

# Meeting Minutes

<b>Meeting Title:</b>	Card One Committee
<b>Date:</b>	Wednesday, June 21, 2006
<b>Time:</b>	2:00 – 3:30 pm
<b>Location:</b>	307 University Union

Invitees/Attendees (\* in attendance, # absent, + substitute, = by conference call)

Names			
*	Blackwood, Scott	#	Little, Bernard
#	Coats, Jeff	#	Maley, Dave
*	Colsman, Nancy	*	Nelson, Jeff
	Edgington, Mary	#	Rice, Tamara
*	Finn, Gaylyn	*	Rogers, Julie - phone
*	Grant, Andy	*	Schimpf, Jane
*	Kasch, Rich	*	Short, Phyllis
*	King, Tim		Stephens, Clint
	Kulpa, Brian		Wiersma, Chuck
		#	Shirkey, Sharon - recorder

## Prior Meeting Minutes -

### Progress Reports and Updates

#### Update of BG1 Card System

-ITS Interfaces: Exports – **BIG Charge transactions to SIS** in production June 22, 2006 – Rich updated committee on catch up runs – Rich will call Cindy Koontz to assist with these catch up runs into the Bursar system . Discussion followed.

**-Blackboard SV card transactions to AFIN** in testing - Would like to go into production with this within the next two weeks. Discussion followed.

**Chuck** mentioned three concerns he has– A conference card problem came up this week when people could not use their cards; found another Mastercard transaction disappeared (did not have R on it) and putting new cashiers into the system and their ID’s are not working. **Rich** – Chuck, we need to keep track of that kind of situation as far as the cashiers, so whenever that happens, can you start a list or send Scott, Andy and me and whomever else needs to know about it, those people’s information so we can track that. If it is a micros-setting, then we need to find that out. **Rich** - I am wondering Chuck, Tim and Brian if you could design a policy as to when those accounts are populated, depending on what kind of conference it is, whether it can be put on earlier or what the schedule is. Response: will explore trying to make the SIS job less intrusive as far as the amount of time it runs, but am thinking it will also help in the long run to get that value onto the conference card as soon as it might be possible.

**-Bookstore-BG1 Bucks** in analysis – Was there an interface that MVS needed to bring to that also. **Jeff** – Yes, Andy is working on that. **Andy** - the PO has been sent out and they will call when they are ready to install. **Rich** – did they give you any timeframe on that. **Andy** – within a week or two. Jeff – there is additional configuration work to be done on the Blackboard side as far as TIA interfacing on the Blackboard side to send it to MVS.- **Rich** – we will need to schedule some time with Alan or CJ to remotely try to do that as far as the Tia is concerned with Blackboard – I will

send out an e-mail to them to let them know that we would need someone's time and also let Andy Gross know that he would have to schedule the time on the server for that to happen.

-Photo-ID Installation/Status/Hardware – **Mary** – New equipment is working great. Have two questions – ViaNet is still not working and I have e-mailed Chad today to see where we are at with that. **Rich** – I will make sure that Chad gets back with you because he is the one now that is basically taking over the configuration of ViaNet. **Mary** – we still need to determine the procedure for departmental charges as that is coming up quick and I do not have any information on that. **Jeff** – I met with Steve and Linda – she is going to give me an Excel spreadsheet and we will then bill it out once a month. **Rich** – One of the printers here had to have some service and Julie's printer was dead out of the box. **Mary** – It is my understanding that they are still working on this and they did find a piece that they needed to bring to us and that was yesterday. We still are not testing. Julie said they were going to replace her printer totally, but she was unsure when they could get another one. **Rich** – but it will be by the time you need it for your O-Reg. **Julie** – Linda Tracy was going to check with her sales people and they thought that it would be here by July 1.

-Bursar's Office Installation – **Andy** - I met with Tawn and went over some of the stuff we need to do in the Bursar's office and that day I could not connect to Blackboard from the Bursar's office, so the next day I worked with Andy Gross and I got connected and I set up Tawn, Kristen, Cindy and Pam. I talked to Tawn about the functions she would need to do and she said she would need to do payments and void payments right now and so I wrote those yesterday and this morning and e-mailed them to Tawn on how to do that. **Rich** – do those instructions need to be transferred to anyone else. **Andy** – I can send those instructions to Nancy. Tawn provided me with a list of the rest of the users that she wants in the system so I have to have them all sign User Agreements and set those up with Andy Gross in the system. Scott and I made some groups as to what Tawn thinks she needs for certain privilege levels. Scott did some of the set up in the beginning and I need to finish that. Tawn wants instructions on how to freeze accounts and that is very easy and I have it written out so I can send it to him.

## Phase II Dates/Topics/Requirements

-Door Access Pilot Test Software/Hardware – **Rich** – I wanted to bring to light what we learned about door access, laundry during our training sessions last week and some of the things we learned looking at the software. **Jeff** – successfully tested the door access; we are going to have to have Blackboard come on site and do a more extensive assessment as far as what we have and there are some technical questions as far as using non-Blackboard equipment to use the door access system.

-Laundry Software/hardware – **Rich** – A couple of choices being presented as far as the ability to review the status of a student's laundry with products called Laundry View or E-Suds. Both offered a robust set of features as far as being able to, from a variety of devices, be notified or check to see whether your load of laundry is complete, whether a particular washer/dryer is available. Depending on which system may be chosen would determine which pieces of hardware need to be purchased. Is that a true statement Jeff? **Jeff** – We have already purchased the hardware that matches the Laundry View system, but that was before Blackboard actually sold E-Suds as an option. We haven't installed it and if we haven't installed it, we can return it and get different hardware to match the E-Suds system if that is what Res Life decides that is what they want to do. I am meeting with Tim Carney and the vendor tomorrow to talk more with ASI about E-Suds option. E-Suds system seems to offer more than the Laundry View system.

Marketing Plans – Need to correct some of the wording in the brochure and want to compare it with what Mary has published as far as Photo ID brochure, Lost Cards, etc.

**Rich** - Need to get the information out to the people that they need to get their BGNet account first and then their ID card.

**Jeff** - Off-Campus Merchant Update – Need to get more information from Chris Herron at City Bucks. We are going to begin contacting the vendors to get commitments for the current City Bucks spenders. So far we have had inquiries outside of the initial 27.

Conclusion: Next Meeting: July 5, 2006