

# CAMPUS ONE-CARD COMMITTEE

## MINUTES OF MEETING

February 22, 2006

Present: Jeff Nelson, Andy Grant, Brian Kulpa, Rich Kasch, Gaylyn Finn, Dave Maley, Scott Blackwood, Bernard Little, Tamara Rice, Jeff Coats, Tim King, Chuck Wiersma, Nancy Colman, Jane Schimpf.

1. **Prior Meeting Minutes:** Minutes were approved with no additions and no revisions.
2. **System Interface Conference Call Recap:** This conference call took place 2/10. Different interfaces were discussed. Andy reported that the main topics of discussion were: sending data through system, automatic and manual jobs (or automatic manual jobs--these are scheduled). Tim mentioned that they need to get together again to discuss some questions about how we do things now versus the new system, in housing, bursar, and transaction systems. Real progress was made.
3. **Configuration Services Visit Recap-** A meeting was held with BlackBoard reps and MBS on February, 15 and 16.
4. **Proposed Fund/Plan Structure:** Jeff explained the Proposed Fund/Plan Structure and provided the committee with information and a breakdown on how this will work. The "Plan" in BlackBoard and Diebold are totally different. In BlackBoard, the largest grouping of money is a FUND. ie: BG1 bucks (money stored on acct, debit only with no restrictions) A "PLAN" is a modifier. BG Essential Services (working name only, also called BIG charge) will be used as debit and credit functionality for bookstore, dining, maybe health services, the credit version can also act as an overdraft protection if promissory note was signed at time of signing up for the big charge. Residential dining meal plans and flex funds will also be separate FUNDS. BG on the go would be a PLAN not a FUND. Dining employees fall under a different PLAN. There are 50 different PLANS and all were able to be accommodated with the established FUNDS. Rollover dollars: Rollover for flex funds and Rollover dollars for Residential dining process still need to be figured out. Rollover only effects dining meal plan money. Any FUND that is "defined" can have money put into it by parents or anyone. Jane suggested that a message should be provided to the students about their meal plan balances. This process is already in place.
5. **Communications Recap and Focus Group Suggestions:** Tamara is doing a wonderful job of marketing the OneCard to the different constituent groups. Jeff identified several groups that are important to get information out to. There are a lot of questions and concerns out there and Tamara is currently appeasing these fears and so far has been received well. International students can't always get

credit cards and are concerned about losing BIG charge option but these fears have so far been appeased. Many groups have had questions but seem to be comfortable with the changes so far. Jeff suggested that we take these groups and break them down into smaller focus groups and he also asked for suggestions for other focus groups not already covered. Jane suggested off campus commuting groups, classified and administrative staff. Firelands was suggested by Scott Blackwood. Gaylyn suggested the faculty also. Open forums will be more general and off campus open forums with merchants will take place soon also.

6. **Phase 3:** Phase 3 suggestions for Fall, 2006, were presented. Possible priorities are Rec Center, Music, Theatre, Firelands, Bursar Transfer Process, Student Awards, Athletics, Print Accounting, Door Access, Inventory Modules for Items checked out at Residence Hall Front Desks, Potential Expansion for Laundry, and Parking Outside of the Union.
7. **Executive Steering Committee:** The next meeting will be held February 27. Items discussed at last meeting will be continued.
8. **Community System Conference Call:** This call took place on February 20. Deb Wells, Dong Chen, Jeff Nelson, Phyllis Short, Andy Grant, Joyce Brady and Rich Kasch attended this call. Rich recapped the conference call and provided the committee with his notes. Topics covered were: Community System, Student Login, guest Login, eCommerce System, System Administration, Current Version Migration Path, Authentication and BlackBoard Snapshot. Conference Scope call will occur on March 10 (regarding web piece).
9. **Guidelines for Communication:** Jeff instructed that no independent conference calls should be scheduled independently. He explained that conference calls need to be a group coordinated process.