CSU Bakersfield

Meeting Information

Meeting Title: RunnerCard Committee		**Date:** December 6. 2019	
Location: ITS Silver Conference Room		**Time:** 9:00 AM – 10:30 AM	
Dial In #:	**HC:** n/a	**PC:** n/a	
Meeting Called By: Richard Nelson		**Purpose:**	

Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	√
Curt Asher	Library	
Rich Nelson	ITS – Runner Card Service Owner (Chair)	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	X

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

Agenda

#	Agenda Topic	Led By	Time Allotted
1.0	Call to Order	R. Nelson	
2.0	Approval of Minutes – 09/23/2019	R. Nelson	
3.0	Announcements and Information	R. Nelson	
4.0	Approval of Agenda	R. Nelson	
5.0	Old Business • Delaying the Transact cutover date from Jan 6th to April 13th-19th (Spring Break). o This is due to delays in receiving hardware from hardware vendor. • CCTV/Panic Button installation Update o Pre-approval dollar amount to authorize change orders in the Transact implementation project.	R. Nelson R. Nelson	

6.0	New Business • Current Budget • Authorization to approve change orders to proceed with Transact Project	Y. Stallion R. Nelson	

Meeting Minutes from December 6, 2019

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
RUNNERCARD COMMITTEE MINUTES
Friday, December 6, 2019
9:00 AM – 10:30 AM
ITS Silver Conference Room

PRESENT: Rich Nelson, Information Technology Services
                  Ashley Scott, Housing
                  Crystal Becks, Housing
                  Yvonne, Stallion, ITS Budget Officer
                  Queen King, University Controller
                  Roxanne Esparza, ASI Vice-President
                  Steve Miller, RunnerCard Database Administrator
                  Nick Stringer, RunnerCard Database Administrator
                  Kamye Salyards, Administrative Support
                  Nicole Bueno, Accounting
                  Julie Oberlies, Accounting

ABSENT: Justin Berhow, Mike Brown, Kenneth Siegfried, Martin Williamson, Rubicelia Alvarez,
                   Curt Asher

1. **Call to Order** – 9:10. Meeting was called to order by R. Nelson.

2. **Approval of Minutes** – September 23rd meeting. A brief overview of the previous meeting was given by R. Nelson.

   Motion/Second/Approved: S. Miller made a motion to approve the September 23, 2019 minutes. Q. King seconded the motion. The minutes were approved.

3. **Announcements and Information** – Nothing to report.

4. **Approval of Agenda**

   R. Nelson requested to amend the agenda to include:

   Authorization to approve change orders to proceed with Transact project

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

5. **Old Business**

Transact – Delaying the cutover date from January 6th to April 13th – 19th (Spring Break)

- N. Stringer provided details on the progress. They spent three days with the representative from Transact and worked on all configurations that can be done now.

- Transact admin processes reviewed.
  - Configuration of Laundry completed. Pending pricing and definitions.
  - eAccounts system configured. Pending media and gateway setup.
  - TIA setup in the system.
  - Online Photo Setup and training provided.
    - SAML2: Meta Data File. Nick will review or meet
    - Logo
    - Account in SP Management portal review

- We now have an e account system, value to cards can be added online and do not have to use ADM machines. Transactions can also be done anonymously.

- Julie Oberlies requested 3 new merchant ID's for the credit card processing.

- The go live date is now April 13th due to delays in receiving hardware from the vendor. We would not have adequate time for receiving and testing if we stayed with the January 6th date. The accounting team reconciles credit card transactions by merchant ID. We need to ensure we are prepared. Early involvement will help things run smoothly. Julie Oberlies and Liz Gamez need to be contacted prior to let them know we are beginning the cutover.

Action Item: N. Stringer - Work out communications with Ashley Scott on how to operate the new system.

- From the app, students will be able to see if washing machines are available ahead of time.

- When the cutover takes place, for those who still have funds on their card already, it will stay with no action required. The system we are using is changing, so it's just a digital representation move from one system to the next.

- Training will be provided to the Cashier's Office staff for pulling cash from the new ADM machines in the library. Antelope Valley will also have one – still need a merchant ID for that one.

- PCI compliance – no training necessary. Will not be able to use credit cards at ADM's – can use the app or pay online via the website.

- No apple pay. Some features will become available at a later date, but some things cannot be supported by the campus at this time.

Updates to change order requests:
Cameras need to be upgraded
Computer at AV is old (10 years) and needs to be upgraded
Biggest cost – Need to keep "add value" fill station at AV – so we need to replace it

Total requested amount to approve for change orders - $21,011
- o   Blocker tool, remove sidecars
- o   Additional ADM's
- o   AV computer
- o   Cameras

ADM locations:
- Media Lab
- Cashiers Office
- Library
- Print Shop
- Housing
- Student Union

CCTV/Panic Button installation Update – Network cabling as been installed. A few changes had to be made, so slightly delayed. Cameras will get installed soon.

6. **New Business**

Current Budget – As reported by Y. Stallion, the current balance is $445,000. If change order request is approved, the remaining balance will be $424,000.

Motion/Second/Approved: S. Miller made a motion to approve the change order request not to exceed $30,000. Q. King seconded the motion. The request for additional funds to accommodate the $30,000 in change orders for the Transact project was approved.

Meeting adjourned at 9:47 AM