

ID CARD/ANDERPRINT PROJECT HISTORY

Chorological events

Project history (in chorological order)	Date	Brief Description
Project kick off meeting	2/27/2013	Project kick off discussion with ePrint vendor on site demo
ETS internal review of ID card vendor selection criteria based on the kick off team decision	2/28/2013	Review the selection criteria score sheet
Team review of the criteria score sheet	3/4/2013	Sent to team review of the selection criteria sheet
NuVision ID card demo	3/13/2013	Team review of Nuvision proposal
MultiCard ID Card demo	3/14/2013	Team review of MultiCard proposal
Advantige ID card demo	3/27/2013	Team review of Advantage proposal
Team review meeting	Today	Team decision of the final ID card vendor selection

Today's Agenda

1. Review past minutes
2. Review team final score sheet
3. Reach consensus of final vendor selection
4. Review go ahead draft project plan
5. Answer questions on ePrint and prepare for upcoming May 14 meeting (12:30 pm)

Addendum for reference

1. Functional specifications for ID Card (September, 2012)

①

ID Card Implementation Project Kickoff February 27, 2013

Attendees: Chien Shih, Susan Malmgren, John Cогnetta, Dennis Shannakian, Joe Moreau, Matt Rapczynski, John Vandercook, Victor Baliguat, Trung Thai, Jerrick Woo, Joe Lamp, Sharon Luciw, Pat Hyland, Daphne Small and Kari Elliott (note taker).

Objectives:

1. Card will not have any cash value on it; able to access money from an account.
2. Have a magnetic stripe with name, CWID, security code, clipper card (or something similar), effective date, campus and expiration date.
 - It card is lost or stolen, can deactivate magnetic stripe on old card.
3. Card database integrated in Banner.
 - Eliminate need for another database.
4. Have demo from vendors under review.
5. Policy Issue – should students concurrently enrolled and paid fees at both colleges have 2 cards?
 - Currently one card becomes disabled even if student paid fees at both colleges.
 - More discussion is needed.

Features & Functionality:

1. Card production time.
2. Banking functions (cash collection).
3. Local support.
4. Integration with Oracle/Banner.
5. Supply costs.
6. School references – Banner.
7. Transition plan.
8. Support for barcode.

Need to finalize features & functionality by March 5, 2013. Will use as criteria for demos.

ePrintit Demo:

1. Uses the cloud.
2. Send document to cloud; pickup anywhere.
 - Print/release; remains available to print for 7 days.
3. Can provide equipment/toner or charge a cloud fee for existing equipment.
 - Working on using existing copiers.
 - If coin operated need 2 USB ports to use.
4. Secure payment through payment gateway.
 - Would use Touchnet; already currently using.
 - Need way to track students who pay cash; billed later by ePrintit for what is printed.

Chien Shih

From: Chien Shih
Sent: Monday, March 04, 2013 12:04 PM
To: Hector Quinonez; Pat Hyland; John Cогnetta; Daphne Small; Dennis Shannakian; Pam Wilkes; Tom Dolen; Trung Thai; Linda Robinson; Sharon Luciw; Joe Lampo; Thomas Roza; Susan Malmgren; Matt Rapczynski; Jerrick Woo; John Vandercook; Ryan Anthony; Kari Elliott; Joe Moreau; jossed@gmail.com; Shahar.m23@gmail.com
Cc: Bernata Slater; Christina Espinosa-Pieb; Denise Swett; John Mummert; Kimberlee Messina; Kurt Hueg; Letha Jeanpierre; Pat Hyland; Rowena Tomaneng; Sheryl Alexander; Stacey Cook
Subject: ID Card vendor interview meeting
Attachments: ID Card Selection Criteria-Vendor.docx

Hi all:

In the next two weeks, we will schedule in the three vendors with different technology proposal for a final selection interview, out of the five proposals, we decide to invite the following three:

1. NuVision
2. Advantige
3. MutiCard

I am attaching the evaluation scoring sheet for your final review, we are in the process of setting up everyone's calendar based on the vendor's availability. Please keep in mind that you must attend all three vendors' presentation in order for your evaluation to be counted into the final decision.

Please let me know if you have any questions.

Thank you!

Best regards,

Chien Shih
Director of IT and Operations
Foothill-De Anza Community College District
650 949-6139

SARS/eSARS Project - Student on line appointment and tracking system
Project web site: <http://ets.fhda.edu/sars>

Faculty leave and substitute pay automation
Project web site: <http://ets.fhda.edu/facultyleave>

ID Card Vendor Selection Tally Results

③

Grand Totals:

Multicard – 493

Advantidge – 445

NuVision – 433

Each vendor was rated on a scale of 1 through 5 with 5 being the best.

