

CAMPUS ONE-CARD COMMITTEE

MINUTES OF MEETING

JANUARY 5, 2005

Present

Jim Lach, Co-Chair, **Jeff Nelson**, Co-Chair, **Bruce Petryshak**, **Toby Singer**, **Dave Maley**, **Kathleen LeRoy**, **Jane Schimpf**, **Gaylyn Finn**, **Nancy Colsman**, and **Cheryl Heinlen**, Secretary

Absent: **Tim King**

Jim Lach noted that the Vendor Sub-Committee, consisting of himself as well as Jeff Nelson, Nancy Colsman, Tim King, and Bill Wheelock, will meet the week of January 10 to work on the list of possible vendors as well as the letter/questionnaire to be sent to the vendors. The goal is to get the letter/questionnaire out to vendors the week of January 17.

Tim King, through Jim Lach, reported that his reply from Diebold in response to his question asking for more clarification as to the June 30, 2006 deadline, was disappointing. Jim will contact Peter Rivera, the Sales Director, to see if he can get more details.

On Friday, January 7, 2005, Tim King, Dave Maley and Scott Blackwood will meet with Brian Kulpa, Dining Services new finance administrator, to prepare a comprehensive report on Dining Services uses and needs.

Jeff Nelson distributed a draft Project Planning Calendar which was discussed at length. Suggestions were made and Jeff will revise the calendar to distribute at the January 19 meeting.

Also distributed by Jeff was the NACCU (National Association of Campus Card Users) web site information. Jeff also brought up the website on his laptop. This website could be an excellent resource for this Committee to use.

Discussion occurred on where the Campus One-Card office would reside as well as who would be responsible for administering the program. Nancy Colsman and Jeff Nelson will question other Universities as to their organizational structure, although it's a given that the hardware/software responsibility will reside with ITS.

Some discussion occurred as to marketing and communication plans and Bruce Petryshak offered to include Cindy Fuller, his communications coordinator, in future discussions.

Jane Schimpf asked if perhaps a consultant should be considered and it was decided this question would be asked by Nancy Colzman and Jeff Nelson in their query to other university on their experiences and recommendations.

It was also noted that possibly a mission statement should be devised or perhaps even a brief overview presentation for use at a future cabinet meeting and divisional leadership meeting to get other departments thinking about their wants and needs. FoxPro users (BG News, Library, Instructional Media, Student Health Center and the Rec Center) should certainly be informed and invited to express their requirements.

Jim Lach asked if the Committee would like a central area or site where documents would be kept. This would allow each Committee member to view all the documents/information that will be used by this Committee during the next 18 months or so. The Committee agreed this would be helpful and Jim will work on setting up a file that can be shared by all Committee members, where only master documents will be kept.

Next Meeting, January 19, 2005

2:00 P.M.

307 BTSU

**Cheryl Heinlen,
Secretary
1-6-05**

Attachments for Tim King