AGENDA

1. Call to order
   Russ called the meeting to order at 1:33 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 - Shiva
         Meeting with auditor, Will Finley, for defining the scope of the audit. Auditor has requested user permission rights from select users from all campuses.
Keep committee posted.

ii. OnBase Governance Transition Teams HR (HRMIT) – Shiva
   Okay to move forward. Meeting tomorrow with all 3 campuses.

iii. OnBase Governance Transition Teams Finance – Wanda
   Hasn’t started yet. Asked for suggestions for team to be emailed to Laura.

iv. International-Review OnBase User class review. - Shiva
   Security Coordinators recommend starting new doc types based on requirements of the departments. Shiva has a draft prepared and the members are working on it.

v. Service Pack 2 Update – Shiva
   Update went well. Issue with Advance Capture was fixed.
   LRGP upgrade 5/12-5/16
   PROD upgrade- 5/23 or 5/27

vi. User Training – Shiva
   Martin Miller is helping with setting up the training.

vii. UAS Faculty Academic Records
   Contacted Maria and has not heard back yet.

b. OnBase Process Requests- Russ asked to have timeline of tasks added to the Excel spreadsheet.

i. OnBase Process Requests (Update)–
   1. PR# 114 (External Auto-fill) Status Dereck
      Waiting on TCCI.
   2. PR# 138 - Workflow Queue Renaming. Status: Derek
      Waiting for Student.
   3. PR#142 – TCE Solution- See below c.iii.
   4. PR# 155 - Additional Financial Aid Doc Types for indexing new forms
      Status: Jamie
      Jamie not in attendance.
   5. PR# 161 - Update Workflow processing. Status: Derek
      Done in LRGP. Will send to PROD.

c. Implementation Processes

i. License conversion – Russ
   Converted 40 named user licenses to 20 concurrent licenses.
ii. Access to E-forms – Shiva

*OnBase System Admins (Derek, Shiva, Jamie) would work out the IP, firewall rules for access.*

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

*On the verge of a formal agreement for end date in the end of July. Hyland will do complimentary onsite training for the campuses. UAA participation has been lost. Tentative training dates are:*

- Juneau- July 16th-18th
- Fairbanks- July 21st- 23rd


*JV will be implemented in TEST*

v. Grants and Contracts update– Wanda

*Grants and Contracts meeting with Heather and Barbara scheduled for May 22nd.*

5. Old Business

a. DocuSign integration with OnBase

*Need provisions for docs that are signed vs. unsigned. UAF is not officially using DocuSign. Currently, signed docs reside in DocuSign and we need them in-house.*

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

a. Banner/TEM – OnBase Integration

*Financial Services (Myron and Laura) would soon decide on the TEM – OnBase integration module.*

b. Disk group Encryption

*Differing opinions between redaction and encryption. IT security and legal council concur that encryption is more than adequate, and encryption would be a higher standard than current business processes in Banner.*

c. Appserver Access

*OnBase Admins will work out the AppServer access. Shiva will prepare the draft of the access request type, control and oversight.*

7. Schedule next meeting

*Next meeting date will be June 18th. Approved by members.*

8. Adjourn

*Adjourned at 2:30 p.m.*