1. Card production Time.

NuVision		Multicard		Advantidge	
Total	51	Total	58	Total	57
Average	4	Average	4	Average	4

2. Banking functions (cash collection) including reporting for reconciling and accounts.

NuVision		Multicard		Advantidge	
Total	38	Total	30	Total	24
Average	3	Average	2	Average	2

3. Ease of use including self-help documentation.

NuVision		Multicard		Advantidge	
Total	46	Total	61	Total	46
Average	4	Average	5	Average	4

4. Local support including response time for issue resolution.

NuVision		Multicard			Advantidge	
Total	42	Total		59	Total	49
Average	3	Average		5	Average	4

5. Integration with Oracle/Banner.

NuVision		Multicard		Advantidge	
Total	51	Total	62	Total	50
Average	4	Average	5	Average	4

6. Supply costs.

NuVision		Multicard		Advantidge	
Total	53	Total	58	Total	58
Average	4	Average	4	Average	4

7. School references – Banner.

NuVision		Multicard		Advantidge	
Total	53	Total	56	Total	50
Average	4	Average	4	Average	4

8. Project/Transition plan.

NuVision		Multicard		Advantidge	
Total	44	Total	52	Total	52
Average	3	Average	4	Average	4

9. Support for barcodes.

NuVision		Multicard		Advantidge	
Total	55	Total	57	Total	59
Average	4	Average	5	Average	5

④

Student ID Card

Functional Specification

September 2012

Cost – The District is looking to modify its current ID card solution or seek a new solution that is available at a dramatically lower cost than the current card system. Reduced cost considerations would include the unit cost of the card blanks, the cost to replace and maintain card printers, and the maintenance/support cost of the card management system.

Revenue – The sale of the ID card represents an important revenue stream to the Associated Student Body. The motivation for students to purchase the ID card is directly related to overall utility of the card and several value-added features. Any new solution must not reduce the current perceived value of the card to students (and subsequently the revenue stream to ASB) and would ideally increase the value of the card to students.

Identity and Enrollment Verification – From a college/District perspective an important function of the card is to verify both the identity of a student and their enrollment status in the current term. In considering a modified/new card solution, the District is interested in enhancing this functionality so it can be more broadly used at both campuses for this purpose.

Printing – The current card systems tracks student funds on deposit for printing and copying on District-owned devices. This “banking” of print dollars presents a significant workload and audit challenge the District would like to discontinue. Ideally, the District would prefer to integrate the ID card system with the printing system in regard to the tracking the number of pages purchased/used by students rather than the amount of money on deposit to be used for printing and copying.

Accessing Services – The District has an interest in expanding the use of the ID card to allow students to access services provided by a variety of departments on both campuses such as the library, tutoring, health center, counseling/advising, recreation, and others.

Simplification – The current system is complicated and requires too much technical and functional effort to maintain. The District has an interest in substantially simplifying the system. The utilization of a card that contained one piece of data (the FHDA CWID) encoded in a magnetic stripe or bar code may be more manageable.

Integration – The District is interested in utilizing a system that can be easily integrated with other information systems already in production on both campuses such as the student information system, the library circulation system, and the SARS student tracking system.

Process Unification – The District is interested in utilizing a solution which can unify the retrieval and presentation of information to students, staff, and faculty at both campuses.

Support for Mobile Technology – The District is interested in deploying a solution that supports mobile device access such as students using smartphones to add money to their account or staff using mobile devices to verify student status at remote events and locations.

Essential Functions:

- Fully certified partner with Banner, MBS, Touchnet, GoPrint, etc.
- Web-based interface for adding value to card and verifying balances by students and/or parents
- Reduced cash handling
- Serve as true and accurate identification card to verify student status
- o Enrollment status (campuses, units)
- o FHDA Account balance and fees paid by area (Health, DASB, ASFC, etc.)
- o Student Cohorts and Attributes
- Used to log in to other systems such as SARS, Fitness Center, Tutorial Center, Library, computer labs etc.
- Network printing POS
- Low-cost economical card production and consumables
- Use for production of all ID cards, student and staff

- Able to track student use of services and facilities across the campus
- Reconciliation for all account users

Desired Functions:

- Paying for various goods and services on campus (books, food, vending, fees, fines, tuition, copies, health services, etc.)
- Separate purses
- Financial Aid disbursements
- EOPS disbursements
- Book vouchers
- Refunds
- Door and lab access for students, faculty, and staff
- Ability to look up student information on-site for security and emergency purposes
- Ability to pull up photo and signature
- Linkage to student employee timecards and timesheets
- Ability to limit log-in to general access computers to current students only

Project Goals and Objectives

1. Convert current chip based card to magnetic strip card by Fall, 2013
2. Decouple print function from the card operation
3. Provide web based printing solution to both campuses
4. Deploy essential functions (see attached) of the specification as phase I objectives

Scope

Phase 1 - Completed by Fall, 2013

Deploy web based printing to 12 sites of both colleges

Set up ID card shops for both colleges

Convert chipnet database to Banner, start issue new cards to student in Fall 2013.

