



KONICA MINOLTA

ENTERPRISE CONTENT
MANAGEMENT

Improve Efficiency and Cut Costs in Higher Education Document Management

higher education



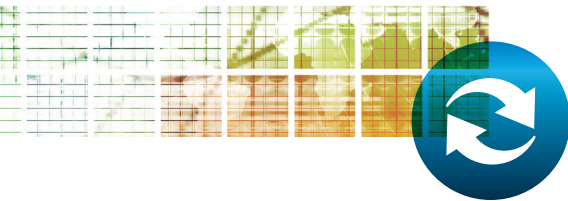
Giving Shape to Ideas



Empower. In today's fast-changing world, colleges and universities are looking for ways to cut costs, stretch budgets, implement new technologies and improve educational outcomes. Konica Minolta gives you campus-wide content management for every educational need: admissions, financial aid, course preparation, academic records, student athletics, alumni relations and more—all the elements that empower your academic institution to provide superior educational services.

Enhance. Konica Minolta higher education solutions document handling and content management enhance your facility with security and single-source reliability. Our Enterprise Content Management (ECM) solutions can make a significant contribution to your overall administrative efficiencies and cost-savings—speeding the flow of information, safeguarding student records, improving cash flow, and enhancing the power of educational professionals to make academic decisions based on comprehensive data sets.

With fingertip access to educational data and automated processes that leverage the power of your staff and infrastructure, Konica Minolta ECM systems improve communications throughout college and university campuses. And because our ECM solutions can integrate with your student information system, they provide a single source for the comprehensive, accurate data you need to stretch budgets and stay competitive.



Accelerate.

Save time and accelerate manual administrative processes with Enrollment Management Solutions. For educational applications that must process a great deal of information quickly and accurately, Konica Minolta ECM solutions can eliminate time-intensive manual formatting and archiving processes that overtax administrative personnel and slow decision-making. Our automated document capture and distribution capabilities offer all these advantages for colleges and universities:

Admissions Processing

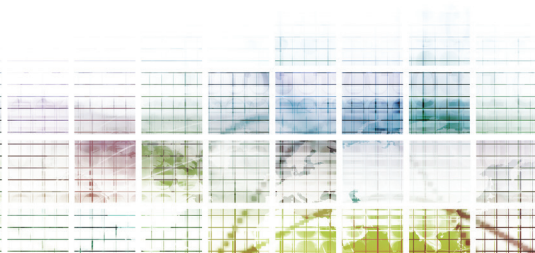
- Accelerate undergraduate and graduate admissions with automated processing and review of applications
- Ensure the selection of talented, best-fit students by integrating information in many forms: hard-copy applications, transcripts, correspondence, email, facsimile and more
- Integrate paper-based workflow with your SIS to streamline admissions procedures and provide timely response to applicants
- Maximize staff efficiency and productivity by combining documents in a secure centralized repository
- Speed processing to attract the highest quality of applicants

Financial Aid Review

- Handle rising numbers of applicants with fewer staff professionals to stretch administrative budgets
- Integrate financial aid processes with student information systems
- Provide instant access to complete information for faster, more accurate approvals
- Improve services to increase student satisfaction

Registrar Forms Processing

- Automate response to routine requests such as dropping or adding courses, changing majors, sending transcripts, updating contact information, petitioning for academic reinstatement or graduation
- Expedite routing and approvals by maintaining online submissions in electronic formats throughout the process
- Create and distribute electronic forms that can be easily updated and do not require costly storage and reprinting





Konica Minolta ECM solutions can eliminate time-intensive manual formatting and archiving processes that overtax administrative personnel and slow decision-making.



Student Advising

- Provide students with the fully updated information they need
- Increase the efficiency of faculty advisors, counselors and administrative staff
- Sort, filter and analyze student information more quickly
- Automatically route student files to the appropriate advisor in advance of initial and follow-up advising sessions
- Increase each student's ability to secure funds, manage coursework and achieve graduation goals

Student Onboarding

- Drive enrollment by providing admissions feedback to help students make their decisions in a timely manner
- Quickly matriculate students who enroll just before the start of classes or who show up for their first class with incomplete registration data
- Meet and exceed enrollment goals to fill all available slots



Grow. Advancement and development solutions secure relationships and build strategies for growth. Konica Minolta electronic donor relations management can help you build for the future by promoting and strengthening donor relationships today—communicating with alumni, reaching out to first-time contributors, following up on regular supporters and initiating legacy giving programs.

With access to donor and prospect files that offer comprehensive background information on interests, professional standing, financial status and history of giving, administrators and officers in the field can confidently drive conversations and mailings that lead to increased revenues. Konica Minolta's ECM solutions offer so many advantages to ensure a successful tomorrow.



