

ID card / Pay to print Project Steering Committee Minutes

August 14, 2013

Attendees: Chien Shih, Pat Hyland, Kurt Hueg, Joe Moreau and Kari Elliott (note taker).

Project Status

1. ID card production stations are in place at three locations (FH, DA, and Middlefield).
2. Card production template is set up and college personnel trained.
 - a. Ready to start producing student cards.
 - b. Waiting for card stock for staff cards.
3. ePrint equipment has been delivered and set up at most of the designated locations.
 - a. ePrint equipment has been configured and ready for further testing.
4. Complete first phase of the pilot testing of the ID card and print integration.
5. Project is entering the final phase of delivery to both colleges.
 - a. Card production go live on September 3rd
 - b. Print production go live on September 23rd

Challenges

1. Print driver for all the Labs has not been refreshed yet; the vendor is late in delivery.
 - a. Should have this week.
2. Lab Proctor/supervisor orientation needs to happen before the fall quarter starts.
 - a. Need to setup before Fall quarter starts.
3. Printing fee for B/W needs to be finalized by both colleges (current proposal is \$0.15/page).
 - a. Need consensus from both colleges; De Anza not represented at this meeting.
 - b. Need to publicize to students.
4. Additional testing needs to be performed before September 23rd printing go live date.
 - a. Schedule testing for September 10th or September 16th; need to check which date will work for De Anza; Foothill ok with either date.
5. Centralized storage for toner and paper?
 - a. Have account code to charge paper to.
6. Both colleges and District need to communicate and manage the upcoming changes.
 - a. Information needs to get out to students of the new printing solutions.
 - b. Carding event for new card to students need to be scheduled.
 - c. Technical and operational support policy needs to be in place.
 - d. Refund authorization and cash receipt policy needs to be finalized.
7. ePRITNit Refund Process.
 - a. \$5.00 or more limit.
 - b. Vendor will handle refunds; colleges or District do not need to be involved.
8. Students paying cash; do not have credit card.
 - a. Foothill has plan to handle; De Anza has not decided how to handle yet.
 - b. More discussion needed.

9. Issues Guest Card for non-students – More discussion needed.

Take Away Items:

1. Get print driver from ePRINTit this week.
2. Finalize printing fee for B/W pages.
3. Schedule orientation for Lab Proctor/Supervisor before Fall quarter begins.
4. Schedule one more testing session on September 16th – Both colleges agreed on 8/14/13.
5. Recommend carding event at both colleges – September 18th suggested – Need De Anza's input.
6. Schedule 2 more Steering Committee meetings.