MINUTES
University of Alaska
OnBase Governance and Implementation Team
November 12, 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
Sue Ann Denny SW
Myron Dosch SW Controller
Laura Katucki SW Finance
Carolyn Weaver HR
Libby Eddy, UAF Registrar
David Read, GI

Recorder Order:
1. November UAF Sandi Culver
2. December UAS Laura Katucki
3. January SW Carolyn Weaver
4. February UAA Eric Pederson

Unable to Attend:
Libby Eddy
David Read
Myron Dosch

AGENDA
1. Call to order
   Convened at 13:32
2. Approval of Agenda
   Agenda approved
3. Approval of October 2014 meeting minutes
   Agenda approved
4. Assignments/Task & OnBase Process Requests/Implementation Status Updates – Matrices -
   a. Assignments
      i. Enrollment Management Implementation Team – Shiva
      ii. Met yesterday, approved creating a new doc type for storing the security forms, should be able to handle them all starting with student. Will filter to other areas over time. The security group will consist of the coordinators and may also include other interested parties. Barbara recommends that only security coordinators see the scanned forms. Wants to be able to share. Shiva: should be captured by the coordinator and then scanned.
Barbara would like to have a workflow queue for passing from coordinators to approvers. Forms are very similar but not quite the same. UAS uses the SW form. Julie: UAF has several options and would like to consolidate them together and may use an external workflow like DocuSign. Russ would like consistency across the records. SW uses the same form for banner and OnBase. Discussion of what goes in a form and how best to capture different access requests in the document type. Shiva: multiple phases, for now just storing the scanned documents and later on doing more with eforms, etc. Julie: this is all part of the overall simplification of the process by clearing up the language.

PR#175 Create new Document Type for OnBase Security Access Form
PR#168 (General Counsel Title IX) – Jamie

Jamie: everything is set up in LRGP and just waiting for docs from the lawyers (shiva has not heard any new info either). Once they turn in the docs they can be uploaded

iii. OnBase Governance Transition Teams HR (HRMIT) – Shiva
PR#173 (Create 7 HR Doc Types)

(1) Job Form (2) Personal Demographic Form (3) Student Verification, (4) Student Waiver, (5) Confidentiality Form for UAA (6) Memo, (7) Contract letter

Shiva: new doc types are all now in LRGP and have been tested. Should be able to push them over to Production today or early tomorrow. There have been over 47 new types created over the last few months.

iv. OnBase Governance Transition Teams Finance – Shiva, Derek, Wanda

PR#177 Encrypt the Finance disk group to enhance security – Jamie

Encryption completed on 11/9/14.

Jamie: the encryption went well, but took about 15 hours. Fin is now encrypted … needed a reset of the servers to fully function. Finaid is going to be the next disk group to encrypt. Will take a while for it to run (possibly up to an hour). shiva will put a request to the EMIT for formal approval

PR#176 Create new Document for OnBase Grant Maintenance Form – Derek

Derek: in LRGP and talking to the customer about access.

PR#165 (TEM-OnBase), - Shiva

Shiva: had several sessions with Hyland and communicated that it is definitely a TEM issue and a ticket has been opened with Ellucian. The workaround is to change the naming of the expense reports so that TEM will allow uploads. OnBase works just fine with both prefixes and naming.
Still waiting to hear when it will migrate to prod. Wanda: make sure that word of the new prefixes makes it down to the TEM committee members. Wanda: BR forms are at least in LRGP and should soon be in production. MAUs have a good handle on new priorities and a list to work from.

v. User Training – Shiva – Skillsoft presentation
   Shiva will work on this over the break

vi. App Server Access - Shiva
   a. E-Forms – In the draft stage. Still working with Derek and Jamie.

vii. UAS Faculty Academic Records – No progress. Waiting on Provost’s office
   Shiva: no progress thus far

b. OnBase Process Requests
   Please see 4a. & spreadsheet.

c. Implementation Processes
   i. AD Autofill – Derek, Shiva, Jamie.
      Derek: Summary of updates needed over thanksgiving day. AD file will be growing to account for the full Banner data set so the first update will take a while.

   ii. Grants and Contracts update – Shiva
      G&C directors are reviewing the document types and processes. Have committed to getting back to OnBase folks by the 11 Dec meeting

5. Old Business
   i. TCCI - Feedback.
      Shiva is working on the stuck transcript issue, otherwise TCCI is working and many new templates have been created and used.

   ii. Premium Subscription - $6,800 per year
      Shiva: description of some of the training items. Primarily of use to administrators, but should have use to users as well (like advanced capture training). Julie: we need to know more about it. Shiva will send out more info on what training is included, etc.

   iii. Unity - $10,000 + annual maintenance – would replace Thick Client. Shiva and Derek are working on a presentation – Separate meeting agreed by team.
Shiva will send out an invite the first week of December looking to schedule a presentation at that point.

6. New Business/Pending/Potential Processes for ECM Development
   i. OnBase 15 – Upgrade
      Shiva is looking to do scheduling with EAS/WSA on best timeframes for finishing the upgrade by end of October (some scheduling has already been done). Will work on an upgrade plan for testing/scheduling/etc.
      Jamie mentioned that it is best to wait until at least service pack 1.
   ii. Other Diskgroup Encryption (Admissions, FinAid, HR) – Need approval from functional transition teams – Jamie, Derek, Shiva
      No further discussion

7. Schedule next meeting
   Next meeting scheduled for December 10 @ 1:30

8. Adjourn