ID Card/Pay to Print Minutes
September 11, 2013

Attendees: Chien Shih, Sharon Luciw, Donna Jones-Dulin, Dennis Shannakian, John Cognetta, Susan Malmgren, Victor Baliguat, John Vandercook, Tom Roza, Jerrick Woo, Hector Quinonez, Trung Thai, Nick Hughes (Foothill student representative), Jason Morsink (ePRINTit) and Kari Elliott (note taker).

1. Requests made to ePRINTit for Go Live.
   - Administrator rights only have one role; need to create another role for cashier to add funds to student accounts – vendor working on, may not be ready for go live but shortly after.
   - Need security certificate for website – has been enabled.
   - Need to be able Excel feature – has been fixed.
2. Cash Sales for pay to print.
   - De Anza Bookstore will handle for De Anza; will take cash and cut check at end of month to ePRINTit.
     - o Admin cashier role needed; will need CWIDs for bookstore employees handling cash sales.
3. September 16, 2013 Final Printing test.
   - Need students from both campuses.
   - EPRINTit needs to zero accounts ASAP; we will zero the accounts end of Monday after the testing is complete.
     - o Jason will initiate this action as ePrint will be able to tell whether the transactions is from the PCI-DSS provider authorized transactions or entered by us through admin process.
   - Test in all locations and all ways students can submit documents for printing.
4. B/W single-sided pages will be $0.15 per page – decided by Chancellor Cabinet.
   - Need to set Printer default to B/W; currently color.
     - o Will print students B/W pages and charge color price.
     - o EPRINTit will fix before Go Live.
5. Carding event first week of school at both campuses.
   - De Anza needs to move all current stations to Fireside Room in Campus Center and is asking for 1 extra station for a total of 4.
   - Foothill will need 2 extra stations.
6. Technical Support for ePRINTit.
   - Sharon Luciw will call a sub-meeting to discuss ePRINTit Support Response Process – scheduled for September 11, 2 013, 3:00pm-4:00pm.
7. Print Driver Issue.
   - Not developing for Fall quarter.
   - Document other ways students can print; have documentation ready by go live.
8. Paper Storage/Initial Supply.
   - De Anza will float the initial paper supply (first 3-6 months); Foothill representative not present.
   - Vendor will provide a detail report by machine.
     - o District Office will distribute revenue to colleges.
   - Where to store paper centrally?

9. Toner Supplies/Extra Keys for Kiosks.
   - Vendor will monitor paper and toner levels remotely.
     - Will ship toner when level is low
     - Need to designate which campus toner is for when shipping.
   - Concerns about running out of toner first week of school; printers do not have full toners when setup.
     - Colleges would like toner to be shipped before school starts (September 23, 2013).
     - Do not want to run out of toner first week of school.
     - Shipment will be separated by each college; Middlefield will be shipped with Foothill.
       - Contact for De Anza – John Cognetta.
       - Contact for Foothill – Pat Hyland.
   - Need duplicate keys for kiosks at each college.
     - Need to more for each campus; total of 4 keys.
     - Vendor will ship to John Vandercook.
10. Day One Readiness.
    - Drop Box-Google Docs not working; message St. Joseph has taken over.
      - Issue with re-authentication; vendor has fixed.
    - Vendor will contact Chien Shih with any maintenance, modifications or changes that need to be made.
11. FAQ Questions Needing Validation.
    - System crashed before printing my document and charged me. How do I get a refund?
      - Call 800 number and have vendor verify and credit student account.
    - Can a non-student print using ePRINTit printers?
      - Kiosks can take credit cards; De Anza Bookstore will not be selling print cards.
      - De Anza is requesting release stations disable credit cards for pay to print; only allow students to add funds to their accounts.
    - What happens to the money in my FHDA print account when I transfer? How to get a refund?
      - Procedure put in place with 2005 Board Policy; refund whenever a student leaves the colleges.
      - Refund process needs to be established using a secured fax.