

Meeting Information

Meeting Title: RunnerCard Committee	Date: March 30, 2022
Location: Zoom Conference Call	Time: 11:00 – 12:00
Dial In #: https://csub.zoom.us/j/89598445587?pwd=RFdqWmZTdGdMNUUpWa04yZkMvSHYzZz09	HC: n/a PC: n/a
Meeting Called By: Richard Nelson	Purpose:

Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	✓
Sandra Bozarth	Library	✓
Rich Nelson	ITS – Runner Card Service Owner (Chair)	✓
Steve Miller	ITS - RunnerCard DBA	✓
Nick Stringer	ITS – RunnerCard DBA	✓
Yvonne Stallion	ITS- Budget Officer	✓
Mike Brown	AV	✓
ASI President or designee	ASI	

Attendee	Representing	✓
Cindy Goodman	Athletics	✓
Crystal Becks	Housing	✓
Ashley Scott	Housing – Onity Admin	
Mari Gonzalez (Advisory)	UPD – Chief	✓
Queen King	University Controller	✓
Brian Leary	Facilities	
Rubicelia Alvarez	Student Affairs	✓
Kamye Salyards	ITS – Administrative Support	✓

Agenda

#	Agenda Topic	Led By	Time Allotted
1.0	Call to Order	R. Nelson	
2.0	Approval of Minutes – November 2021 Meeting	R. Nelson	
3.0	Announcements and Information	R. Nelson	
4.0	Approval of Agenda	R. Nelson	
5.0	Old Business	R. Nelson	
6.0	New Business <ul style="list-style-type: none"> • Current Budget • Review RunnerCard Policy • New RunnerCard Design • RunnerCard Access Control – Classroom buildings and student centric locations • General Updates 	Y. Stallion R. Nelson	

Meeting Minutes from March 30, 2022

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
RUNNERCARD COMMITTEE MINUTES
Wednesday, March 30, 2022
11:00 AM
Zoom Conference

PRESENT: Rich Nelson, Information Technology Services
Mike Brown, Antelope Valley Campus
Crystal Becks, Housing
Yvonne, Stallion, ITS Budget Officer
Queen King, University Controller
Steve Miller, RunnerCard Database Administrator
Nick Stringer, RunnerCard Database Administrator
Kamye Salyards, Administrative Support
Cindy Goodman, Athletics
Rubicelia Alvarez, Student Affairs
Sandra Bozarth, Library
Mari Gonzalez, University Police

ABSENT: Ashley Scott, Cindy Goodman, ASI President, Brian Leary

1. **Call to Order** – 11:04 AM. Meeting was called to order by R. Nelson.
2. **Approval of Minutes** – November 2021 meeting minutes approval. R. Nelson gave a brief overview of the previous meeting.

Motion/Second/Approved: S. Miller made a motion to approve the November 2021 meeting minutes. M. Brown seconded the motion. The minutes were approved.

3. **Announcements and Information**

- N. Stringer announced that Aramark is working with ITS and Transact to make RunnerCard use available at the food trucks on campus. Progress is being made.

4. **Approval of agenda** – R. Nelson requested to add to the agenda: RunnerCard Access Control – Classroom buildings and student centric locations

Motion/Second/Approved: S. Miller made a motion to approve the agenda. Q. King seconded the motion. The agenda was approved.

5. **Old Business** – No old business to discuss.

6. **New Business**

Current Budget – Y. Stallion provided the current budget:

Current balance is \$612,000, with a YTD revenue of \$128,000 and expenses of \$97,000.

Review RunnerCard Policy – R. Nelson shared the current RunnerCard policy which is viewable on the website: https://policies.csub.edu/672353c1-cffb-4ea4-8018-27856067c058_1788c8b6-1681-4a83-8d02-d72f545f18c1.html

- The majority of the policy is still relevant and works – the main item to discuss should be the time of eligibility for issuance of RunnerCard for new students.
 - Currently, cards are issued at Orientation. Now, with Orientation being virtual, there is less demand for physical resources to be made available for a large amount of photo ID cards to be issued at once.
 - Staff who issue the cards currently have to verify student eligibility when the students request their photo id online. This process is time consuming. ServiceNow can communicate with Peoplesoft and provide the students with feedback on whether they are eligible to complete the form and continue the process of getting their id card issued.
 - R. Nelson would like to request approval of the committee to fund this to implement the change.
 - Recommendation for eligibility: Students - when the student declares the intent to enroll. Faculty/Staff – Future hire status (offer accepted).
 - Active/Inactive status is not currently recognized through Transact.
 - The committee would like to revisit this topic at the next meeting pending information provided by N. Stringer.

Action Item: N. Stringer will contact Transact regarding how we can address inactivity on staff/faculty/student cards and when they can be deactivated.

- Runner Bucks – Maximum deposit amount of \$300 is not currently active with Transact. The committee agreed to maintain this maximum deposit amount.

Action Item: N. Stringer will contact Transact to set the \$300 maximum deposit amount on Runner Bucks accounts.

- Procedures for Lost, stolen or replacement cards – BPD does not issue temporary cards. Discussion regarding the necessity of temporary cards – Nights/weekends – printing in library is not an option, so the main reason for a temporary card would be for laundry services. Housing already has the policy in place to provide temporary cards for a small fee that can be reloaded with funds. It was recommended that we not issue temporary cards since pay to print is not available after hours.

Action Item: Remove line b. public Safety can issue a temporary card during night and weekend hours.

- Recommendations made for adding a line that states where and when students can receive a replacement card.
 - Will guidelines be set?
 - Temp card situations?
 - Yellow cards are available for purchase for \$1.00 then reloading for accessing services.
 - Approval for changes pending committee vote

Action Item: Email changes to policy to RunnerCard Committee in two weeks to be approved via email vote.

New RunnerCard Design – R. Nelson provided the new designs available for Photo ID.

- The new cards have the option to add text to the back of each card.
- Masks not allowed for students uploading their own photos.
- Staff and students are not required to get a new card.
- We are currently not in state compliance for what is required information on the back of the photo ID. Some items to consider:
 - Suicide prevention info
 - Sexual assault, domestic violence hotline
 - Campus Police number

Action Item: All committee members – send email to R. Nelson with recommendations for standard information to be added to Photo ID cards.

RunnerCard Access Control – The recommendation was brought to the committee to process the change to access control on a building-by-building basis. The request is to utilize up to \$100,000 over a years' time to add RunnerCard access control to buildings with classrooms, academic guidance, and food centers.

- Committee requested to vote on this item after more information is provided.
 - Will department chairs be informed of the plans and have an opportunity to contribute to the plan?
 - Food centers – is it necessary to include these areas?
 - Consultations should be had with building owners before making the decision to move forward.
 - All access control projects begin with Chief Williamson
 - Policies regarding “Doors to remain unlocked during business hours” will remain in place.
 - R. Nelson asked all committee members with concerns to email them to him so they can be addressed at the next meeting.

12:08 PM – Meeting adjourned.