Meeting Information

Meeting Title: RunnerCard Committee	Date: January 24, 2019
Location: ITS Silver Conference Room	Time: 1:30 PM – 3:00 PM

Purpose:

Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	√
Curt Asher	Library	√
Rich Nelson	ITS – Runner Card Service Owner	√
Steve Miller	ITS - RunnerCard DBA	√
	ITS - Security Liaison	
Nick Stringer	ITS – RunnerCard DBA	√
Yvonne Stallion	ITS- Budget Officer	√
Mike Brown	AV	
ASI President or designee	ASI	

Attendee	Representing	√
Faust Gorham	AVP-ITS	√
Kenneth Siegfried or designee	Athletics	√
Crystal Becks	Housing	
Ashley Scott	Housing – Onity Admin	
Martin Williamson (Advisory)	UPD – Chief	
Queen King	University Controller	√
Rubicelia Alvarez	Student Affairs	√
Kamye Salyards	ITS – Administrative Support	√

Agenda

#	Agenda Topic	Led By	Time Allotted
1.0	Call to Order	F. Gorham	
2.0	Approval of Minutes – October 12, 2018 Meeting	F. Gorham	
3.0	Approval of Agenda	F. Gorham	
4.0	Old Business • Spaces requiring after-hours key card access - Update on quote for card locks - UPD/students open forum • Update on card quality issue • ADM machines – weekend support update - Temporary cards	R. Nelson/M. Williamson R. Nelson R. Nelson	
5.0	New Business • Current Budget • Review updated charge • RunnerCard Selection Committee update	F. Gorham/Y. Stallion F. Gorham R. Nelson	
6.0	Adjourn		

- Update on card quality issue – The vendor has offered to replace the worn-out cards we have replaced so far. Data tracking is ongoing on the issue of frequency and which areas of usage cards are being replaced for.

- ADM Machines - weekend support and temporary cards - Temp cards have been completed for when an ADM is not functioning properly on weekends and the tracking log for accounting purposes is in place for reconciliation. Reporting data from ADM systems is difficult as we only get totals.

5. New Business

- Current Budget - Y. Stallion gave a summary of the current revenue and expenses; current revenue balance is $552,638.63 as of 1/23/19.
The half student is still not being billed, so is a cost savings. We have enough reserve to start looking at other areas that could be made into 24-hour access areas, could consider adding one per year.

- Update Charge - The charge has been revised to follow the same template of the other membership charters for posting to the website. We will distribute the charge to all committee members to review and make recommendations for any changes via email.

Action Item #2: K. Salyards will add the voting details for N. Stringer and S. Miller – ½ vote each.

- RunnerCard Selection Committee Update – R. Nelson provided the list of members on the committee and gave a summary of the first meeting. He reiterated the importance of replacing the old system and outlined the action items for the sub-committee – to review the requirement document, create a SharePoint site and keep updated and email members of changes and schedule vendor demonstrations. Tnd s (s)-2 (o)10.5 (f)-6.6 ( )11.2 (c)-