Title: Digital Signature Solution

Recommendation:
The Administrative Technology Working Group makes two recommendations related to digital signature solution:

1. Implement an enterprise digital signature solution and its integration with the existing document management system OnBase (PolyDoc).
2. Implement a cost sharing model for the annual subscription and annual maintenance:
   - One-time startup fee will be funded by IT.
   - Divisions of Academic Affairs, Administrative Affairs, and Information Technology (IT) will share the subscription cost for the first year. IT will cover the one-time startup fee.
   - Subscription cost for subsequent years will be evenly distributed among the divisions that use digital signature.
   - The cost for OnBase (PolyDoc) integration will be funded by IT.

Background/Findings:
As digital signature becomes an acceptable form of signature, it’s broadly used for documents that do not require wet signatures. At CPP it can be used for internal approvals, vendor contracts, student and parent forms, and housing agreements, etc. Many departments already expressed their need for a digital solution. In the absence of an enterprise digital signature solution, some departments adopted an affordable solution that may or may not meet ATI and security requirements. Some digital signatures turned out to be unacceptable, which delayed the processing of impacted documents.

Working Group Members:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Darwin Labordo</td>
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Ruling:

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Action Item – Recommendation v.1