

# ID Card/Pay to Print Meeting Minutes

## July 24, 2013

**Attendees:** Chien Shih, Susan Malmgren, Pam Wilkes, Tom Roza, John Cognetta, Dennis Shannakian, Matt Rapczynski, Tom Dolan, Trung Thai, Sharon Luciw, John Vandercook, Hector Quinonez, Joe Lampo, Peter Murray, Kurt Hueg, Kevin McElroy, Joe Moreau, Nick Hughes (Foothill student representative) and Kari Elliott (note taker).

1. Printing Prices.
  - a. Foothill does not agree to the \$0.15 charge for B/W copies; De Anza is ok with \$0.15 charge.
    - i. Steering Committee still discussing B/W pricing.
    - ii. Need to be consistent at both colleges.
    - iii. Need to finalize prices so vendor can program into release stations.
2. July 22<sup>nd</sup> Pilot Testing Objectives – Handout.
  - a. Have one complete test station setup in D260; one setup in D210 for development.
  - b. Have one work stations setup at each college for pilot test.
  - c. July 22<sup>nd</sup> will be internal staff testing; July 23<sup>rd</sup> will be student testing.
4. Card Production Update.
  - a. Can only have one card attached to account.
    - i. Concurrent students cannot have 2 cards; only one card attached to account.
    - ii. First valid card issued will be ePRINTit account; can change if necessary.
    - iii. Allow students to choose.
  - b. Student photos – how long should they be stored?
    - i. Team decision to keep permanently instead of 5 years.
  - c. Pre-printed staff cards – need clarification who is ordering/paying – HR?
    - i. Still in discussion.
    - ii. Will collect old staff cards when issuing new cards.
  - d. Need inventory list of name badges from Foothill; have list from De Anza.
5. Concerns over using 8 digit code to release print job in labs.
  - a. More testing needs to be done.
  - b. Vendor working on print driver that would ask for CWID as a password – need to confirm delivery.
    - i. August 1<sup>st</sup> would be ideal for testing and imaging labs, August 12<sup>th</sup> would be too late, no time for testing.
    - ii. If driver is received too late; students will have to use cloud or thumb drive.
6. Enable credit card function on kiosks only allowing community members to print.
  - a. Sell print cards in bookstore – still in discussion.
7. Generic Cards.
  - a. Have both colleges' names; use District.
  - b. Discuss further next week.
8. Customer support – still need to work out.