Meeting Information

Meeting Title: RunnerCard Committee
Location: ITS Silver Conference Room
Date: December 6, 2019
Time: 9:00 AM – 10:30 AM

Dial In #: HC: n/a
Meeting Called By: Richard Nelson
Purpose: n/a

Attendees

Checkmark or “X” indicates the attendee is present

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Representing</th>
<th>(\checkmark)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curt Asher</td>
<td>Library</td>
<td>(\checkmark)</td>
</tr>
<tr>
<td>Rich Nelson</td>
<td>ITS – Runner Card Service Owner (Chair)</td>
<td>X</td>
</tr>
<tr>
<td>Steve Miller</td>
<td>ITS - RunnerCard DBA</td>
<td>X</td>
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<tr>
<td>Nick Stringer</td>
<td>ITS – RunnerCard DBA</td>
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<tr>
<td>Yvonne Stallion</td>
<td>ITS- Budget Officer</td>
<td>X</td>
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<tr>
<td>Mike Brown</td>
<td>AV</td>
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<tr>
<td>ASI President or designee</td>
<td>ASI</td>
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<thead>
<tr>
<th>Attendee</th>
<th>Representing</th>
<th>(\checkmark)</th>
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<tbody>
<tr>
<td>Kenneth Siegfried</td>
<td>Athletics</td>
<td>(\checkmark)</td>
</tr>
<tr>
<td>Crystal Beck</td>
<td>Housing</td>
<td>X</td>
</tr>
<tr>
<td>Ashley Scott</td>
<td>Housing – Onity Admin</td>
<td>X</td>
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<tr>
<td>Martin Williamson</td>
<td>UPD – Chief</td>
<td></td>
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<tr>
<td>(Advisory)</td>
<td></td>
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<tr>
<td>Queen King</td>
<td>University Controller</td>
<td>X</td>
</tr>
<tr>
<td>Justin Berhow</td>
<td>Facilities</td>
<td></td>
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<tr>
<td>Rubicelia Alvarez</td>
<td>Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Kamye Salyards</td>
<td>ITS – Administrative Support</td>
<td>X</td>
</tr>
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Agenda

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