

March 2, 2021

**SUBJECT:**

Approval to Increase the ID Card Replacement Fee for Faculty, Staff, and Students

**RECOMMENDATION**

The District President recommends that the Board of Trustees approve a \$5.00 increase to the ID Card Replacement Fee to \$7.00 per card, effective August 23, 2021.

**RATIONALE**

In May 2020, Collin College began transitioning to a new building access and ID system through CBORD. These chip-enabled cards allow the College to control access for campuses, buildings, and classrooms. The data encryption provides a level of security restricting the ability for the card to be copied. These cards can be activated to provide other services such as point-of-sale.

All faculty, staff, and students at the Public Safety Training Center, Technical Campus, and Wylie Campus are issued the new CBORD IDs along with students staying in Student Housing at the Plano Campus. The College is currently transitioning all sites to the use of the CBORD ID.

The chip-enabled cards are more expensive to produce than the previous Collin College ID cards that were not chip-enabled. Currently, new ID cards are free and replacement ID cards are \$2.00 each. The costs to create a new CBORD ID averages \$7.00 to cover the physical card, printer materials, labor, and software fees. If approved, the College will maintain the free initial ID card, but raise the costs of replacement IDs from \$2.00 to \$7.00.

**BUDGETARY CONSIDERATION**

Without the increase of the ID Card Replacement Fee, the College will incur a loss for each replacement ID created. We are currently losing approximately \$5 every time a replacement ID is produced.

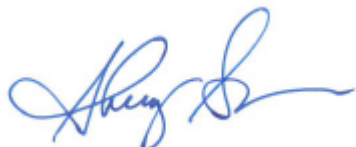
**RESOURCE PERSONNEL**

Dr. Sherry Schumann, Executive Vice President  
Dr. Jay Corwin, Chief Student Success Officer

**ATTACHMENTS**

- A) ID Card Replacement Fee Increase Request Form

Respectfully Submitted By:



Dr. Sherry Schumann  
Executive Vice President