

ID Card/Pay to Print Meeting Minutes

July 10, 2013

Attendees: Chien Shih, Susan Malmgren, Pam Wilkes, Tom Roza, Lisa Hocevar, John Cognetta, Dennis Shannakian, Matt Rapczynski, Tom Dolan, Trung Thai, Sharon Luciw, John Vandercook and Kari Elliott (note taker).

1. Review current ID Card production progress (Matt)
 - a. Card design – Ray Taylor (Multicard) is working with the colleges' cardshops (ASB cards).
 - b. Student cards will be printed on one side.
 - c. Staff cards will be pre-printed on back; Emergency Services message.
 - d. Name on student card will be preferred name (must match faculty roster) and include middle name for all students.
 - e. Name tags will use legal name.
 - f. Specs for the ID card are now frozen – team members agree.
2. ePrint vendor's request for information (Chien)
 - a. Logo on kiosk – District image for both campuses.
 - b. Charges for student print: B/W, color, photo (how much we charge for each?)
 - i. B/W - \$0.15
 - ii. Color - \$0.50
 - iii. Photo - \$0.75
 - iv. Team members agree on prices.
 - c. Number of mid-volume color printer vs. mid volume of B/W (vendor suggestion: 50/50 mix).
 - i. BW Cloud Station Printer: 62 ppm, holds 1,000 sheets.
 - ii. Color Cloud Station Printer: 42 ppm, holds 1,000 sheets.
 - iii. High-Volume BW Cloud Station Printer: 50 ppm, holds 3,000 sheets.
 - iv. Kiosk Printer: 42 ppm, holds 1,000 sheets.
 - v. Team members agree with vendor's recommendation of 50/50 mix.
 - d. Shipping schedule (preferred)
 - i. AIO stations have shipped; ship rest of printers in August.
3. July 22nd Pilot testing preparation (All).
 - a. Vendor will have representatives on site to help on the events.
 - i. Scheduled to arrive July 20th; will ask representative to stay until July 24th.
 - b. Test of staff and students carding and printing.
 - c. Morning at De Anza, afternoon at Foothill.
 - d. Possible two day event (July 22nd, 23rd).
 - i. July 22nd – configuration, internal testing.
 - ii. July 23rd – campus testing.
 - iii. Need to communicate pilot testing to students.
 - De Anza – Dennis Shannakian/John Cognetta.
 - Foothill – Daphne Small/Denise Swett.