MINUTES
University of Alaska
OnBase Governance and Implementation Team
September 24, 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
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, UAF Registrar  Myron Dosch SW Controller

Attendance: Michael, Julie, Derek, Shiva, Russ, Pat, Eric, Mary, Carolyn, Laura, Wanda, Libby

Recorder Order:
Order  Month  Campus
1.  September  UAS
2.  October  SW
3.  November  UAA
4.  December  UAF

Minutes
1. Call to order
   Meeting called to order at 1:32pm
2. Approval of Agenda
   Agenda approved
3. Approval of Minutes
   Minutes approved
4. Assignments/Task & OnBase Process Requests/Implementation Status Updates – Matrices -
   a. Assignments
      i. OnBase Internal Audit - Shiva
         Internal audit provided initial draft of the findings and are under review. Next meeting is not scheduled yet.
      ii. OnBase Governance Transition Teams HR (HRMIT) – Shiva
HR Transition team is now meeting biweekly to discuss, approve and prioritize HR projects in OnBase. Performance evaluation doc type is in PROD since June 2014 and new International Doc Types are approved. International Doc Types are in LRGP for testing. There are new doc types – Job Form, Demographic form, student verification form are pending approval.

Carolyn: In-depth discussion needed on how these newly proposed documents are managed in OnBase. The details on the new proposed HR document types will be discussed at the HR transition team meeting.

Michael: Do these HR meetings and projects are attended and approved by HR Directors?

iii. OnBase Governance Transition Teams Finance – Wanda

Transition team did not meet. There are close 2200 Journal Vouchers are in PROD.

iv. International-Review User class review. - Shiva

International Review User Class is reevaluated to accommodate the issues. New doc types are in LRGP for testing.

v. User Training – Shiva

User training Draft presentation is available through Skillsoft. Working with Anne Sakumoto and Martin Miller.

Discussion on linking the OnBase Premium Subscription links in the training site.

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 for Provost’s office direction.

tax. Diskgroup Encryption – Shiva/Derek/Jamie

OnBase Admins are currently testing the encryption in TEST instance.
b. OnBase Process Requests

i. PR #155 - Add additional document types for indexing newly created forms (Shiva)

Additional 27 new doc types are in PROD. Issue with scan queue fixed.

ii. PR#165 – Integration of TEM –OnBase (Shiva, Derek)

TEM – OnBase integration module is in LRGP. There is an issue with document attachment with TER. Working with Banner and OnBase tech teams to resolve the issue.

iii. PR #167 – Create new International Doc Types – (Shiva)

New doc types are in LRGP for testing. Waiting to hear from International Work Team to implement in PROD.

iv. PR#168 – Create architecture for UA General Counsel for Title IX – (Shiva/Jamie)

Presented an initial architecture for Title IX docs in TEST. Waiting for General Counsel’s office for next steps.

v. PR #169 – Create UA Tuition Waiver Document Type- (Shiva)

In PROD.

vi. PR #170 – Add new work step to FAP processing lifecycle – (Shiva)

In PROD.

vii. PR# 171 - UAF PD Case File implementation– (Derek)

In PROD.

viii. PR #172 - New Ad-hoc task for moving stuck transcripts out of XML queue (Derek)

This is an issue noticed in TCCI and working with Hyland Team M to resolve the issue.

ix. PR#173 - Add Multiple HR Document Types (Derek)

New Doc Types are proposed (1) Job Form (2) Personal Demographic Form (3) Student Verification, (4) Student Waiver, and (5) Confidentiality Form for UAA. HR Transition team approved.

x. PR# 174 - Add keyword "residency request type" to doc types AD Residency Form and AD Residency Supporting Doc to be able to filter residency requests for WUE, Come Home to Alaska (CHAK), Veteran (VET) and Military (MIL (Shiva)

PR is in LRGP.

c. Implementation Processes

i. TEM – OnBase Integration – Shiva/Derek

See b (ii). Laura briefed on the status of TEM- OnBase integration.

ii. General Counsel – Shiva/Jamie
See b (iv).

iii. FA Processing workflow – Jamie
See b (vi).

iv. New International Doc Type – Jamie/Shiva/ Derek
See b (iii)

v. OnBase Journal Voucher update – Wanda/Derek
JV’s are scanned in PROD.

vi. Grants and Contracts update – Wanda/Derek
No update

5. Old Business
   TCCI - Feedback
   UAS and UAF are using TCCI, so far satisfactory.

6. New Business/Pending/Potential Processes for ECM Development
   
   i. Workflow studio
      For developing new workflows, workflow studio needs be installed. UA owns the solution and OnBase Admins working with the WSA to install.

   ii. Premier subscription
      Hyland instructional material for advanced level training. The cost is $6,800 per year.

   iii. Unity
      Potential replacement for thick client. Unity offers additional features, ease of use and provides dashboard for reports etc. Cost is $10,000 plus maintenance. Julie suggested Derek and Shiva prepare a presentation on advantages of unity.

   iv. App Enabler
      Need to develop business case for App Enabler – review the App Enabler that we already own.

   v. Mobile Apps
      OnBase mobile apps for i-phone - $5,000, i-pad - $5,000 and for android devices $5,000. 
      Eric suggested there is no anticipation of using mobile apps for student services.

   vi. PREP Instance
      UA now has an approval for 4th OnBase instance to mirror Banner’s instances.
7. Schedule next meeting
   10/15, 1:30 pm
8. Adjourn
   Meeting adjourned at 2:35pm