

UNIVERSITY of HOUSTON

University Services

Cougar Card Advisory Committee (CCAC)

MEETING MINUTES

Friday, September 28, 2018

Cougar Village 2 Large Conference Rm

9:30 a.m. – 10:30 a.m.

Committee Attendees: Leanica Adams, Ron Harris, Tonya Winters, Ruben Tang, Esmeralda Valdez, Danielle Steber, Emily Messa, Malcolm Davis, Rosie Ashley, Deborah Davis

Absent: Daniel Maxwell, Katie Wisdom, Leslie Pruski, Ksenia Krylova, Aspen Shariff-Bey, Cameron Barrett, Savannah Heistad

Visitors: Kristianna Wilson, Kesav Radhakrishnan Nair, Randolph Campbell Jr. (At-Large Applicants)

TOPIC	DISCUSSION	ACTION/FOLLOW-UP
Welcome	Call to Order/Welcome by Deborah Davis at 9:35am.	N/A
Introductions	Present voting members, Ex-Officio members, and guests introduced themselves.	N/A
Department Overview	PowerPoint Presentation by Deborah Davis	N/A

TOPIC	DISCUSSION	ACTION/FOLLOW-UP
Committee Overview/ Expectations	<p>Voting Members: Attend and actively participate in all scheduled meetings, participate on any ad-hoc or subcommittees formed, engage in active information sharing between committee and the unit being represented, and cast your vote as required on any programs/initiatives</p>	<p>N/A</p>
	<p>Non-Voting Members: Attend and actively participate in all scheduled meetings, participate on any ad-hoc or subcommittees formed, and engage in active information sharing between committee and the unit being represented</p>	<p>N/A</p>
	<p>Committee Chair and Vice Chair: The role of the Chair and Vice Chair is to call meetings to order, adjourn meetings, take attendance, introduce agenda items, and call for motions</p>	<p>N/A</p>
	<p>Cougar Card Advisory Committee By-Laws update.</p>	<p>Committee By-Laws (2018) http://www.uh.edu/af-university-services/cougarcard/advisory-committee/advisory-committee-by-laws</p>
	<p>Committee Meetings are Schedule: 4th Friday of each month at 9:30am -10:30am.</p>	<p>Tentative Meeting Dates are Friday, October 26, 2018 Friday, November 30, 2018 December – scheduled campus holiday: No December meeting Friday, January 25, 2019 Friday, February 22, 2019 Friday, March 22, 2019 Friday, April 26, 2019 May- TBD Official UH closing 5/9</p>

<p>Key Priorities</p> <p>New Campus Smart Card: Implementing a high frequency/ high coercivity smart card with multiple technologies.</p>	<p>Current Technology</p> <ul style="list-style-type: none"> • Internal and external building access • Meal plans • Attendance tracking <p>Future Technology</p> <ul style="list-style-type: none"> • Internal card security credentials • Vending • Off-campus merchants • Hilton Cougar Grounds • Eric's Restaurant <p>Card Design</p> <ul style="list-style-type: none"> • Voting campaign will begin next week, 10/1 -10/5 • Designs created by UH Marketing • New card roll out spring/summer 2019 	<p>N/A</p> <p>N/A</p> <p>Deborah will announce winning design at the October meeting.</p>
<p>Electronic ID within UH Go Mobile App: working with UIT to roll out our features within this app</p>	<p>What is UH Go?</p> <ul style="list-style-type: none"> • The official mobile app for UH! You can find university information and easy access to services from the convenience of a mobile device! • Find your way around campus, find an event, find out what's being served in the dining halls, follow UH Athletic teams and more! 	<p>N/A</p>
	<p>Some features of the Cougar Card will be</p> <ul style="list-style-type: none"> • Digital representation of our card • Meal plan activity/status for students faculty and staff 	<p>N/A</p>

