

CAMPUS ONE-CARD MEETING  
MINUTES OF MEETING

November 16, 2005

Present: Jeff Nelson, Bruce Petryshak, Toby Singer, Jane Schimpf, Nancy Colman, Dave Maley, Tim King, Bill Wheelock, Phyllis Short, Tim King, Dale Schroeder-Guest, Gail Finan-Guest.

Bruce reported that there is a verbal agreement with Blackboard and the contract should arrive today. If all is favorable, it will be signed by next Tuesday. Prices were locked in for 24 months.

Every transaction is in "Real Time".

**Logistics/Staffing**

Bruce stated should be here in the Union and should be a one-stop shop.

Wanda has stated that there is no space available in the Union and that the ID production could be moved from the Union. Jeff stated that he would make bookstore space available if needed. A banking relationship will be explored and space will need to be made available for that.

Suggested ranking for ideal locations:

1. In Student Union
2. A/V Room
3. Art Display Rooms

**Personnel**

Marketing Specialist - On and Off Campus Marketing/Customer Service.

Application Expert - Software Troubleshooting/Training/Reporting Specialist

First call would come to the Help Desk at ITS. ITS, at that time, would answer or in turn forward the call to One Card office if necessary. The One Card office would loop information back to the help desk to build the knowledge base.

Server Admin. - Hardware Support.

ID Production and Customer Service

## Funding

Off Campus fee currently 4.75%

Wendy's pays 2%

Non-Auxiliary departments may not be able to afford a fee.

Discussed adding \$50 to meal plans to be put into a One Card.

Discussed charge for ID cards.

Dr. Dalton would like to maintain some type of credit system for Dining, books and health center items.

Nancy said that during the first six weeks her office issued \$18 million in refund checks for excess aid. This could be rolled over into a One Card and be linked to an ATM.

In a meeting with Residence Life, 3 issues were discussed:

1. Financial Model
2. Services
3. What happens to the BIG Charge

## Committee Structures

1. Implementation Committee:
  - a. ITS - Rich
  - b. Dining - Dave, Scott, Tim
  - c. Card Office - Jeff
  - d. Financial - Gaylyn, Nancy
  - e. Student Union
  - f. Firelands
  - g. Legal Rep.
  
2. Executive Steering Committee: (could be any combination of Vice Presidents)
  - a. Policy Issues
  - b. Modifications

Jeff asked about the future of this committee. Bruce stated that this committee's work would be done.

The committee discussed maintaining this group and adding Rich, (Project Mgr.) to complete the group. The committee could write summaries and distribute information to V.P.'s.

The One Card office could be in the bookstore under Jeff's direction.

An Implementation Committee needs to be organized.

The Vendor will hold a Kick-Off which will serve as a hand-off period.

NEXT MEETING - December 7<sup>th</sup> , 2:00 pm  
307 BOWEN-THOMPSON STUDENT UNION

Pam Oler  
11-16-05