MINUTES
University of Alaska
OnBase Governance and Implementation Team
December 10, 2014
1:30 p.m. – 2:30 p.m.
Butrovich Building Room 208A

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

Advisors
Sue Ann Denny SW

Recorder Order:          Unable to Attend:
Order  Month  Campus
1.   December UAS   Barbara Hegel UAS
2.   January SW    Eric Pedersen UAA AVC
3.  February UAA   Mary Gower SW SES
4.  March  UAF     Myron Dosch SW Controller

Laura Katucki SW Finance
Carolyn Weaver HR
Libby Eddy, UAF Registrar
David Read, GI

AGENDA
1. Call to order- 1:34 p.m.

2. Approval of Agenda- Permission granted by OGIT group to have meeting recorded by Jamie Mohr.

3. Approval of November 2014 meeting minutes- Approved.

4. Assignments/Task & OnBase Process Requests/Implementation Status Updates – Matrices -
   a. Assignments
      i. Enrollment Management Implementation Team – Shiva
         PR#175 Create new Document Type for OnBase Security Access Form- UAA & OnBase architecture for UAS- Approved at EMIT for UAS Local Diskgroup.

         PR#168 (General Counsel Title IX) –Jamie- 12,800-some pages in LRGP need disk group in PROD and then can bring to PROD. Disk group should be ready by tomorrow around noon.
### ii. OnBase Governance Transition Teams HR (HRMIT) – Shiva

PR#173 (Create 7 HR Doc Types)

1. Job Form
2. Personal Demographic Form
3. Student Verification
4. Student Waiver
5. Confidentiality Form for UAA
6. Memo
7. Contract letter

Completed. In PROD. No complaints. There are around 120 new documents already scanned in to these newly created document types.

### iii. OnBase Governance Transition Teams Finance – Shiva, Derek, Jamie

Finding out from campuses if W9 and W9S forms should be separate. Issues w/ being accessible to people outside of Student.

PR#176 Create new Document for OnBase Grant Maintenance Form – Derek- Will discuss at Grants & Contracts meeting on 12/11. OnBase Admins are working on developing an architecture for new doc type – ‘Proposals’. This will be discussed at the Grants & Directors Meeting.

PR#165 (TEM-OnBase), - Shiva-

Financial Systems scheduled TEM PROD outage on 11/16 to enable document attachment module using OnBase. The document attachment in OnBase was successful and there are 47 documents uploaded in TEM PROD. However, there were browser compatibility issues that compelled FinSys not to roll out the document attachment module.

Here are success rates broken down by browser type, by network connection, and by IE type (for those configurations that included IE):

<table>
<thead>
<tr>
<th>Browser Type</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall: 27/39</td>
<td>69%</td>
</tr>
<tr>
<td>Chrome: 9/9</td>
<td>100%</td>
</tr>
<tr>
<td>Firefox: 9/11</td>
<td>82%</td>
</tr>
<tr>
<td>IE: 9/16</td>
<td>56%</td>
</tr>
<tr>
<td>Safari: 0/3</td>
<td>0%</td>
</tr>
<tr>
<td>On-site at UA: 3/3</td>
<td>100%</td>
</tr>
<tr>
<td>Public internet: 14/19</td>
<td>74%</td>
</tr>
<tr>
<td>VPN + RDP: 4/6</td>
<td>66%</td>
</tr>
<tr>
<td>VPN: 6/11</td>
<td>55%</td>
</tr>
<tr>
<td>IE 10: 2/2</td>
<td>100%</td>
</tr>
<tr>
<td>IE 11: 6/8</td>
<td>75%</td>
</tr>
<tr>
<td>IE 8: 1/2</td>
<td>50%</td>
</tr>
<tr>
<td>IE 9: 0/4</td>
<td>0%</td>
</tr>
</tbody>
</table>
In conclusion – OnBase module is working satisfactorily. The impending issues lie with Ellucian. FinSys and Banner programmers have an open ticket to resolve the browser issue.


v. App Server Access - Shiva
   a. E-Forms – In the draft stage. Still working with Derek and Jamie.- OnBase Admins will work on the draft and present it to OIT for review.

vi. UAS Faculty Academic Records – No progress. Waiting on Provost’s office
   b. OnBase Process Requests
      Please see 4a. & spreadsheet. – No questions.

c. Implementation Processes
   i. AD Autofill – Derek, Shiva, Jamie. - Completed 11/26- Successful.

   The Autofill update was scheduled during the Thanksgiving soft closure to minimize peak hour disruptions. This coordinated effort between OnBase and EAS was successful.

   ii. Grants and Contracts update – Shiva- Discussed earlier in this meeting.

5. Old Business
   i. TCCI - Feedback.- Going very well. Templates are being used.

6. New Business/Pending/Potential Processes for ECM Development
   i. Unity Client - PowerPoint presentation by Shiva and Derek, presented to the group.

UA uses Thick and Web client for OnBase. Hyland is going to phase out the present Thick Client. Though there is no time set for such phase out - all new updates and features will happen in new Unity client. For the past, one year OnBase Admins have been researching the Unity client as the next system level upgrade. Unity combines features of Thick and Web client and is more user driven platform that enables users to customize ‘Custom Query’, forms, filters and usage reports and dashboards. Also, there is built-in signature option. Allows integration with MS-Office applications, unity forms and scripts.

Hyland is offering a discount of 20% before end of the month.
Michael: Moving with the technology preparedness, we have to keep up with technology upgrades, so support the Unity.

Julie: Would definitely support.

Approval required from campuses to move forward with Unity Client.

UAA- Approved
UAS- Approved
UAF- Approved
SW- Approved

OnBase Admins will develop the implementation plan and present it the next OGIT meeting.

ii. OnBase 15 – Upgrade- Hyland will roll out OnBase version 15 in Sept. We are working with OIT and have a timeline to implement.

7. Schedule next meeting- Jan. 21st, 2015
8. Adjourn- Adjourned: 2:28 p.m.