



Meeting Information

Meeting Title: RunnerCard Committee	Date: October 15, 2020
Location: Zoom Conference Call	Time: 2:00 PM – 3:30 PM
Dial In #:	HC: n/a
Meeting Called By: Richard Nelson	PC: n/a
	Purpose:

Attendees

Checkmark or “X” indicates the attendee is present

Attendee	Representing	✓
Curt Asher	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	✓
Cindy Goodmon	Athletics	✓

Attendee	Representing	✓
Crystal Becks	Housing	✓
Ashley Scott	Housing – Onity Admin	✓
Martin Williamson (Advisory)	UPD – Chief	
Queen King	University Controller	✓
Justin Berhow	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 – December 2019 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 • Transact - Training 	Y. Stallion R. Nelson	

Meeting Minutes from October 15, 2020

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

RUNNERCARD COMMITTEE MINUTES

Thursday, October 15, 2020

2:00 PM

Zoom Conference

PRESENT: Rich Nelson, Information Technology Services
Ashley Scott, Housing
Crystal Becks, Housing
Yvonne, Stallion, ITS Budget Officer
Queen King, University Controller
Vanessa Chicaiza, ASI President
Steve Miller, RunnerCard Database Administrator
Nick Stringer, RunnerCard Database Administrator
Kamye Salyards, Administrative Support
Cindy Goodman, Athletics
Rubicelia Alvarez, Student Affairs
Curt Asher, Library
Justin Berhow, Facilities

ABSENT: Mike Brown, Martin Williamson

1. **Call to Order** – 2:02 PM. Meeting was called to order by R. Nelson.

2. **Approval of Minutes** – December 6, 2019 meeting minutes approval. A brief overview of the previous meeting was given by R. Nelson.

Motion/Second/Approved: C. Goodman made a motion to approve the December 6, 2019 minutes. S. Miller seconded the motion. The minutes were approved.

3. **Announcements and information** – Discussion regarding the successful Transact transition.

4. **Approval of agenda** –

Motion/Second/Approved: S. Miller made a motion to approve the agenda with additional item. J. Berhow seconded the motion. The agenda was approved.

5. **Old Business** – N. Stringer reviewed the progress on the Transact project.

- New system is up and running
- E Accounts is live – students can view history, deposit funds online
- Laundry system successfully migrated

- There are licensing changes with Papercut
 - We are offering free printing in the interim
 - Open labs and Print Shop – purchasing of supplies, etc. is coming from the Print Shop while students are receiving their free printing
 - Lab A is open Monday through Friday for students with face to face interaction and Zoom classes back to back
 - Very little print volume due to low attendance

6. New Business

Current Budget – Y. Stallion briefed the group on the revenue balance of \$606,967.11, pending the 84k Transact encumbrance. There is 25k remaining in contractual services and 59k software annual expense.

NOTE: Last year, 20k was approved for Transact change orders. One more change order is in progress for 7k and the current spend on that approval is 10k, so about 17k total will be spent on this approved change order expense.

Motion/Second/Approved: S. Miller made a motion to approve the current budget. C. Asher seconded the motion. The budget was approved.

Transact Training – The Transact has a reporting tool that the Accounting team can access

- Monthly transaction reports
- N. Stringer will create documentation for running reports
- L. Gamez to meet with N. Stringer regarding the old system and running reports
- Accounting team will have access to cash deposit machines
 - Internal key and external key

C. Becks from Housing expressed many thanks to the IT team for their support during this time of uncertainty.

2:24 PM - Meeting was adjourned.