



**Meeting Information**

<b>Meeting Title:</b> RunnerCard Committee	<b>Date:</b> March 26, 2019
<b>Location:</b> ITS Silver Conference Room	<b>Time:</b> 9:00 AM – 10:30 AM
<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	✓
Nick Stringer	ITS – RunnerCard DBA	✓
Yvonne Stallion	ITS- Budget Officer	✓
Mike Brown	AV	
ASI President or designee	ASI	
Faust Gorham	AVP-ITS	✓

Attendee	Representing	✓
Kenneth Siegfried	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 – 01/24/2019	F. Gorham	
3.0	Announcements and Information	F. Gorham	
4.0	Approval of Agenda	F. Gorham	
5.0	Old Business <ul style="list-style-type: none"> <li>RunnerCard Selection Committee update</li> <li>Review Updated Charge</li> <li>Access to Library and 24-Hour Study Lounge</li> </ul>	R. Nelson F. Gorham R. Nelson & C. Asher	
6.0	New Business <ul style="list-style-type: none"> <li>Current Budget</li> </ul>	F. Gorham/Stallion	

## Meeting Minutes from March 26, 2019

---

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
RUNNERCARD COMMITTEE MINUTES

Tuesday, March 26, 2019

9:00 AM – 10:30 AM

ITS Silver Conference Room

PRESENT: Faust Gorham, AVP/CIO, Information Technology Services  
Ashley Scott, Housing  
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  
Queen King, University Controller  
Martin Williamson, University Police Chief  
Kamye Salyards, Administrative Support

ABSENT: ASI President, Crystal Becks, Mike Brown, Kenneth Siegfried

1. **Call to Order** – 9:05 AM. Meeting was called to order by F. Gorham.
2. **Approval of Minutes** – January 24<sup>th</sup> meeting. F. Gorham reviewed the minutes from previous meeting. Some discussion regarding the vendor replacing worn out RunnerCards, which is now in effect. Y. Stallion will credit existing charges to Housing for replacement cards and reconcile debited accounts.

ADM machines weekend support – Discussion regarding setting up Housing with same emergency fund cards as the Library has for instances when the ADM machines go down on a weekend when no Helpdesk support is available. No decision made. When ADM's go down it is usually a server issue. The vendor is checking logs.

Budget – We have enough funds to procure new system.

**Motion/Second/Approved:** C. Asher made a motion to approve the January 24, 2019 minutes. S. Miller seconded the motion. The minutes were approved.

3. **No announcements**

4. **Approval of agenda**

**Motion/Second/Approved:** S. Miller moved to approve the agenda. R. Nelson seconded the motion. The agenda was approved.

## 5. Old Business

### **RunnerCard Selection Committee Update -**

R. Nelson requested breakdown of cost models to complete evaluation of total cost from each vendor.

- Representation – Student body, housing, ITS, UPD, Library, Campus Programming, Athletics
- Current vendor – Touchnet
- Vendors under evaluation – Blackboard Transact – great feedback, CBORD
- Will complete cost analysis, then the committee will present the recommendation – 2-3 weeks behind originally intended due date

### **Review Updated Charge -**

Discussion was whether to add additional faculty or academic advisor to the membership charge. The original charge was formed by considering the users of the system.

**Motion/Second/Approved:** R. Nelson moved to approve the current charge. Q. King seconded the motion. Charge was approved.

### **Access to Library and 24-Hour Study Lounge -**

Pricing quotes on cameras for outside 24-hour room, inside the sliding doors and just outside the room have been obtained by M. Williamson. Currently, there is a camera inside the 24-hour room – will find out if it is monitored. Panic button in that room is not considered necessary at this time.

Question - If emergency phone is taken from wall will the phone dial emergency/police? Unknown.

Emergency phone is push button; we could take the current phone from wall and replace with a push button and speaker, so they don't have to lift a receiver.

The elevator hallway and restrooms area are not covered by cameras. Considering the placement options of adding cameras to this location – Exit sign wall near stairs – if a camera were there it could assist in finding/identifying suspicious persons. Pay phone should be removed, should it be replaced with a phone like the 24-hour room that students could just pick up to use.

R. Nelson will review usage on phone to determine next step.

Since study room is a quiet area, also look at usage for that phone, should we put emergency phone next to existing phone?

**Action Item:** R. Nelson, M. Williamson will obtain cost for both phone options. J. Nailor is reviewing requirements with Facilities. Cost could double on labor.

- Discussion continued regarding whether 3MP is enough or if 5MP cameras outside are a possibility. There is a cost issue but not enough for concern, can review with TelTec.
- Approval of \$20,000 for the security and access control of 24-hour room and lower level hallway of library.

**Motion/Second/Approved:** C. Asher moved to approve the \$20,000 cost for security and access control. R. Alvarez seconded the motion. Approved.

**6. New Business**

Current Budget – Current balance is \$552,00 with \$11,000 expenditure pending.

Misc. Information – N. Stringer has found that the current vendor has a mobile app version to load funds on the RunnerCard. It is a separate version, so it should not be an issue when ADM's go down.

Meeting was adjourned at 9:43 AM.