

One Card Meeting
Monday, November 03, 2014
Start Time: 2:03 p.m.

Attendance:

Casi Frazier
Joel Bagley
Steve Horner
Amy Padowski
Tungsten Alcazar

Shad Harder
Mike Belding
Kirk Moore
Sarah Mensch

- Introductions
- Current/new issues
 - None at this time
- Outage yesterday
 - Tungsten: The Network Managers went down on Sunday, November 2nd, however the card readers, with buffers, continued to work offline.
 - The outage was restored Sunday night.
 - Discussion of a buffer for Drew and whether it would be worth it or not. End user (Drew) will need to determine whether or not a buffer should be installed.
- Upgrade update
 - Plan:
 - Tungsten will first be moving the database on Wednesday, November 26th. There should be little to no downtime to do this. Testing on this move will be done on the Gallogly Center, and upon success, will move forward from there.
 - Tungsten: The upgrade is scheduled for December 23rd. One Card will be down for at least 24 hours, with door access continuing offline.
 - Heartland will be onsite and assisting Tungsten with the upgrade, for a fee of \$500 for the day.
 - Joel believes the University Center will be open for coffee on the 23rd and will verify.
 - Tungsten will need to coordinate with Joel to ensure there is not a disturbance of service for Dining Service.
 - New Dining POS's
 - Tungsten will contact Nick to ensure the new POS equipment (cash drawers and printers) will be on time for installation.
 - Discussion of whether Scott Carter will be available to assist Tungsten. No conclusion was made of whether Scott will be assisting.

- Dining Services will be closed Thursday and Friday of Thanksgiving week and closing at 2 p.m. on Wednesday, November 26th. Joel will run reports the following Monday, so Tungsten can move database that Wednesday.
 - The new POS systems will be very similar and should transfer all button settings.
 - Tungsten will train the crew on the Monday, December 29th shift, on the new system. Saturday, December 27th's shift training will be discussed at December's One Card meeting.
 - Residence Halls will all be open the break of Thanksgiving.
- Chadron State College
 - CSC visited UCCS approximately 6 months ago to view the One Card system. CSC ended up purchasing the system and now would like to visit UCCS, again, either November 17th or the week of December 1st to speak with each of the services to see how we (UCCS) are using it.
 - No preference of one date to another with those in attendance. Kirk will keep everyone posted of CSC visit date/s.
- Dining Meal Plans
 - Joel volunteered to be trained, by Tungsten, to adjust/create meal plans for student employees, instead of creating a batch. This will free up IT resources and only be one extra step for Dining Services, when doing payroll.
 - Any remaining Fall 2014 semester employee meals will be carried over into the Spring 2015 semester, and not dumped.
- University Center
 - No representative, however it was reported they have not had any One Card issues this last month.
- Housing
 - Steve reported that monthly cleaning sweeps are being conducted on the readers.
 - Would like to discuss a software interface. Steve will send a meeting invite to Kirk and Tungsten to discuss.
 - All housing services will stay open in the month of November.
- Rec Center
 - One Card has not been getting a lot of attention. Students are either being let in or their numbers are manually being entered.
 - Faculty and staff
 - Casi will schedule a meeting with Tungsten, Shad and Kirk to discuss equipment module, training on running reports, and issues with One Card.
 - Due to the construction, a temporary front desk is tentatively set to be installed the first week of December. Will need assistance in installation of One Card for temporary front desk.
 - Rec. Center will be closed Thursday, November 27th and Friday, November 28th as well as the full week in between Christmas and New Year's.
- Door Access

- Students will have access during breaks.
- Tungsten will send a list of students to Brent Wallace and Frontier to ensure the students who need to have access during the break, will continue to have access, and all other students are taken off the list.

Meeting ended 2:41 p.m.