

# Meeting Minutes



<b>Meeting Title:</b>	Card One Committee
<b>Date:</b>	Wednesday, July 5, 2006
<b>Time:</b>	2:00 – 3:30 pm
<b>Location:</b>	306 University Union

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

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

## Prior Meeting Minutes

### Progress Reports and Updates

#### Update of BG1 Card System

ITS Interfaces: Exports -- **B!G Charge transactions to SIS** -- Went into SIS on June 26, 2006 and is running nightly.

**Blackboard SV card transactions to AFIN** – Being worked on. Rich is writing it up and having a programmer work on it.

**Bookstore-BG1 Bucks** – This interface is being handled manually right now, but need the extract files coming out of Blackboard. **Jeff** – This is a true interface, it is not an export interface. This is something we purchased as part of the transaction system. Even though we are not going to make changes to the Big Charge to the Bookstore right away, we still need to enable this interface so the students can use the BG1 Bucks account. Andy is doing the Bookstore part and Rich is working on the Blackboard part of it. Discussion.

#### **Meal Plan Bucks**

#### **Dining Financial Activity**

#### **Blackboard Financial Activity**

Jeff is working with Rich on the above 3 items.

**ViaNet Update** – Phyllis passed on the following information from Rich to committee:

*“ViaNet working as of June 28, 2006; thanks to Chad Bechstein, Joe Luthman and Andy Gross; it required a “trigger” being written by Joe to substitute an inferred path to the photo data so that ViaNet could interpret where the photo was located. BlackBoard thinks it’s on the I drive but Vianet has to have it inferred.”*

**Web Community:** Purchase Order, Statement of Work, Schedule – Phyllis, Jeff

**Phyllis** - Rich routed the statement of work that we received from Jim Rissing and I have not yet heard back from anyone; everyone was to get back to me by tomorrow. I am assuming that everything looks good. I think we will be able to move forward with it. Further discussion on web Community.

#### **Phase II Dates/Topics/Requirements –**

**Vending Reader Installation – Jeff** – That's where Andy is right now with the first of the three vending companies. Worked on Monday to map out the readers, assign the MAC address. The other two vendors are scheduled this week.

**AMC Station Delivery/Installation – Jeff** – Equipment has not been delivered. ITS and Romanoff have their work completed. Ready to install as soon as equipment arrives.

**Off-Campus Merchant Update – Jeff** – Signed up two vendors, Dominoes and Wooster Street Wendy's.

#### **Other Items for Discussion**

**Training/Go-Live Schedule for August Dining Locations – Tim** – Reviewing it right now and there have been no changes to-date. Two teams have been formed in Dining Services; one is senior level to review how the implementation has gone so far; generate a list of questions and issues. The second team that has been formed, called the UDS Implementation Team, is designed to look at the issues and discuss what do we need to change. Will go live approximately August 17 and August 16 a test mode for UDS employees. Discussion followed.

**Lost Card Customer Service – Tim** - Dining Services will need to create procedures for various issues that may arise such as where students goes concerning lost cards, what we tell students, what hours of service is going to be where they go and customer comes in without a card, but has one, etc. Discussion followed.

**User Access Form/Procedures – Phyllis** – We had a meeting on this because we had a couple big issues related to the form and who could do what. I think we worked through those without changing the process overall. Scott created a new report that identifies merchants' codes and who has access.

**User Group Purpose/Schedule – Jeff** – Based on some of the discussions we have had, especially in our meeting of two weeks ago, it was apparent that not everybody was on the same page with system issues, responses to system issues or whether tickets are being created. We discussed creating a User Group that would be for people active on the system, would not be anything overly formal, but would allow us to take some of the technical details out of this group and work with Rich to get current status on what Blackboard is working on, or the results of the Dining Groups that Tim mentioned earlier to bring those comments, be it questions or requests. What we are going to do, since Rich has this group every other week, we would use that same time slot initially on the alternate weeks – not everybody, just people currently using the system. The first meeting will be next week, July 12. In the future, we will discuss establishing an advisory group.

**Conclusion:** Next Meeting: July 19, 2006