MINUTES
University of Alaska
OnBase Governance and Implementation Team
April 16, 2014
1:30 p.m. – 2:30 p.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
Wanda Bowen SW
Myron Dosch SW Controller
Karl Kowalski SW, CTO

Recorder Order:
Unable to attend
Order  Month  Campus    Cindy Collins
1.  Apr  UAF    Carolyn Weaver
2.  May  UAS   Laura Katucki
3.  June  SW    David Read
4.  July  UAA   Myron Dosch

AGENDA
1. Call to order
   Russ called the meeting to order at 1:30 p.m.

2. Approval of Agenda
   No additional items to agenda and is approved.

3. Approval of Minutes
   Minutes approved.

4. Assignments/Task & OnBase Process Requests/Implementation Status Updates – Matrices -
   a. Assignments
      i. OnBase Internal Audit
         Set up first meeting for scope of audit and should have scope by the end of the month.
         Campuses will be contacted individually.
      ii. OnBase Governance Transition Teams HR (HRMIT)
Shiva has discussed with Carolyn Weaver and Karin Baldwin, and they agree. The HR – OnBase transition team can meet.

iii. OnBase Governance Transition Teams Finance
FIT Team is meeting tomorrow 4/17 – items concerned to FIT will be forwarded.

Working to separate International Review to International Review and International Doc Group

v. Service Pack 2 Update
TEST upgrade was yesterday and the problems have been fixed.
LRGP is pending TCCI.
PROD is scheduled for the week of May 26th.

b. OnBase Process Requests

i. OnBase Process Requests (Update)–
   1. PR# 114 (External Auto-fill) Status Derek Depending on TCCI.
   2. PR# 135 - Merge UAF and GI HR Docs. Status: Derek Implemented so can be removed from agenda.
   3. PR# 138 - Workflow Queue Renaming. Status: Derek Work is in progress.
   4. PR#142 – TCE Solution- See below c.i.
   5. PR# 155 - Additional Financial Aid Doc Types for indexing new forms Status: Jamie No updates.
   6. PR# 161 - Update Workflow processing. Status: Derek Approved by all 3 campuses. Will move to PROD soon.

c. Implementation Processes

i. Transcript Capture [TCCI {PR 142}] (Update) – Cindy Collins PM Cindy is not available to discuss in this meeting. Revisit when she returns.

ii. OnBase Journal Voucher update – Wanda Will send out tomorrow and should be able to start testing soon.
Also, Wanda will follow up with Laura Katucki after FIT Team meeting tomorrow.

iii. Grants and Contracts update– Wanda Asked for meeting between the UAF, UAA & UAS directors on 5/2..
5. Old Business
   a. Access to E-Forms –
      Shiva spoke with Ricky King. Access to E-Forms is in process.
      Added Action Item: Shiva and Derek will send out an email update to everyone.
      i. OnBase Ticketing
      ii. Student form
      iii. HR Job form
      iv. JV form
   b. DocuSign integration with OnBase
      Initial cost is $41,300.
      Mike – Need to have E-Signature UA standard.
      Karl – E-Signature is allowed by AK Statute. There are about 220 DocuSign Users and DocuSign has definitely improved the efficiency. Will work to remove any roadblocks to implement DocuSign.
      Questions to ask: Will this be acceptable to everyone? Who will decide? What about external documents? Ask CIOs to validate if DocuSign is a UA standard or not.
   c. License conversion
      Submitted formal paperwork to convert licenses.

6. New Business/Pending/Potential Processes for ECM Development
   a. Banner/TEM – OnBase Integration
      Still in discussion with Hyland and Users from other institutions.
   b. Disk group Encryption
      Russ- Cost will be $11,800, and an additional $11,800 for Keyword Encryption.
      Mike – Recommended that legal, RIM and Information Security need to develop a MOU on data/disk encryption and approve MOU systemwide.
   c. Appserver Access
      Couple of choices on the satellite server or shared server. Needs to be discussed with WSA/OIT.
   d. UAF Police Documents – OnBase Integration
      Derek- Police Chief will talk to MAUs. Shiva, Derek, Jamie will discuss.

7. Schedule next meeting – May 14/ May 21, 2014
   Meeting date will be May 7th. Approved by members.

8. Adjourn
   Meeting Adjourned - 2.45pm.