AGENDA

1. Call to order

2. Approval of Agenda- Derek wanted to clarify that the items listed under Paragraph 4.(a) (iv) & (v) did not require another vote. That is correct these items were listed to provide an update on the final vote count. There were no other changes or clarifications for the agenda. Agenda approved

3. Approval of Minutes- No changes. Minutes approved

4. Assignments/Task & Process Requests/Implementation Status Updates – Matrices – Russ thanked Derek for assisting in updating the spreadsheets and adding a description column to the process requests matrix.
   a. Assignments
      i. Application Enabler (No update)- John
      ii. Foldering (No Update)- John
      iii. Document Retention Module (No Update) – John/Alicia

   1. Request to implement static retention where appropriate – Derek
a. GEC- Derek would like to implement static retention where appropriate. All agreed. Russ indicated that when applicable John was applying static retention to all new documents types. Derek will coordinate with HR and Grants & Contracts to begin implementation process.

2. OnBase Admins are ERM/ECM for UA- Reminds everyone that the OnBase Administrators are the first line electronic records and enterprise content managers for UA. From Russ

iv. PURGE Procedure – Russ for John – This procedure was unanimously approved by the OGIT.

   1. Post-OnBase version 13 upgrade the administrators will implement it.

v. User Accounts Update & License Procedure – Russ for John

   1. Derek is working on reports for account usage- Derek coordinating work stations with users.

b. Tasks & Process Requests

   i. OnBase Process Requests (Update) – Derek/John/Jamie

      1. OnBase PR# 135 and 138 (No Update) – Derek- All ask requests put on hold due to upgrade.

      2. OnBase PR# 155 (No Update) – Jamie- Waiting for Financial Aid representatives to determine/decide retention period.

      3. Joint OnBase PR# 114 (External Auto-fill), 149 (Core-based workflow) [NO UPDATE] – John/Derek/Jamie

c. Implementation Processes

   i. Transcript Capture [TCCI {PR 142}] (Update) – Russ/John- On hold until after OnBase Version 13 upgrade. Due to less flexibility with the templates and OCR in Version 11 the SES representatives unanimously decided to suspend TCCI testing until UA upgrades the system to Version 13. This will allow SES to take advantage of the template and OCR enhances in version 13.

   ii. OnBase Version 13 accelerated upgrade – Russ provided a summarized update on the accelerated Version 13 upgrade.
iii. UAF Grants and Contracts Process Implementation Development with eCopy (PR# 150) – Derek
   1. Grant Effort Certification – Derek/Jamie/John
v. Financial Systems (FIN documents) – Laura - announced that Financial Systems has hired a new person who will be trained and certified in OnBase. The new hire will be involved with the OnBase implementation for Financial Systems and help finalize Finance retention schedule. All MAUs deem it necessary that this new staff person is an interactive participant in the OGIT sessions, in addition to our desire this person works in concert with MAU OnBase administrators and in alignment with MAU priorities.
   1. There are some Finance document types in OnBase test. Derek asked, “What was the purpose/use for creating these document types?” UAF is very interested in starting to move more of the UAF Financial Services documentation into OnBase. Russ explained that these are old document types were created in the OnBase test instance several years ago when Financial Systems had an OnBase Administrator. The document types were never moved to production.
vi. UA Scholars Program and Savings Plan (PR 156- Update) – Russ for John- Completed and moved into Production.
vii. HR documents – Derek- Working with Margie Karl to address ongoing needs.
viii. Add to agenda- Derek- DocuSign for electronic signatures. UAF started using and end goal is to get approved and into OnBase. In Version 13 upgrade, DocuSign and OnBase can be integrated together.
   1. Russ- Do we have document types & retention for these?
   2. Julie- Currently running testing on this. Very user friendly, and more practical, from an approver standpoint.

5. Old Business
a. Accelerated OnBase UPGRADE discussed earlier.

b. Site License/exchanging named user licenses for concurrent licenses- Russ- Cost too high at this time. Looking in to exchanging one type of license or more licenses for equal value of another (this applies to all license types).

c. Consolidation of System Administrator privileges is completed - Derek

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

7. Schedule next meeting- Scheduled for September 25th - 11:00am. All agreed.

8. Adjournment