Donor File Management

- Access information from a secure, centrally managed donor file
- Obtain details of past and current contributions, notable achievements, family relationships and more
- Update files on the fly with content from a variety of sources
- Create a comprehensive donor profile supporting conversations around the “ask” for higher success rates

Gift Contract Management

- Allow staff members to process new gifts quickly, track contract documents and monitor expiration dates to secure proactive renewals
- Manage opportunities for contract renewal through automated timers and notifications to alert staff of upcoming renewals
- Bolster fund development by pursuing all available opportunities
- Proactively reach out to donors in advance of expiration dates
- Reduce administrative burdens on overtaxed fundraisers and staff

Automated Gift Processing

- Speed the disbursement of funds to programs, projects, scholarships, research initiatives and other institutional priorities
- Alleviate processing bottlenecks and burdens to free staff for higher value donor-facing activities
- Keep donor records up-to-date and free from manual errors



Konica Minolta's Integrated Suite of ECM Solutions Offers a Wide Array of Advantages for Colleges and Universities:

Academic Affairs

- Speed review processes, hiring and tenure policies, sabbatical requests, grant proposals, academic honors and other administrative tasks to promote fellowship and cooperation
- Handle the rotation of departmental staff duties and administrative tasks more efficiently
- Automate the distribution of policies, regulations, news bulletins and announcements so everyone stays in the loop
- Easily implement new procedures for online teaching and learning

Finance Processing

- Automate the reconciliation of bank deposits to student tuition payments, faculty salaries and maintenance expenses with sophisticated matching algorithms that track the status of a deposit or payment until it is closed
- Streamline student billing processes and increase audit controls while maintaining enhanced security
- Use advanced data mining and dashboard reporting to analyze processes, streamline workflows and eliminate errors
- Create comprehensive data resources for preparing academic budgets, grant proposals, performance and compliance reports

College and University Athletics

- Manage team rosters, schedules, ticket policies and equipment requirements with greater speed and cost-efficiency
- Coordinate ticketing policies and alumni requests for greater leverage in advancement and development efforts
- Assure compliance with academic, healthcare and insurance regulations affecting student athletes

Building and Maintenance

- Improve efficiency in obtaining bids and assigning contracts
- Manage the flow of information to/from contractors and outside suppliers
- Maintain compliance with labor contracts and worker compensation rules
- Develop a cost-effective platform for future building projects and growth to meet 21st-century educational demands



Streamline. Academic affairs, finance and athletic solutions help manage costs, speed revenues and improve compliance. Konica Minolta higher education solutions can remove bottlenecks to speed academic reviews, process tuition payments and scholarship disbursements, manage athletic programs and insurance compliance, handle faculty salaries, even reduce campus-wide building and maintenance costs—all to help educators and administrators take advantage of every opportunity for controlling costs and stretching budgets.



Lead.

Konica Minolta Business Solutions U.S.A., Inc. is a leader in advanced document management technologies and IT Services. We focus on complete business solutions, including bizhub® multifunctional products (MFPs), bizhub PRESS production printers, managed print services, integrated software systems and related services and supplies.



Capture



Process



Access



Integrate



Measure



Store

Konica Minolta products and solutions are developed from the ground up for Section 508 compliance: accessibility for everyone, regardless of age, gender, stature of special needs, and usability by all, with comfortable and intuitive operation. Control panels tilt for greater visibility from any angle, with LEDs and icons that are brighter and easier to see. And paper drawers open from the front with smooth-sliding action.

Konica Minolta also leads the way in protecting the environment for generations to come. Our Clean Planet program makes recycling quick, simple and cost-free for all your Konica Minolta consumables, including toner cartridges, imaging units, waste toner bottles, developer units and drums. Our exclusive Simitri® HD^f toner formulation uses biomass plant-based materials to reduce environmental impact. And our Eco Vision 2050 project is committed to reducing CO₂ emissions by 80% over 2005 levels—minimizing greenhouse gases that may contribute to global warming.

Partnership.

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

Information Management

Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility

IT Services

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects

Technology

Office Multifunction Business Solutions
Commercial and Production Printers
3D Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services



benefits

Konica Minolta ECM Benefits:

Scan and Convert Paper Documents:

- Create electronic transcripts and course content that can be shared, processed and uploaded to a centralized online repository for fast, secure access
- Store and track student transcripts, testing results, admissions applications, financial aid requests
- Give teachers and administrators access to educational data from any location, even while traveling
- Use electronic forms to reduce or eliminate storage costs of paper documents

Reduce the Cost of Routine Workflows:

- Automate manual processes to make teachers and administrators more productive
- Drive enrollment by speeding admissions feedback to help students make decisions more quickly
- Integrate back-end operations for student billing, scholarships, fundraising programs and more
- Improve response to routine requests for course changes, transcripts, reinstatement, graduation

Maintain Security Compliance:

- Reduce the cost of safeguarding student confidentiality and protecting proprietary course content
- Comply with new regulations for maintaining transcripts, test results, tenure deliberations
- Assure compliance with academic, healthcare and insurance regulations governing student athletes



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For further information, please visit our website: KonicaMinoltaECM.com

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