

ID Card/ePRINTit Meeting Minutes

June 19, 2013

Attendees: Chien Shih, Victor Baliguat, Susan Malmgren, John Cognetta, Dennis Shannakian, Trung Thai, Tom Roza, Pam Wilkes, Linda Robinson, Joe Lampo, Sharon Luciw, Matt Rapczynski, Tom Dolan, Hector Quinonez and Kari Elliott (note taker).

1. Finalize printer deployment at each campus.
 - Will the District be able to trade in a mid-volume printer for a high volume printer later?
 - Can the paper drawers be locked – still waiting for answer from vendor.
 - Sharon will send out finalized list to team members for one more review.
 - 9 printers will be deployed at De Anza, 8 printers at Foothill.
 - De Anza has more students and printing volume would be greater than Foothill.
 - Can make adjustments after quarterly assessment (take printers from Foothill and move to De Anza if necessary).
2. Equipment has been ordered for ID Cards and printing services.
 - Equipment for ID card will arrive June 25, 2013.
 - ePRINTit equipment will arrive early July 2013.
3. Summer volume of printing will be low.
 - Would District be penalized for not making quota?
 - If yes, what college budget would penalties come out of?
 - Quotas based on a quarterly basis.
4. ID cards specification review – handout.
 - All cards will be stored in Banner.
 - Finalize specifications at next meeting.
 - Will email specifications to team members.

Take Away Items:

1. Who pays penalty for not making quotas?
 - Which college budget.
2. Demo how print function works at next meeting.