel – Shiva/Jamie
  Already discussed.

iii. FA Processing workflow – Jamie
  Already discussed.

iv. New International Doc Type – Jamie/Shiva/ Derek
  Already discussed.

v. OnBase Journal Voucher update – Wanda/Derek
  Going well, moving along. Questions about Banner workflow were answered. Sept 1<sup>st</sup> will be in PROD.

vi. Grants and Contracts update – Wanda/Derek
  Wanda and Derek have a presentation sometime next week. Working on Award docs and Restricted BRFs.
5. Old Business
   TCCI - Feedback
      Already discussed.

6. New Business/Pending/Potential Processes for ECM Development
   None.

7. Schedule next meeting
   The next meeting is scheduled for September 24th at 1:30 p.m.

8. Adjourn
   Meeting adjourned at 1:15 p.m.