ID Card/ePRINTit Implementation Meeting Minutes
May 22, 2013

Attendees: Joe Moreau, Chien Shih, Tom Roza, Pam Wilkes, Linda Robinson, Trung Thai, Dennis Shannakian, Susan Malmgren, Joe Lampo, Matt Rapcyznski, Jerrick Woo, John Vandercook, Kurt Hueg, Tom Dolan, Hector Quinonez, Lisa Hocevar, Ray Taylor (Multicard, on conference call) and Kari Elliott (note taker).

1. Team Charge.
   - Provide guidance.
2. Replace Capture/ print function will be web-based.
   - Student account balances.
     - Same price per page (card vs. coin).
     - Both campuses need to agree on price.
     - More research needed to competitive and economical.
   - Summer transition.
     - Signage on current pay stations alerting students to upcoming change.
     - Work with marketing department to communicate changes to students.
   - Finalize printer locations by June 12, 2013.
     - Approved by team and management.
     - Technical specs completed by June 19, 2013.
   - Begin Pilot test of printing services – July 22, 2013.
   - Second Pilot test August 12, 2013.
   - Shutdown GoPrint and cutoff chip net week of August 12, 2013.
   - ID card specifications.
     - Small group decide specs and bring to team for review.
3. Updating Labs.
   - Tech Services will update plan and bring to team for review.
4. Meeting Schedule.
   - Meetings will be scheduled through December 2013.
   - Will meet every 2 weeks beginning May 29, 2013 from 2-3pm.
     - Meet every week closer to go live dates.
5. Communication.
   - Initial announcement – signs on current print stations.
   - Chien, Dennis and Daphne will work on language.
   - Have new Fall students come back to get new ID cards?