

ID Card/Pay To Print Meeting Minutes

July 31, 2013

Attendees: Chien Shih, Susan Malmgren, John Cognetta, Tom Roza, Trung Thai, Dennis Shannakian, Matt Rapczynski, John Vandercook, Victor Baligat, Hector Quinonez, Pam Wilkes, Pat Hyland, Paul Starer, Sharon Luciw, Lisa Hocevar, Linda Robinson, Jerrick Woo, Foothill student reps, Jason Morsink (ePRINTit) on conference call and Kari Elliott (note taker).

Agenda

1. Review ID card specification and ePrint screen layout changes.
 - Generic card – separate or use District logo; consensus between both colleges to use District logo.
 - Name tags – have De Anza’s list, need list from Foothill
 - CWID will be default password for printing; give students ability to change password.
 - Will freeze functional specs next week; no more changes will be allowed.
2. Review Draft User Documents and FAQs.
 - Policy decision on size limitations – currently 15mg.
 - Faculty classroom documents are bigger than 15mg.
 - Increase limit, other options?
 - Email any questions or changes to Susan Malmgren.
3. Refunds/Cash Customers.
 - Where can students get refunds and who will issue refunds?
 - Where can students pay cash?
 - De Anza has scheduled meeting August 5, 2013 with Finance to discuss; bring recommendations to team meeting.
 - Old balances will not be transferred to new cards; refunds will be issued.
 - Decision needed on how to issue refunds; check, pre-paid card?
 - Will also be discussed at August 5th meeting.
4. August 12, 2013 Pilot Preparation.
 - Equipment delivery status – printers delivered before August 12, 2013.
 - Begin deploying printers at finalized locations; De Anza has not finalized location for kiosk yet.
 - Need driver for labs – ready in 10 days (August 9, 2013); August 12, 2013 at the latest.
 - Tech services cannot guarantee driver will be installed in GoPrint labs for Fall quarter.
 - Colleges will provide 10-15 students for pilot test.