

# Ferris State University

## Xtender Team

### Meeting Minutes

Date: Monday, May 14, 2007

Time: 11:00 a.m.

Location: Prakken 104

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**Attendees:** Charlotte Tetsworth, Lori Henderson, Denise Grinnell, Steve Stellard, Cheryl Cluchey, Sam Fattore, Linda Golden, Joe Riddering, Sara Dew

Sandy Britton (representing FSU GR and Kendall) was not able to attend today's meeting. She has indicated that she would like to be included in future meetings, either via conference call or by actually traveling to Big Rapids.

Brief introductions of team members

The team decided that we would hold future meetings in WES 206 or another room that has conference call capability to facilitate Sandy Britton's participation.

The team charge was distributed to all team members and reviewed.

#### **Project timeline and goals –**

The team established the goal of having Xtender up and available by July 1, 2007.

Admissions - would like to be using Xtender by July 1<sup>st</sup> for the Spring 2008 semester, they have already begun receiving documents for that semester.

Financial Aid - would like to begin using Xtender in October 2007 with full implementation by January 2008 for the 2008/2009 award year.

Payroll/HR - would like to wait until they can assess the full impact of the electronic PAF form to determine any functional user needs. They would also like to eventually consider having the Departments use Xtender to image and submit payroll leave slips.

Accounting/Accounts Payable/Purchasing – could begin using Xtender in the functional areas for the start of the new Fiscal Year; but the full benefit of Xtender will be in allowing the end-users to scan and attach supporting documentation at the source and allow the image to flow through the approval process, etc. They would like to begin having end-user access by September 2008.

Sam Fattore indicated the servers have already been purchased and are ready for the software to be loaded. Sam believes he can do this in just a few hours, but he will also need some time from Dave Steffen to assist with writing a script and migrating data tables. Sam will contact Dave to schedule a time convenient for the two of them to get the software/servers in place.

We will also need an SSL certificate. The team questioned the possibility of looking into a universal/site license for SSL vs purchasing multiple individual licenses.

### **Xtender Licenses**

Currently, FSU owns the following Xtender licenses:

- 4 ScanXtender
- 5 WebXtender
- 5 AppXtender

The team felt that the 4 ScanXtender licenses would be sufficient to cover those areas that would be utilizing batch scanning since these are not dedicated licenses but rather concurrent user licenses.

The team recommendation for WebXtender was first to consider obtaining a site-license in lieu of purchasing individual licenses. If a site license could not be obtained, the team recommendation was a minimum of 35 licenses to start on July 1, increasing to 80+ licenses within a year.

### **Meeting Times:**

A core-group of the team was identified as required attendees for the up-coming meetings in support of the July 1 launch date. The other members will be optional attendees and may or may not attend as their calendars allow. The required core-group for this initial phase will be:

1. Sam Fattore
2. Charlotte Tetsworth
3. Steve Stellard
4. Denise Grinnell

### **Going Forward:**

Due to the recent changes in the Purchasing Office and the extremely low staffing situation, Linda Golden requested that someone other than herself from the team assume the Team Lead role. It was determined that until such time as Linda's schedule would allowed, Denise Grinnell would assume the team leadership role. Linda will continue as a member of the team.

**Next Meeting:** TBD (Denise will notify via Lotus Notes of the next meeting date)

Respectfully submitted:  
Linda Golden  
5-14-2007