ID Card/Pay to Print Meeting Minutes
August 7, 2013

Attendees: Chien Shih, Matt Rapczynski, Susan Malmgren, Pat Hyland, Tom Roza, Trung Thai, Victor Baliguat, John Vandercook, Lisa Hocevar, Dennis Shannakian, Paul Starer, Pam Wilkes, Linda Robinson, Bret Watson, Jerrick Woo, Hector Quinonez, Joe Moreau, Nick Hughes (Foothill Student rep), Yusuf Mathir (conference call), Jason Morsink (ePRITNit, conference call) and Kari Elliott (note taker).

1. Functional Card specifications are now frozen as of August 7, 2013.
2. Size limitations will be increased from 15mg to 30mg.
   * Larger size will slow down printing.
   * Chien will ask ePRINTit to make change.
   * Have an error message if file is too big – looking into.
3. Code Review.
   * ePRINTit interface in beta test.
   * LDAP integration – ePRINTi t is working on per Mitch; have ready by September.
3. Equipment deployment and location for 2nd pilot.
   * Kiosk location at De Anza has not been decided yet; will be Campus Center somewhere.
   * Foothill library will be closed for remodeling; put printers in Media Center during remodeling.
   * Begin deploying printers to final locations.
   * Pilot test will be in campus' card shops.
4. Discuss student refund process.
   * ePRINTit will manage student funds in account.
   * Will need authorization from colleges before issuing a refund.
     * Need to make sure student has deposit money into account; Administrator can see transaction history in student account.
     * Would need to know what credit card to issue refund to; neither District nor ePRINTit keep credit card numbers.
   * Will there be a minimum amount for refund – policy issue to be decided.
   * Policy decision made in 2005 not to issue refunds unless student was transferring or graduating.
   * Recommendation to keep 2005 policy – more discussion needed.
5. Discuss non-credit card users and pre-paid card process.
   * Use customized pre-paid card; labor intensive, De Anza does not want to do.
   * Create guest student cards pre-loaded with $5.00; can add money using Administrator to student account when money received.
   * Create detail code to allow cashiers' office to collect money.
   * More discussion needed for cash sales.
6. Discuss revenue reimbursement from ePRINTit to cover incidental cost (paper, etc).
   * How will money be received from ePRINTit, how often and how to split between both colleges?
   * True-up will be on a monthly basis
   * Jason will look into breaking out print volume by machine and college.
7. Final upload on GoPrint/Capture machines will be August 12, 2013; machines will then be turned off.