

**Minutes (Notes in Blue)
Document Imaging
1-26-2007**

Present: Jarrod Karau, Bobbie Dalquist, Mike Hendricks, Giesele (for Suzanne Morin), Karen Salo, Kelly Dube, Sharon Paris (for Mike Johnson), Erik Nordberg, Beth Wagner, Cathy Banfield,. Marilyn Haapapuro, Mary Jane Lowney, Robert Roose, Nancy Byers Sprague, Jim Hainault, Walt Milligan

Not present: Ann Roth

1. Review since last meeting

- a. Project Implementation Leader [Jarrod]

After Image Now demo, we started talking about implementation, I volunteered to be project lead on implementation for the across campus implementation.

- b. Account services has notified the feds of our intent to document image, have not notified the state agencies

Mike confirmed.

2. Review of Committee Charge

Charge:

Collectively work together with staff from a variety of departments across campus to develop a proposal for document imaging.

Determine:

1. Needs for document imaging at various levels across campus
2. Timeline of implementation
3. Cost analysis
4. Appropriate technologies to address #1
5. Possible vendors given the benefits vs. costs

As a committee we've done a lot on #1,4,5. Need to complete #2 and #3 and get a final report to the Exec Team before any funding will be provided for this project. We need to look at the big picture and provide a Total Cost of Ownership of this project.

3. Review process to date [handout] [page 3](#)

4. Moving forward / Committee Work

a. Reaffirm decision on Vendor of Choice

Everyone confirmed and no one e-mailed me to say they were not happy with the selection of Image Now as the vendor of choice. We will move forward.

b. Specific department data gathering – web survey?

- i. Restrictive guidelines for use of electronic images rather than hard copy (sponsored research?)
- ii. Workflow
- iii. Back loading
- iv. Software Licenses / hardware (scanners)

Most of the meeting revolved around this. We need to get a fairly good idea of how many workstations we need, equipment needs, etc. This is going to be very complex and not 100% accurate. We suspect the project will be at least a 3 year implementation, and know many things will change within that time.

Mary Jane, Bobbie, Karen, and Jarrod will get together as a small group to prepare a presentation and questionnaire to gather more data. The plan would be to go to college council meetings, directors meetings, etc to present and gather data. We will meet separately and report back to the main group.

c. Implementation Time Line / Order – what order do we do Document Imaging in?

Need to complete data collection first

d. Cost Analysis – Total Cost of Ownership analysis (hardware, software, maintenance)

Need to complete data collection first

e. Set a deadline for the Final Report to the Executive Team

Set a deadline of April 30, 2007. Mike has an initial draft document.

f. Other?

Next meeting – we will schedule once our small group has a chance to meet. We will meet in Admin 404 next time.

Mike will setup a time for anyone interested to show off what his area has done in terms of back-loading data.

Process to date:

1. Website: <http://www.admin.mtu.edu/acct/dept/controller/docimg/>
2. Identify Risks (GLBA, FERPA, Title V)
Also noted the new E-Discovery law relates to this. See E-Discovery link:
<http://thepocketpart.org/2006/11/30/rosenthal1.html>
3. Data gathering from departments (back loading, work station count, retention)
4. Selection Criteria
5. Vendor Demos
 - a. Banner Xtender Solution Demo 2/17/06 9:30-11:30
 - b. Banner Online Demo
 - c. Image Now 6/14/06 9:30-11:30
6. Vendor Selection
7. Second Image Now Demo for Campus