



**Meeting Information**

<b>Meeting Title:</b> RunnerCard Committee	<b>Date:</b> January 24, 2019
<b>Location:</b> ITS Silver Conference Room	<b>Time:</b> 1:30 PM – 3:00 PM
<b>Dial In #:</b>	<b>HC:</b> n/a
<b>Meeting Called By:</b> Faust Gorham	<b>PC:</b> n/a
	<b>Purpose:</b>

**Attendees**

Checkmark or “X” indicates the attendee is present

Attendee	Representing	✓
Curt Asher	Library	✓
Rich Nelson	ITS – Runner Card Service Owner	✓
Steve Miller	ITS - RunnerCard DBA	✓
	ITS - Security Liaison	
Nick Stringer	ITS – RunnerCard DBA	✓
Yvonne Stallion	ITS- Budget Officer	✓
Mike Brown	AV	
ASI President or designee	ASI	

Attendee	Representing	✓
Faust Gorham	AVP-ITS	✓
Kenneth Siegfried or designee	Athletics	✓
Crystal Becks	Housing	
Ashley Scott	Housing – Onity Admin	
Martin Williamson (Advisory)	UPD – Chief	
Queen King	University Controller	✓
Rubicelia Alvarez	Student Affairs	✓
Kamye Salyards	ITS – Administrative Support	✓

**Agenda**

#	Agenda Topic	Led By	Time Allotted
1.0	Call to Order	F. Gorham	
2.0	Approval of Minutes – October 12, 2018 Meeting	F. Gorham	
3.0	Approval of Agenda	F. Gorham	
4.0	Old Business <ul style="list-style-type: none"> <li>• Spaces requiring after-hours key card access               <ul style="list-style-type: none"> <li>- Update on quote for card locks</li> <li>- UPD/students open forum</li> </ul> </li> <li>• Update on card quality issue</li> <li>• ADM machines – weekend support update               <ul style="list-style-type: none"> <li>- Temporary cards</li> </ul> </li> </ul>	R. Nelson/M. Williamson  R. Nelson R. Nelson	
5.0	New Business <ul style="list-style-type: none"> <li>• Current Budget</li> <li>• Review updated charge</li> <li>• RunnerCard Selection Committee update</li> </ul>	F. Gorham/Y. Stallion F. Gorham R. Nelson	
6.0	Adjourn		

## Meeting Minutes from January 24, 2019

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CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
RUNNERCARD COMMITTEE MINUTES  
Thursday, January 24, 2019  
1:30 PM – 3:00 PM  
ITS Silver Conference Room

PRESENT: Faust Gorham, AVP/CIO, Information Technology Services  
Cindy Goodmon, Athletics (Kenneth Siegfried Designee)  
Yvonne, Stallion, ITS Budget Officer  
Rich Nelson, Information Technology Services  
Curt Asher, Library  
Steve Miller, RunnerCard Database Administrator  
Nick Stringer, RunnerCard Database Administrator  
Rubicelia Alvarez, Student Affairs  
Kamye Salyards, Administrative Support

ABSENT: Ashley Scott, ASI President, Martin Williamson, Queen King  
Crystal Becks, Mike Brown

1. Call to Order – 1:32 pm – Meeting was called to order by F. Gorham.
2. Approval of October 12, 2018 minutes – F. Gorham made available and summarized the minutes from the last meeting and opened the floor for questions.  
**Motion/Second/Approved:** S. Miller moved to approve the minutes as presented and C. Goodmon seconded the motion. The minutes were approved.
3. Approval of Agenda  
**Motion/Second/Approved:** C. Asher moved to approve the agenda as presented and S. Miller seconded the motion. The agenda was approved
4. Old Business
  - Spaces requiring after-hours key card access – It was discussed that the 24-hour room is well used by students. All agreed that we still need cameras, but not monitoring. After the installation of the panic button that has been requested, the panic alarm will trigger the screens in UPD to show the camera activity from the location where the panic button is pressed. The lower level of library in the hallway is the requested location. An estimate has been obtained at \$1700 for that location. Annual maintenance fees still need to be considered as a possibility of ongoing costs.

**Action Item #1: R. Nelson will work with J. Nailor to obtain a quote for the installation and maintenance fees for the lower level of library near elevator location.**

- Update on card quality issue – The vendor has offered to replace the worn-out cards we have replaced so far. Data tracking is ongoing on the issue of frequency and which areas of usage cards are being replaced for.
- ADM Machines - weekend support and temporary cards - Temp cards have been completed for when an ADM is not functioning properly on weekends and the tracking log for accounting purposes is in place for reconciliation. Reporting data from ADM systems is difficult as we only get totals.

## 5. New Business

- Current Budget - Y. Stallion gave a summary of the current revenue and expenses; current revenue balance is \$552,638.63 as of 1/23/19. The half student is still not being billed, so is a cost savings. We have enough reserve to start looking at other areas that could be made into 24-hour access areas, could consider adding one per year.
- Update Charge - The charge has been revised to follow the same template of the other membership charters for posting to the website. We will distribute the charge to all committee members to review and make recommendations for any changes via email.

### **Action Item #2: K. Salyards will add the voting details for N. Stringer and S. Miller – ½ vote each.**

- RunnerCard Selection Committee Update – R. Nelson provided the list of members on the committee and gave a summary of the first meeting. He reiterated the importance of replacing the old system and outlined the action items for the sub-committee – to review the requirement document, create a SharePoint site and keep updated and email members of changes and schedule vendor demonstrations. The RunnerCard committee all agreed that they would like to review the requirements doc, then can add or request to be added any other items that could be categorized as a must-have or nice to have, etc. The method of ranking the vendors will be cost vs. features. The deadline for feedback from the sub-committee is 1/29/19. Will need a 5-6 week schedule for vendor reviews, depending on vendor availability. A decision should be made by the next RunnerCard Committee meeting to develop full implementation by Summer 2019.

### **Action Item #3: R. Nelson will email onecard requirement document to RunnerCard committee today, 1/24/19.**

- Additional items - The full system upgrade went smoothly and RunnerCard is running on new servers. On day 1, a small cache issue was detected on the Touchnet servers. N. Stringer was able to resolve the issue very quickly.

2:02 PM Meeting was adjourned