Phase II - Completed by end of 2013

Deploy to limited pilot sites for student kiosk information inquiry

Provide one pilot site for SAR/eSARS login authentication

Web based printing (mobile devices)

Phase III – Completed by spring 2014

Roll out kiosk applications to both campuses

Expand pay for print functions to both De Anza and Foothill College as needed

Team Organization

Team charge

- a. Key stake holders meet every month to discuss overall progress
- b. Project team meets bi-weekly for the initial 5 month, every week thereafter.
- c. Project web site (project goals, scope, key milestones, and meeting minutes)

Implementation team

DRAFT ID Card and Print Project

Name	Role	E-mail	Phone #
Joe Moreau	Co-Chair	moreaujoseph@fhda.edu	650-949-6120
Chien Shih	Co-Chair	shihchien@fhda.edu	650-949-6613
TBD	Print vendor advisor	TBD	
TBD	ID card vendor advisor	TBD	
Hector Quinonez	Finance	quinonezhector@fhda.edu	650-949-6250
Pat Hyland	Student Services, Foothill College	hylandpat@fhda.edu	650-949-7389
John Cognetta	Student Services, De Anza College	cognettajohn@fhda.edu	408-864-8239
Daphne Small	Student Activities, Foothill College	smalldaphne@fhda.edu	650-949-7839
Dennis Shannakian	College Life, De Anza College	shannakiandennis@fhda.edu	408-864-8757
Pam Wilkes	Library, Foothill College	wilkespam@fhda.edu	650-949-7609
Tom Dolen	Library, De Anza College	dolentom@fhda.edu	408-864-8764
Trung Thai	Student Labs, De Anza College	thaitrung@fhda.edu	408-864-8494
Linda Robinson	Student Labs, Foothill College	robinsonlinda@fhda.edu	650-949-7445
Joseline Diaz	Student, Foothill College		
Shahar Marom	Student, De Anza College		
Sharon Luciw	ETS	luciwsharon@fhda.edu	650 949-6161
Joe Lampo	ETS	lampojoel@fhda.edu	650 949-6109
Tom Roza	ETS	rozathomas@fhda.edu	408-864-5730
Susan Malmgren	ETS	malmgrensusan@fhda.edu	650 949-6133
Matt Rapczynski	ETS	rapczynskimatthew@fhda.edu	650-949-6286
Jerrick Woo	ETS	woojerrick@fhda.edu	650-949-6141
John Vandercook	ETS	vandercookjohn@fhda.edu	650-949-7018

DRAFT ID Card and Print Project

Ryan Anthony	ETS	anthonyryan@fhda.edu	408-864-5665

Steering Committee

Name	Role	E-mail	Phone #
Joe Moreau	Vice Chancellor, Information technology	moreaujoseph@fhda.edu	650 949-6120
Kevin McElroy	Vice Chancellor, Business Services	mcelroykevin@fhda.edu	650-949-6201
Letha Jeanpierre	VP, Finance & Educational Resources De Anza College	jeanpierreletha@fhda.edu	408-864-8976
Denise Swett	VP, Student Services, Foothill College	swettdenise@fhda.edu	650-949-7524
Stacey Cook	VP, Student Services, De Anza College	cookstacey@fhda.edu	408-864-8330
Kurt Hueg	Interim Dean of Business & Social Sciences Foothill College	huegkurt@fhda.edu	650-949-7645
Chien Shih	Director of IT	shihchien@fhda.edu	650 949-6139

Key milestones

- a. Define the project goals and scope
- b. Select the vendor for installment plan and/or other in-scope additional services
- c. Project team kick off meeting
- d. Banner and pay to stay vendor consultant engaged and contracts in place
- e. Installment plan application installed, additional infrastructure components installed
- f. Initial testing between vendor secure data center and Banner established
- g. Parallel testing of installment plan completed in summer quarter

DRAFT ID Card and Print Project

- h. Banner modifications for pay to stay ready for testing (real time drop, balance to account interface, reconciliation procedures)
- i. System beta testing completed
- j. Announcement and documentation ready
- k. System go live