

CAMPUS ONE-CARD COMMITTEE
MINUTES OF MEETING
DECEMBER 1, 2004

Present

Jim Lach, Andy Grant, System Administrator, University Bookstore (representing Jeff Nelson)
Bruce Petryshak, Toby Singer, Tim King, Dave Maley, Kathleen Leroy, Jane Schimpf,
Tawn Williams-Nell, Assistant Bursar, (representing Nancy Colman)
Cheryl Heinlen, Secretary

Absent

Gaylyn Finn

After a brief recap and minutes review of the November 10, 2004 meeting, Jim Lach led a discussion on Purchasing and RFP Development Considerations. It was suggested that the RFP be designed in separate “awardable” segments so that we can award just particular segments, if desired and/or needed to meet the July 1, 2006 deadline for a new system for Dining Services.

Possible OneCard System Vendors were discussed and Jim distributed a list of possible vendors. He asked that committee members add to the list and forward any additions to him.

To qualify vendors Bruce Petryshak suggested that a list of questions for the vendors be formulated, such as: size of company, financial stability of the company, services offered, etc. and he agreed to create a list of starter questions which will be shared with the committee.

Jim & Jeff will put together a sub-committee to pre-qualify vendors and develop the RFP. Bill Wheelock, Interim Purchasing Director, will be invited to be a member of that sub-committee.

Potential One-Card System Applications were discussed at length. Jim distributed a two-page list of **current** magnetic stripe card uses. **Jim asked that for the next meeting, committee members identify the “known have’s” and prioritize and validate them.**

We will develop a listing of additional desired uses/applications for the card. Committee representatives need to seek input from others in their divisions on their needs for card-based functions, i.e. access control, purchasing goods & services, collecting demographics, etc. Once the committee has identified potential uses and priorities, it will be presented to the Cabinet for review and endorsement.

Next Meeting – December 15th, 307 BTSU 2:00 pm

Cheryl Heinlen
Secretary
12-2-04