ID Card/Pay to Print Meeting Minutes
August 28, 2013

Attendees: Chien Shih, Susan Malmgren, John Cognetta, Matt Rapczynski, John Vandercook, Victor Baliguat, Terry Rowe, Lisa Hocevar, Dennis Shannakian, Tom Roza, Joe Lampo, Trung Thai, Hector Quinonez, Pat Hyland, Sharon Luciw and Kari Elliott (note taker).

1. Student Refund for printing services.
   - Secure process needed; district looking into secured fax for cashiers' offices.
   - More discussion needed on refunding cash payments; separate meeting to discuss.
     - Vendor can only issue refunds for online payments; colleges responsible for issuing refunds for cash payments.
2. Cash sales for printing services.
   - De Anza has scheduled a meeting with bookstore.
   - Foothill will handle cash sales through Smart Shop.
3. Carding Event – week of September 23rd, first week of school.
   - Extra licenses have been ordered from Multicard.
   - De Anza will hold event in Fireside Lounge in Campus Center; ports have been activated.
   - Card stock for staff cards and extra black ribbons has been ordered.
4. September 16, 2013 – final printing test.
5. Decision still needs to be made on cost per page for B/W.
   - Need to confirm from senior staff $0.15 per page.
   - Need to communicate price to students.
6. Tech Support for ePRINTit printers.
   - Lab supervisor/proctor will be first line of support; person responsible for printer.
     - Have 2 user documents; one for students and one for lab supervisor/proctor.
   - If person responsible cannot resolve; call vendor?
7. Driver installation for labs on hold.
   - Issue with periods and special characters in file name; waiting for resolution from ePRITNTit.
   - Not enough time to incorporate driver into lab images.
   - Issue with dual boot machines; corrupting files when uploading file to print.
8. Concern about machines in public places; skimmers can be put on machines to steal credit card information.
   - Students can add funds to their accounts at release stations with credit cards.
   - Need to be able to lock paper trays.