<p>Launch new Flexible spending program- ShastaBucks (Formerly Flex Account)</p>	<ul style="list-style-type: none"> • Accounts transactions and balances • Ability to add cash to both ShastaBucks and Cougar Cash <p>ShastaBucks will be a campus debit card that can be used across campus!</p> <p>Benefit of this program</p> <ul style="list-style-type: none"> • Purchase both food and non-food items • Can be used at the vending machines • No credit card fees • Provides security and convenience • No need to carry cash on campus • Continuous Roll Over (until graduation or departure from University) • Payroll deduction available – coming soon 	<p>N/A</p>
<p>Development of a Preferred Name Policy</p>	<ul style="list-style-type: none"> • PeopleSoft has rolled out the ability for the campus to edit their preferred name • What is preferred name? A preferred name is a name that may be chosen to be used instead of the legal name. An individual may prefer to go by a preferred name that is different from their legal name. PS allows the UH Community to edit their first, middle, and last name. • Why is this option now available? Many leading American universities are opting to use preferred names to accommodate students who want to 	<p>Deborah will share policy with the committee</p> <ul style="list-style-type: none"> • Any committee member/s with thoughts, edit and or suggestions can submit them to Deborah • All edits will need to be submitted before review cycle ends. Review cycle last about 30 days.

	<p>have their name reflect their gender identities and international students who want English names for convenience and assimilation.</p> <ul style="list-style-type: none"> • What happens to my official/legal name? Your official/legal name will still appear any document that requires its use by law. • Student Account Statements • Transcripts • Employment Documents • Paychecks, W2's • Payroll Documents • Benefits Enrollment • Financial Aid/ Scholarship Documents <p>Preferred Name Policy will be added to the Cougar Card website</p> <p>Esme discusses the Preferred Name Policy</p> <ul style="list-style-type: none"> • Policy will go for review/processing through the standard MAPP procedure • Enforcement and Rules <ul style="list-style-type: none"> ○ Students will go through MyUH to change preferred name and Faculty/Staff will go through P.A.S.S. This information will feed over to the Cougar Card Office ○ If preferred name is selected it will appear on the card if there 	<p>Deborah is currently working with Printing and Postal to create a page with more information about the Preferred Name Policy to add to Cougar Card website.</p> <p>N/A</p>
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<p>FY2019 Rates</p>	<p>is not a preferred name selected it will default to primary legal name</p> <ul style="list-style-type: none"> ○ Who will be responsible for making sure no inappropriate, vulgar or offensive names are printed on the Cougar Card? Cougar Card team will be reviewing names before printing a Cougar Card. ○ Who enforces not being able to use another individual's name as their name? If the intelligence is there it could provide more checks and balances before this information feeds through all systems <ul style="list-style-type: none"> ● PeopleSoft number will always identify who and individual is. ● PeopleSoft system will always tie preferred name to legal name. <p>UHPD are aware of the new Preferred Name Policy and will be identifying individuals through the PSID number and PeopleSoft system</p> <p>Current Rates</p> <ul style="list-style-type: none"> ● Student Replacement Fee \$10 ● Fac/Staff Replacement Fee \$0 ● Affiliates/ Vendors \$0 ● Summer Camps/Programs \$1.50/Card <p>New Rates</p> <ul style="list-style-type: none"> ● Student Replacement Rate \$20 ● Fac/Staff Replacement Fee \$20 	<p>Esme is working with PeopleSoft to have a more authoritative source on filtering the preferred names</p> <p>N/A</p>
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<p>What's Driving the Rate Increase</p>	<ul style="list-style-type: none"> • Affiliates/ Vendors \$10 • Summer Camps/Programs Cost+Fee <p>Esme discusses the development of the comprehensive rate structure</p> <ul style="list-style-type: none"> • Over the summer we transitioned from an institutional supported system to an industry supported system. New partner: Touchnet • Why we transitioned to new system (Touchnet)? Expansion of functions within the identity management platform • The new rates are to support the evolution of the Cougar Card department and its services, and continue to enhance the program as it grows. <ul style="list-style-type: none"> ○ Campus identity management solutions office ○ Various technology based solutions (Biometrics/ Bluetooth, etc.) ○ Transition to a new more robust industry supported system ○ TouchNet Partnership ○ Increased cost for card production ○ New secure technology ○ Increased cost for system maintenance/license ○ Enhanced services ○ Mobile ID functions ○ Online photo submission 	<p>All voted in favor to approve.</p>
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	<ul style="list-style-type: none"> ○ Declining balance program ○ Event management program <p>Motion granted by voting members to approve new rates.</p>	
Member Items	<p>At-Large Committee Appointment Selection: Four final applicants were selected to present who they are and why they want to be a part of the committee. Three were present. Voting Committee members vote for one commuter representative and one residential representative.</p>	<p>Kristianna Wilson was selected as commuter representative</p> <p>Randolph Campbell Jr. was selected as residential representative.</p>
Adjournment	Meeting adjourned at 10:50am.	Next Meeting- Friday October 26, 2018