

Document Imaging Committee  
**Draft Agenda**  
**02/15/2006**  
**10 a.m. to 11 a.m.**

Welcome

Introductions

Welcome to ... representing Residential Housing


Action Items

Approve scanned handwritten minutes (2/8/06)  
Status of 2001-02 Records Retention Survey work (Erik)  
What's New?

Progress Report proposal 


Final report ideas 

MS-PPT pictures of Blanche and Fire Hall 

Banner ROI form to web page 

Resource page – Stopping the Paper Chase 

Vendor Reference checks 

Members only 

Review home work: the *Workflow Survey* on the Resources button  
Review the revised Phase 1

Web page updates?: <http://www.admin.mtu.edu/acct/dept/controller/docimg/>  
Specific goals (especially the post mortem)

Process review

Timelines updated

Needs survey [Forms-Duplicate document survey]: Purchase Reqs  
(Bobbie)

Vendor review – Keep with these three

Target questions for initial presentation

RFI, but not RFP from SCT Sungard

Vendor reference checks - Appropriate questions?

Weight the vendor selection criteria


Vendor video conference product demonstrations


Banner Xtender Solutions (BXS) – EERC B18 on 2/17 from 9:30 to 11:30.


ImageNow

Xerox Global Services

Homework

Share our web page with others interested in document imaging 

Backlog survey 

Vendor reference checks - call your colleagues @ NMU re: BXS 

Investigate if there are any restrictive guidelines for the use of electronic images  
rather than hard copy, e.g. Sponsored research.

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Future Homework

Send Marcus Wood (mdwood@mtu.edu) a link to your department org chart

Vendor reference checks - call your colleagues