University of Alaska
OnBase Governance and Implementation Team
Minutes
November 20, 2013
11:00a.m. – 12:00
Butrovich Building Room 208E

AUDIO INFO   Toll Free number 800-893-8850   Participant PIN: 5460572

Members Present
1. Dr. Russell O’Hare, SW
2. Sue-Ann Denny, SW
3. Shiva Hullavarad, SW
4. Cindy Collins, SW
5. Jamie Mohr, UAA
6. Sandy Culver, UAA
7. David Read, GI
8. Derek Bastille, UAF
9. Julie Queen, UAF

Unable to attend
1. Michael Ciri, UAS
2. Barbara Hegel, UAS
3. Laura Katucki, SW

Recorder: Shiva Hullavarad, SW

Recorder Order:

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<tr>
<th>Order</th>
<th>Month</th>
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<tr>
<td>1.</td>
<td>November</td>
<td>SW</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
<td>February</td>
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AGENDA

1. Call to order
2. Approval of agenda - Agenda approved
3. Approval of minutes -Minutes approved
4. Introduction of SW OnBase Administrator – Shiva Hullavarad – Introduction by Dr. Russell O’Hare. Welcome
5. Assignments/Task & OnBase Process Requests/Implementation Status Updates-Matrices-
   a. Assignments
      i. Application enabler
      ii. Foldering Document Retention/Records Management Module – No update
   b. OnBase Process Requests *(Attached with the Agenda and Minutes)*
      i. Online process requests
         1. OnBase PR#135
2. PR#138  
3. Joint OnBase PR#114 (External Auto-fill), 149  
4. PR#155  

### Implementation Process

#### i. OnBase Version 13 Upgrade –

Derek Bastilles update

1. Upgrade issues need to be addressed  
2. Potential problems with Virtual Printer Devices – ticket opened with Hyland  
3. Jamie commented that there is a 4 MB limit on Thin Client  
4. Issues with External Auto-fill  

#### ii. Transcript Capture [TCCI {PR142}] (Update) -

Cindy Collins update

1. Anticipating feedback on workflow capabilities and queues.  
2. Delivered 5 templates to TEST  
3. Delay in getting TIMELINE response from Hyland  
4. Derek is evaluating TEST and moving to LRGP  
5. Reengage the users on Hyland Demo on week of 12/2  

#### iii. UAF Grants and Contracts Process Implementation Development

Derek’s update

1. E-Copy working in production environment  
2. Reengage OGCA as a whole  
3. Priorities for document types  
4. Leadership changes at OGCA  
5. GEC award and billing in LRGP  

Any questions: None

### Old Business

#### a. License Discussion

Dr.O’Hare’s comments

Trade the current USER licenses to CONCURRENT likeness for 2 ($500 each) USER license to 1 ($1000 each) CONCURRENT license and vice versa.
In view of high interest by Student Enrollment Services, the Governance perspective is to engage other campuses.

Derek’s response – Pool of CONCURRENT licenses for HR and Student services at UAF.

David: Get an estimate of Student users and Concurrent licenses.

UAA team signed off at 11:30am

7. New Business pending/Potential Processes for ECM Development

a. Develop OnBase System Change Request procedure/process (use administrator’s individual’s assignments matrix)
b. Discuss 240 minute thin client session timeout versus 20/45 minute session timeout.
c. Discuss Core versus Classic Workflow going forward with version 13 of OnBase
d. PURGE procedure-
   i. Who
   ii. When

   Jamie and Derek are working on it.

e. User Accounts Update and License Procedures- Derek is working on the reports for accounts usage
f. Review Service Level Support Agreements – Shiva
g. Develop/Draft Support Matrix for OnBase – Shiva

8. Schedule next meeting: December 18th, 2013

9. Adjourn