

CAMPUS ONE-CARD COMMITTEE

MINUTES OF MEETING

January 18, 2006

- Present: Jeff Nelson, Andy Grant, Nancy Colzman, Jane Schimpf, Gaylyn Finn, Dave Maley, Scott Blackwood, Rich Kasch, Brian Kulpa, Mary Edgington, Julie Rogers (on phone), Bernard Little, Tamara Rice, Jeff Coats, Stephanie Rader
1. The minutes from the January 11, 2006 meeting were briefly reviewed and approved. Minutes are currently posted on Blackboard Community, however, Stephanie will send them directly to all who prefer to receive them by e-mail. Julie Rogers from Firelands participated via conference phone.
 2. Meeting Attendance: It was discussed that at this time attendance to the Campus One-Card I-Team meetings should be kept to I-Team members. If others wish to attend the meetings they may contact Jeff Nelson and request to attend, prior to the meeting so that seating is available.
 3. Campus OneCard Office: Andy Grant presented the committee with a proposal that suggested locations within the Bookstore & Stampers existing space in the Bowen-Thompson Student Union along with advantages and disadvantages with regard to each location. Jane suggested that we ask the University architect also provide input. All three location suggestions will be reviewed with regards to involved costs.
 4. Micros Site Visit: The Micros Site Visit is planned for January 31 and February 1. Both visits will last all day. Jeff and Dave are currently developing the agenda for this visit and will provide it soon. The wrap up meeting will take place the same time as the OneCard I-Team weekly meeting. This will provide everyone the opportunity to be informed of what has taken place so far. Due to the large number of people that will be attending the wrap up meeting the location is to be announced.
 5. Post Survey Report (PSR): A copy of the Post Project Kickoff Report was passed out to all the team members and discussed. Everyone needs to review the report and provide their comments, questions, or concerns. Everything that needs to happen with this project needs to be reflected in the Post Survey Report. The questions within this report need to be answered within the next 2 weeks.
 6. Technical PSR Conference Call: A special conference call to address PSR questions, mostly technical will take place Friday, January 20, at 1:00 pm. Everyone can participate if they want to. You will have to call in to participate. Jeff will provide the necessary information to participate in this call. It will be a mostly technical discussion. .
 7. Other Business: Bernard and Jeff and others met recently and discussed the need for better communication with the University students and staff regarding Bursarables issues and determined that the level of communication needs to improve.
 8. The Executive Steering Committee will hold their meetings once per month with the first date being February 6. The future dates are yet to be determined. It is important that all proposals be well prepared with all necessary information before any of this information

9. Jane opened discussion on the budget model that she handed out at the January 11th meeting and brought forward issues that Brian had presented to her previously. Also discussed were issues with regard to depreciation and service needs and possible providers of service for Micros.

Next Meeting, Wednesday, January 25 – 2:00 P.M.

307 Bowen-Thompson Student Union

Stephanie Rader, Secretary 1-20-06