

VISION 2020 UPDATE-Building, Renovation and Technological Infrastructure

Overall Status



Goal I: Pursue opportunities to invest in technology and information systems. Through these investments, create a more flexible and productive work environment, while simultaneously reducing maintenance, improving overall efficiency and reducing costs.

Strategy B: Investigate a document management system, in partnership with functional units, to capture, manage, store, preserve and easily deliver content and documents based on organizational processes.

Recent Key Accomplishments

Following a study of potential software, staff have identified document storage software to be used: Adis (supplied by Global Science Technologies).

The University's purchasing and payroll departments are currently using this software. Also, the System Rollout has been completed for Business & Finance areas of A/P, Budgeting, Payroll, HR and Purchasing.

Upcoming Activities

Over the next few months, the new software will be rolled out to areas of the University, such as Registration and Records, to assist with document management and storage.

Emerging Issues

A schedule for training employees on the new document management system remains in development.

Solutions

The University will work with the vendor to develop training sessions and instructions for employees.

Upcoming Deliverables/Milestones

<u>Item</u>	<u>Due Date</u>	<u>Status</u>	<u>Progress</u>	<u>Comments</u>
Item: Study Complete	12/31/2014		100%	
Item: System Rollout	5/31/2015		100%	
Item: Rollout to other University areas	2016		10%	

Submitted by: Melvin Jones Date: 1/6/2015