ID Card/Pay to Print Meeting Minutes
July 17, 2013

Attendees: Chien Shih, Susan Malmgren, Pam Wilkes, Tom Roza, John Cognetta, Dennis Shannakian, Matt Rapcyznski, Tom Dolan, Trung Thai, Sharon Luciw, John Vandercook, Victor Baliguat, Hector Quinonez, Joe Lampo, Peter Murray, Terry Rowe, Daphne Small, Kurt Hueg, Linda Robinson, Paul Starer, Foothill student representatives 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 has not finalized price recommendations yet.
        ii. Need to be consistent at both colleges.
        iii. Need to finalize prices so vendor can program into release stations.
2. Mid-volume printers.
    a. 4 black/white, 3 color at Foothill.
    b. 3 black/white, 4 color at De Anza.
3. July 22nd 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 22nd will be internal staff testing; July 23rd will be student testing.
4. Card Production Update.
    a. Use preferred name and middle name for students; both colleges agree.
    b. Do not mask barcode; both colleges agree.
    c. Can only have one card attached to account; student will always come first.
    d. Concurrent students cannot have 2 cards; only one card attached to account.
        i. Use primary campus or last card used; more discussion is needed.
    e. Give card offices ability to disable accounts for lost or stolen cards; no need to delete accounts.
    f. Student photos – how long should they be stored?
        i. Keep at least 5 years for police department.
    g. Student cards have been ordered.
    h. Pre-printed staff cards – need clarification who is ordering/paying – HR?
        i. Will collect old staff cards when issuing new cards.
5. Concerns over using 8 digit code to release print job in labs.
    a. Print driver can be installed on a personal device and code can be emailed.
    b. Upload into cloud account or USB drive to save.
        i. Would be a learning curve for students; use to 'file to print'.
        ii. Could be an issue for International students, disabled and ESL students.
    c. Request student ID and password be added to future release of printer driver from vendor.