Administrative Solutions Workgroup
Meeting Notes
October 15, 2019

Present:	Al Liddicoat, Academic Affairs	Craig Nelson, University Development
	Will Thompson, Academic Affairs	Dave Mason, Academic Affairs
	David Bains, Cal Poly Corporation	Rick Salomon, Student Affairs
	Alison Robinson, ITS	Bret Heenan, ITS
	Brian Spolarich, ITS	Kathryn Hammer, ITS
	Scott Tucker, Admin & Fin	
Absent:	Jessica Darin, President's Office	Andrea Burns, Cal Poly Corporation
	Troy Weipert, Admin & Finance	

I.   Approve Meeting Notes
Approved. The communication plan for the Adobe Sign transition is in development. DUCS (DocuSign Unit Coordinators) are working on an inventory of forms for each division.

II.   Enterprise Imaging System
Academic Affairs worked with a vendor, Hyland, to perform a comprehensive study of the Enterprise Content Management (ECM) systems that are used on campus (Academic Affairs and Admin & Finance), and provide recommendations. Academic Affairs requested recommendations for a one, three, and five-year scale. The cost estimates and return-on-investment (ROI) estimates that will be included in the final report are based on Cal Poly implementing all of the recommendations. The ROI (per student) is presented cumulative over five years. The final report will be organized around area and activity. Currently, no action has been taken on the recommendations.

Hyland is moving toward a SaaS platform; the transition will be a soft rollout until all services are migrated to the cloud. A hybrid approach is recommended for Cal Poly. For example, selecting modules to complement existing investment and maximize the investment of the current service.

Overall, there is agreement with the findings about needing governance for an ECM system and infrastructure.

Question about what is imaging workflow used for from a business perspective? How does this differ from other workflow systems that are used? The imaging is its own repository, including student records (change of major, transcripts, registrations, etc.) Other systems point to the data that's stored here. This repository is heavily used in the business process and data retention.

Question about the number of licenses: There are ~80 – 100 concurrent users and ~60 core users. Less than 1TB of data is stored and 3.5gig. The enterprise subscription includes unlimited licenses for campus.

Long-term, there are concerns about continuing with a product that uses old technology vs. a robust web-based service. In the long-term, a single instance for Cal Poly is preferred.

Academic Affairs will reconvene with managers and directors when the report from Hyland is finished.

III.   Projects Completed
   a.   Last 90 days:
        Notable projects that were recently closed include YTT and payphone removal.

   b.   Under 80 hours:
        Modifications for PeopleSoft are trickling into this list of requests.

IV.   Projects in queue for prioritization
        ITS will follow up with Student Affairs about INIT-581 for the Health Center. Progress has been made on INIT-722 for the Tenure Density Dashboard.