MINUTES
University of Alaska
OnBase Governance and Implementation Team
June 18, 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

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

Recorder Order:
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<tr>
<th>Order</th>
<th>Month</th>
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<td>1.</td>
<td>June</td>
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<td>4.</td>
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Unable to attend
Sandi Culver
Mary Gower
Libby Eddy
Myron Dosch

AGENDA

1. Call to order
Russ called the meeting to order at 1:33 p.m.

2. Approval of Agenda
Add keyword encryption in OnBase to item #6.

3. Approval of Minutes
Minutes approved.

4. Assignments/Task & OnBase Process Requests/Implementation Status Updates – Matrices -
a. Assignments
   i. OnBase Internal Audit - Shiva
      On schedule. Should hear back from auditors in a month or so.
   ii. OnBase Governance Transition Teams HR (HRMIT) – Shiva
      Implementing Performance Evaluation forms. Naming conventions and Keywords, and implementation plan. Testing went well in LRGP.
Currently, there are 8 keywords, but would like to limit to 5.

Carolyn would like to discuss ZUAUSR permissions. She will be working with Shiva on this. Need groups and sub-groups

iii. OnBase Governance Transition Teams Finance – Wanda

Finance group meeting next week. Will discuss Finance retention. Will be meeting twice a week starting in July.

iv. International-Review OnBase User class review. - Shiva

Feedback on structure, rename current ZUAUSR class and doc types. Implement security class and doc types by end of July.

v. User Training – Shiva

Working with Martin Miller to set up new user training.

vi. UAS Faculty Academic Records

Waiting to hear from Juneau Provost’s Office.

b. OnBase Process Requests

i. OnBase Process Requests (Update)–

1. PR#142 – TCE Solution- See below c.iii.

2. PR# 165 Integration of TEM Banner Document Management - Derek

   Question: Will upgrade include uploading to mobile devices?

   TEM OnBase integration module is purchased from Hyland. Fin Services coordinate the integration with Banner programmers and OnBase group. Once license is in place, can set up mapping and Appserver.

3. PR# 166 - New Document Type ‘Performance Evaluation in HR’ - approved by OnBase HR Transition Team - Shiva

   Hr OnBase Transnsition Team approved the processing request. New Doc Type implemented in TEST and then moved to LRGP after was approved from all campus HR rfepresentitives.

4. PR# 167 – (i) Creation of Diskgroup, Office of General Counsel-Legal (OGC_Legal) - Shiva

   General Counsel approached RIM to set up OnBase architecture for streamlining Title 9 documents from all campuses and make them available for Office of Civil Rights auditors. PR outlining everything that needs to be set up. Need approval.

   PR is approved. From all campuses.
Different kinds of info received varies, email, etc. Currently, sent to Monique in PDF format and she will convert or leave as PDF. Shiva will send naming convention document to everyone.

c. Implementation Processes
   i. Performance Evaluation Doc Type – Shiva
      Covered earlier in meeting.
   ii. TEM – OnBase Integration –Shiva/Derek
      Covered earlier in meeting.
   iii. Transcript Capture [TCCI {PR 142}] (Update) – Cindy Collins PM
      Monday the 28th. Hyland will be in Juneau July 16th- 18th, and Fairbanks July 21st- 23rd.
      Shiva is working with Juneau to make sure they are set up.
      All campuses came to the agreement that Jamie will attend training in Anchorage.
      Minor issues w/ workflow, getting them resolved.
      Covered earlier in meeting.
   v. Grants and Contracts update– Wanda
      Waiting for everyone to agree. Still moving along.

5. Old Business
   a. DocuSign integration with OnBase
      What types of docs would need DocuSign? Derek is asking around, especially HR and Finance.
      Routing of documents could be an issue. Security access forms should be worked on first. Standardizing security access forms.
      Derek suggests DocuSign be adjunct or replacement to process request forms.

6. New Business/Pending/Potential Processes for ECM Development
   a. Disk group & keyword Encryption
      RIM has initiated purchasing of disk group and keyword encryption modules from Hyland. More compliant information protection.
      Currently, there are too many interpretations on what the process should be; redaction, encryption, etc. Need standardization for anything that is at risk for hard drive being stolen

7. Schedule next meeting
Options: July 9th or 23rd? Shiva will send something out to team to see which date will work best.

8. Adjourn

Meeting adjourned 2:35 p.m.