ID Card/ePRINTit Meeting Minutes
June 26, 2013

Attendees: Chien Shih, Victor Baliguat, Susan Malmgren, <u>Gregory Anderson</u>, <u>Moaty Fayak</u>, John Cognetta, Dennis Shannakian, Trung Thai, Tom Roza, Pam Wilkes, <u>Linda Robinson</u>, Joe Lampo, Sharon Luciw, Matt Rapczynski, <u>Tom Dolan</u>, Hector Quinonez, Ray Taylor (MultiCard). Underlined (absence)

1. Finalize printer deployment at each campus (Sharon).
   - Will the District be able to trade in a mid-volume printer for a high volume printer later?
     - o District will be able to move the printers around as desired.
     - o Checking with vendor of the trade in situation, based on the contract, we are limited to what we have.
   - Can the paper drawers be locked – still waiting for answer from vendor?
     - o "Only the kiosks are under lock & key. " from vendor email
     - o Will explore the options of how to provide lock for non-kiosk stations
     - o ETS desktop team will look into this with vendor
   - Sharon will send out finalized list to team members for one more review.
     - o Deployment locations reviewed and finalized by the team 6/26/13
     - o Will send to Steering committee as final recommendation
     - o Team wants to know if there is any advantage to keep it B/W vs Color
       - ▪ Vendor response and suggestions 6/26/13:
         - • "The BW printers only have 1 toner while the color printers have 4 each & a transfer kit. So, the more color printers the more consumables to stock in inventory & more you have to changes the toners & preventative maintenance. Best case is 1/2 the cloud stations will be color for you guys."
   - 9 printers will be deployed at De Anza, 9 printers at Foothill.

2. Equipment has been ordered for ID Cards and printing services (Chien).
   - <u>Equipment for ID card arrived June 25, 2013.</u>
     - o Team is in agreement to approve the equipment for PO under Foothill and do a charge back later to both colleges
   - One set of card production equipment delivered to Joe Lampo's group for start of programming 6/26/13
   - ePRINTit equipment will arrive early July 2013

3. Summer volume of printing will be low (John C).
   - Would District be penalized for not making quota?
     - o If yes, what college budget would penalties come out of?
     - o This still needs to get answer from vendor
   - Quotas based on a quarterly basis.

4. ID cards specification review – (Susan Malmgren, Matt)
   - Finalized by the team
   - Will email specifications to team members.

5. Demo how print driver works (Chien)
   Team understands the 3 different ways student can send print job to the cloud
       i. File to print – receive a 8 digits job code afterwards

    ii. Upload to FHDA private cloud account
    iii. Use USB device
- Team requests a test platform to be installed at D260 to make decision on what is the best way for students to print to the cloud

Take Away Items:
- John Cognetta will work with Anita and Sharon to finalize the deployment locations at DA. (John Cognetta, Sharon)
- Sharon's team will validate the proposed deployment locations for data drops (suggested locations by the college)
- Confirm ePrint equipment arrival schedule (Chien)
- Steering committee approval of the final deployment location (Chien)
- Arrange two technical meetings with ePrint vendor (Chien)
- Working toward the next key milestone – 7/22/13 pilot test at both colleges (team)