CSU Bakersfield

RunnerCard Committee

Agenda & Meeting Summary

Meeting Information

Meeting Title: RunnerCard Committee
Date: September 24, 2019
Location: **ITS Silver Conference Room**
Time: 11:00 AM – 12:30 PM
Dial In #:
HC: n/a
PC: n/a
Meeting Called By: Faust Gorham
Purpose:

Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	√
Curt Asher	Library	X
Rich Nelson	ITS – Runner Card Service Owner	X
Steve Miller	ITS - RunnerCard DBA	X
Nick Stringer	ITS – RunnerCard DBA	X
Yvonne Stallion	ITS- Budget Officer	X
Mike Brown	AV	
ASI President or designee	ASI	
Faust Gorham	AVP-ITS	X

Attendee	Representing	√
Kenneth Siegfried	Athletics	
Crystal Becks	Housing	
Ashley Scott	Housing – Onity Admin	X
Martin Williamson (Advisory)	UPD – Chief	
Queen King	University Controller	
Justin Berhow	Facilities	X
Rubicelia Alvarez	Student Affairs	
Kamye Salyards	ITS – Administrative Support	X

Agenda

#	Agenda Topic	Led By	Time Allotted
1.0	Call to Order	F. Gorham	
2.0	Approval of Minutes – 05/15/2019	F. Gorham	
3.0	Announcements and Information - Washing machine issue – machines are down in the library. - ADMs in Library went down and we didn't know they had started - Need to figure out if the ADMs can be monitored - Restart of servers, update team - Backup ADM to the Library	F. Gorham	
4.0	Approval of Agenda	F. Gorham	

5.0	Old Business
	• Transact Update
	  ○ Phase I – Replace Heartland for financial processing, mobile pay, identification
	  ○ Phase II – Door access and security
	• Update - CCTV/Panic Button installation
		R. Nelson
		R. Nelson	

6.0	New Business • Current Budget • Review/Update Charter	F. Gorham/Y. Stallion	

	○ Appointment of committee chair		

Meeting Minutes from September 24, 2019

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
RUNNERCARD COMMITTEE MINUTES
Tuesday, September 24, 2019
11:00 AM – 12:30 PM
ITS Silver Conference Room

PRESENT: Faust Gorham, AVP/CIO, Information Technology Services
Rich Nelson, Information Technology Services
Ashley Scott, Housing
Yvonne, Stallion, ITS Budget Officer
Curt Asher, Library
Steve Miller, RunnerCard Database Administrator
Nick Stringer, RunnerCard Database Administrator
Justin Berhow, Facilities
Kamye Salyards, Administrative Support

ABSENT: ASI Vice-President, Crystal Becks, Mike Brown, Kenneth Siegfried, Martin Williamson, Queen King, Rubicelia Alvarez

1. **Call to Order** – 11:03. Meeting was called to order by F. Gorham.

2. **Approval of Minutes** – May 15th meeting. A brief overview of the previous meeting was offered by F. Gorham. R. Nelson gave an update on the progress of the CCTV/Panic Button installation. One minor change – 3 cameras will be enough instead of 4. A panic button in the 24-hour room is included. This saved on cost and we were able to get past the Fire Marshall obstacle. We are waiting on PO's to be issued to vendors – the timeline for completion is contingent on that.

   C. Asher posed the question of whether panic buttons will be installed in all areas where there is no cell service due to the basement not having cell reception. F. Gorham shared with the group that the IT Committee is recommending a telephone to be maintained in every classroom in case of emergency.

   Motion/Second/Approved: S. Miller made a motion to approve the May 15, 2019 minutes. R. Nelson seconded the motion. The minutes were approved.

3. **Announcements and information**
   C. Asher relayed the information that students have come to the library for assistance since the ADM and washing machines have been down. They do not know how to help them.

N. Stringer is working on the technical issue of the machines not being able to decode the cards. It has been almost one month – Heartland is escalating the issue but has not provided service quickly enough.

The question of how to address the problem if both Housing and Library ADM's are down at the same time was raised. Maybe the students can be directed to the Cashier's Office to load funds onto their card or we could obtain Accounting Approval to have $5 cards students can purchase in case of emergency.

The recommendation was to explore the option Julie Oberlies provided for the Library if the issue with the washing machines and Housing ADM is not resolved this week.

We have a backup ADM in storage, need to check on hardware to see if any needs replaced. C. Asher asked if this could be placed in the Library.

4. **Approval of Agenda**
Motion/Second/Approved: S. Miller made a motion to approve the agenda.
C. Asher seconded the motion. The minutes were approved.

5. **Old Business**
Transact Update – R. Nelson
We are currently working through items we need/don't need.
    - We don't need as many ADM's – 5 locations and 1 back-up
    - Cost is 8K per machine plus maintenance
    - Will have online processing and stations will take credit cards
    - PO will be issued soon, will work to make sure implementation team has visibility
    - Requisition time considered, is it recommended to plan for Winter or Spring implementation?
        - If we are not able to ensure it will happen well, we need to postpone
    - 9-month renewal has been processed for TouchNet, which will take us through March 2020 – can negotiate to 12 months if necessary
    - Given we can survive the 12 months with the current system, it ay be best to postpone
    - New system account limit? 8K – 14,999 for account licensing
    - We still need to complete the project plan, possibly start off focusing on laundry in Housing
    - Cards will not change, they are already supplied by Transact
    - Phases
        - Phase I – Replace Heartland for financial processing, mobile pay, identification
        - Phase II – Door access and security

Update – CCTV/Panic Button installation – update given in review of May 15th meeting minutes.

6. **New Business**
Current Budget – Current balance is $624,896.40. 167K pending expenditures with Transact and TelTec.

Review/Update Charter - F. Gorham made a proposal to appoint Richard Nelson as the committee chair replacing him.
Motion/Second/Approved: C. Asher made a motion to approve the proposal.
N. Stringer seconded the motion. The appointment of R. Nelson as the committee chair was approved.

A recommendation was made to ask Wayne Narine to join as a member for CSUB Dining.

A change needs to be made to state “Facilities Manager” instead of Associate VP. (J. Berhow)

How do we get Antelope Valley involved? R. Nelson will discuss with Dean Schultz

Miscellaneous:
How often should RunnerCards get updated? Some staff have been here for 20 years with the same card.
There is currently no procedure for replacing cards just because they are old. The cost is $10 to replace.

Recommendation to assign a policy that outlines when a card should be updated?
A list of Faculty/Staff could be obtained to see how many have had the same card for an extended time, but we do not fund the account to sustain the cost of replacement. This is the responsibility of the department.

Meeting adjourned at 11:45 AM