

## CAMPUS ONE-CARD COMMITTEE

### MINUTES OF MEETING

NOVEMBER 10, 2004

#### Present

**Jeff Nelson**, Director, Bookstores & Enterprise Services, Co-Chair

**Jim Lach**, Manager, Applications Development, ITS, Co-Chair

**Bruce Petryshak**, Chief Information Officer, ITS

**Gaylyn Finn**, Treasurer

**Toby Singer**, Assistant Director, Information Technology, ITS

**Tim King**, Assistant Director, Information Technology, Residence Life

**Dave Maley**, Assistance Director, Dining Services

**Sara Kollsmith**, Accountant, Student Affairs (representing **Kathleen Leroy**, Budget Administrator, Student Affairs)

**Tawn Williams-Nell**, Assistant Bursar, (representing **Nancy Colzman**, Bursar)

**Cheryl Heinlen** (representing **Jane Schimpf**, Special Assistant to the Senior VP, Finance & Administration).

**Note:** Cheryl will be present at meetings to take minutes.

Jeff Nelson explained that this committee is necessary due to the announcement from Diebold that they will not be supporting our Series 5 Computer Program after July 1, 2006. Also, a new system is necessary because we have used the full capacity of the Series 5 Program and cannot expand on its effectiveness. A tentative timetable for "going live" would be the summer of 2006, before O-Reg, so that we can be ready with all the kinks worked out for Fall, 2006.

Establishing a standing meeting schedule was of eminent importance. The Committee agreed to meet the first and third Wednesday of each month at 2:00 p.m. for 1½ hours (site to be determined). The one time exception is the December 1 meeting, which will be held at 1:00 p.m. Please note that the meeting schedule was e-mailed to all participants by Jeff Nelson on November 14, 2004.

The scope of the project was discussed and all present agreed that there will most likely be "phase-ins" of this project. The "must do" departments, such as Dining Services, Bursar's Office, etc. will be done first. The "wanna do" departments, such as Laundry, Access to Athletic Events, etc. will most likely be phased in at a later time.

Also mentioned was a larger committee may be necessary down the road.

Information distributed through Jane Schimpf was:

- Campus Life Management System Bid Specification Document
- Sample – Campus Card Program RFP

Jim Lach suggested that the “to do” list for the next meeting will be:

- Identify a list of the potentials of the system, and
- Identify a list of vendors that would be receiving RFP’s.

It was suggested that it may be a good idea to ask the vendors to put limits on their RFP’s and to ask for demonstrations.

**NEXT MEETING – DECEMBER 1 – 1:00 – 2:30 P.M.**

*Cheryl Heinlen*

*Secretary*

*11-15-04*