![CSU Bakersfield logo] **CSU Bakersfield**

RunnerCard Committee
Agenda & Meeting Summary

Meeting Information

Meeting Title: RunnerCard Committee		**Date:** November 30, 2021	
Location: Zoom Conference Call		**Time:** 9:00 AM – 10:00 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	√
Sandra Bozarth	Library	√
Rich Nelson	ITS – Runner Card Service Owner (Chair)	√
Steve Miller	ITS - RunnerCard DBA	√
Nick Stringer	ITS – RunnerCard DBA	√
Yvonne Stallion	ITS- Budget Officer	√
Mike Brown	AV	√
ASI President or designee	ASI	

Attendee	Representing	√
Cindy Goodmon	Athletics	
Crystal Becks	Housing	
Ashley Scott	Housing – Onity Admin	√
Martin Williamson (Advisory)	UPD – Chief	
Queen King	University Controller	√
Brian Leary	Facilities	√
Rubicelia Alvarez	Student Affairs	√
Kamye Salyards	ITS – Administrative Support	√

Agenda

#	Agenda Topic	Led By	Time Allotted
1.0	Call to Order	R. Nelson	
2.0	Approval of Minutes – January 2021 Meeting	R. Nelson	
3.0	Announcements and Information	R. Nelson	
4.0	Approval of Agenda	R. Nelson	
5.0	Old Business	R. Nelson	

6.0	New Business
	• Current Budget
	• Update committee charter
	• General Updates
	  - Papercut
	  - Transact
		Y. Stallion
		R. Nelson
		R. Nelson	

Meeting Minutes from November 30, 2021

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
RUNNERCARD COMMITTEE MINUTES
Tuesday, November 30, 2021
9:00 AM
Zoom Conference

PRESENT: Rich Nelson, Information Technology Services
Mike Brown, Antelope Valley Campus
Ashley Scott, Housing
Yvonne, Stallion, ITS Budget Officer
Queen King, University Controller
Steve Miller, RunnerCard Database Administrator
Nick Stringer, RunnerCard Database Administrator
Kamye Salyards, Administrative Support
Cindy Goodmon, Athletics
Rubicelia Alvarez, Student Affairs
Sandra Bozarth, Library
Brian Leary, Facilities

ABSENT: Crystal Becks, Cindy Goodmon, Martin Williamson, ASI President

1. **Call to Order** – 9:03 AM. Meeting was called to order by R. Nelson.

2. **Approval of Minutes** – January 2021 meeting minutes approval. R. Nelson gave a brief overview of the previous meeting.

   Motion/Second/Approved: S. Miller made a motion to approve the January 2021 meeting minutes. R. Alvarez seconded the motion. The minutes were approved.

3. **Announcements and Information**

4. **Approval of agenda –**

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

5. **Old Business** – No old business to discuss. R. Nelson explained that we did not meet quarterly during Covid19 closure. Meeting frequency can be including during discussion.

6. **New Business**

   Update Committee Charter – R. Nelson reviewed the intent, purpose, objectives, and membership with the committee and opened the floor to recommendations for changes. Regarding membership, the recommendation was made to request a designee from M. Williamson to represent the University Police.

Action Item: K. Salyards will contact University Police regarding an alternate attendee for Chief Williamson.

General Updates –

- The Print Shop has provided a new design with the new brand logo for RunnerCards. The design still needs to be approved by branding management and the President's Cabinet.

- Discussion included details regarding student workers that have a student worker badge as well as their student ID. The only known areas that do this are ITS and Athletics, for the purpose of proxy door access. The cost is absorbed by the respective departments.

    o Once they are no longer employed, their door access is deprovisioned. We need to ensure we have a formalized process of collecting the badge and removing access.

    o If a department needs to provide proxy door access to a student worker and do not want the expense of a second badge, access can be added to the existing student photo ID.

Action Item: N. Stringer will review with E. Hashim the issuance, payment, and retrieval of student worker ID badges.

Papercut – N. Stringer reported that a major issue due to Microsoft updates in Lab A has been resolved. We are working with the EApps team to get student groups identified, such as student types – for example Honors students, who receive free printing.

Transact – Access Control - Pilot program was put on hold for funding, but recently opened back up. The current system is aging. Crystal and Ashley are working with Facilities to keep their equipment going while the cost details are being worked out. Current campus doors in process of transitioning to access control – 1 external library, 2 DDH external, 3 Café external, and Student Union main doors. Approvals and POs are completed, but manufacturer shipping delays have halted the project team from being able to move forward.

Current Budget - Y. Stallion provided the current budget:

Current Budget $580,000 YTD balance with a revenue of $72,000.

Motion/Second/Approved: S. Miller made a motion to approve the budget. S. Bozarth seconded the motion. The current budget was approved.

- Final discussion items

    o Student access control – From the security perspective, we are further exploring how to use access control to only allow students access to areas on certain days they have classes. Facilities/UPD has key control authority, ITS just facilitates the process.

    o Transact has run into networking issues with getting equipment set up; support channels have been very busy, so tickets have had delays in getting resolved. If we do not receive customer service support, we will escalate further.

9:54 AM – Meeting adjourned.