

UNIVERSITY of HOUSTON

University Services

Cougar Card Advisory Committee (CCAC)

MEETING MINUTES

Friday, December 8, 2017

General Services Building - Room 201

9:30 a.m. – 10:30 a.m.

Committee Attendees: Aspen Shariff-Bey , Emily Messa, Esmeralda Valdez, Daniel Maxwell , Deborah Davis, Tramaine Johnson, Danielle Steber, Leanica Adams, Carlos Nieto, Neil Hart, Ron Harris,

Absent: Nour Alhwamdeh, Nathalie Barsoum, Bruce Gregory, Savannah Heistad, Tonya Winters, Ksenia Krylova, Stephanie Lewin, Malcolm Davis, Marc Laney

Visitors:

TOPIC	DISCUSSION	ACTION/FOLLOW-UP
Welcome	Call to Order/Welcome by Deborah Davis at 9:38a.m.	N/A
<u>Committee Updates/Information</u>		
Meeting Minutes November 17, 2017	November meeting minutes approval.	November Meeting Minutes will be approved January 26, 2018 committee meeting.

<p>New Member Introduction</p> <p>Meeting Schedule Information</p>	<p>Ex-Officio, Neil Hart, Executive Director, Auxiliary Services</p> <ul style="list-style-type: none"> Oversees Dining Services and Parking & Transportations <p>Spring Meeting Dates are:</p> <ul style="list-style-type: none"> Friday, January 26, 2018 Friday, February 23, 2018 Friday, March 23, 2018 Friday, April 27, 2018 <p>Committee roster has been updated. There are two vacant SGA member positions.</p>	<p>N/A</p> <p>Deborah Davis will update calendar meeting invites once locations are confirmed.</p> <p>We are still waiting on 2 appointments from SGA.</p>
<p><u>Key Priorities Updates</u></p> <p>New UHS Campus Card System – TouchNet</p> <p>New Campus Smart Card – ColorID</p>	<p>UHS and campus stakeholder meeting Bill and TouchNet team will be on campus Monday 12/11 to present to UHS and other main campus stakeholders</p> <ul style="list-style-type: none"> Student Center Space City Room 8:30a.m. – 10:30a.m. Open to committee members <p>ColorID will work with our campus to help us develop a UH Campus Identity Roadmap</p> <ul style="list-style-type: none"> Looking at existing technology and infrastructure. Exploring opportunities to improve the campus experience. Looking at current technology trends and directions of the campus card industry. 	<p>A live stream of the meeting will be available. Esmeralda Valdez’s email will be used for questions on the presentation for those not in physical attendance.</p> <p>N/A</p>

<p>New Campus Card System Sub-committee</p>	<p>Implement new campus card system, subcommittee members selected at November meeting.</p>	<p>Provide update from stake holder meeting, continue to work on procurement document with Business Office and Contract Administration</p>
<p>Assessment & Evaluation</p>	<p>Complete Assessment of current on-line Photo Submittal Program. Sub-committee will help identify participants for focus groups Committee members signed up for Assessment & Evaluation sub-committee.</p>	<p>Focus groups begin late January 2018.</p> <p>Sub-committee members are Emily Messa (Lead), Ron Harris, Carlos Nieto, Danielle Steber. Emily Messa will send key topics to sub-committee members after the winter break to have discussion items for January's meeting.</p>
<p>Introduction of Cougar Card MAPP</p>	<p>Introduction of Cougar Card MAPP 04.05.02. MAPP needs to be brought current based on implementation of new campus card system. Also, a review of current Terms and Conditions will be needed. Committee members signed up for Evaluate Departmental Policies sub-committee.</p>	<p>Sub-committee members are Esmeralda Valdez (Lead), Tramaine Johnson, Leanica Adams, and Dan Maxwell. Esmeralda Valdez will send key topics to sub-committee members after winter break to have discussion items for January's meeting.</p>
<p><u>Member Items</u></p>	<p>Finals Mania Update</p> <ul style="list-style-type: none"> • About 1,400 attendees • Expected 1,500 to 1,600 	<p>N/A</p> <p>Sub-committees meet after winter break</p>

<p>Open Discussion</p>	<p>Sub-committee</p> <p>Ron addresses safety concerns pertaining to the Cougar Card and Public Hours for campus buildings.</p> <ul style="list-style-type: none"> • Having Cougar Card visible at all time (in case of an emergency). • Having a visible Cougar Card limits identity checks for students in access only areas. • Limit open/public buildings with late open hours to access buildings only 	<p>before next meeting January 26, 2018.</p> <p>Ron would like to also participate in the MAPP Policy sub-committee.</p>
<p>Adjournment</p>	<p>Meeting adjourned at 10:05 am.</p>	<p>Next Meeting- Friday January 26, 2018</p>