

CAMPUS ONE-CARD MEETING
MINUTES OF MEETING

May 18, 2005

Present: Jim Lach, Co-Chair, Jeff Nelson, Co-Chair, Toby Singer, Bruce Petryshak, Nancy Colzman, Dave Maley, Jane Schimpf.

Guest: Cindy Fuller and Scott Blackwood

On 4/27 the Q & A went out to all bidders. This was as a result of questions proposed by one of the vendors and in fairness was distributed to all bidders.

All bids arrived on 5/9 however bonds were not included with any of the bids. Firelands would like a copy of the proposals. ITS will send them theirs and will share with Jeff.

Jim inquired if a meeting should be held to discuss the submitted proposals before the presentations. Committee agreed to discuss the results after the presentations.

Jim stated that he will provide a breakdown of the proposals so that each section will be reviewed by those best suited for the area. He will send a synopsis this afternoon to all committee members. Any member who has a question for a vendor should have that question to Jim by Friday so that he may forward all questions to the appropriate vendor.

Presentations will be held in Olscamp Rm. 117. Jeff will inquire into getting Firelands included digitally. A separate room has been secured for lunch for the committee members. Jeff is making arrangements for box lunches for the presenters who will eat in the presentation room.

DBold wants to ship materials ahead of the presentation date. Jeff said they can ship items to the bookstore.

The presentation room will be booked for an extended time to allow for a committee member recap.

Jim will moderate the presentations.

Nancy will be categorizing questions during the lunch break for the Q & A.
Vendors will respond verbally and be required to submit answers in writing.

Firelands will submit questions via e-mail to Jim.

Who and how does the committee invite people to the presentations?

1. Through Marketing and Communications (Cindy Fuller)
2. Through Campus Events (Cindy)
3. Through the Monitor (Cindy)
4. A response to the e-mail to stakeholders (Jim)

A discussion regarding site visits was tabled until Tim can be in attendance.

Recap:

Jim will get copy of proposals to Firelands.

Specific vendor questions need to be to Jim by Friday.

Jim will follow-up with Julie at Firelands regarding presentation day.

The group will meet after each presentation for a short meeting.

Jim will check Olscamp 117 for the technology needs.

Jim and Cindy will handle marketing the presentations.

NEXT MEETING - June 1st, 2:00 pm
307 BOWEN-THOMPSON STUDENT UNION

Pam Oler
Standing in for Cheryl Heinlen
4-20-05

