# ID Card/ePRINTit Meeting
# June 5, 2013

## Agenda for ePrint/ID Card project:

0. Status since last meeting
1. Review of last meeting minutes (hand out)
2. Review the revised deployment map
3. Review announcement message (Print and ID card change)
4. Review ePrint order status
5. Review ID card (multicard) order list
6. Issues for next meeting

# Initial Announcement to campuses

**From:** Chien Shih
**Sent:** Friday, May 24, 2013 1:45 PM
**To:** John Cognetta; Hector Quinonez
**Cc:** Joe Moreau; Pat Hyland; 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; Paul Starer; Kari Elliott; Kurt Hueg; Denise Swett; Letha Jeanpierre; Kevin McElroy; Ronald Levine; Ray Taylor; Lisa Hocevar; Chuck Hite (chite@eprintit.com)
**Subject:** RE: Draft review - announcement of the cut over of pay to print

**Revised based on inputs so far**

Dear Students:

Both colleges are going to implement a new student ID card system - Foothill Owl card, De Anza DASB card.  A new pay for printing system will also be implemented and will be accessible both on campus and at specific locations off campus from desktop, laptop, and mobile devices. Students will be able to send print jobs from anywhere to the pay to print application and use the new student ID card to release their print job from any pay for print station on either campus.

The current pay for print system available at the libraries, labs, and other locations at both campuses will be deactivated after August 9, 2013. The balance associated with the current student ID card will also be terminated at the same time. If you have a remaining pay for printing balance on your current ID card after August 9, 2013, you may request a refund from the college.

Starting from September 3, 2013, a new student ID card with the new pay for printing system will be available to all students.  Updated information will be available as this project progresses.

# DeAnza College

21250 Stevens Creek Boulevard, Cupertino, CA 95014

280 85

HWY 280 & Route 85 North

Route 85 South

Stevens Creek Boulevard

North Entrance

Stevens Creek Boulevard

51

23, 25, 51

53 54 55

25 53 54 55

Service Road

ONE WAY TRAFFIC

Staff Lot J

Staff Lot A

V

VTA

DROP-OFF

Euphrat Museum of Art

CARPOOL

Parking Lot A

Flint Center Parking Structure

P P P

911

Staff Parking

CARPOOL

A8 A1 A2 A3

A9 A4 A5 A6

A7

D

A Quad

Student & Community Services Building (SCS)

Admissions & Records

Bookstore

CONSTRUCTION
AT
Advanced Technology Center

Visual & Performing Arts Center (VPAC)

HVAC

MCC Multi-cultural Center

D

P P

Flint Center

ECOT-I

Baldwin Winery Building

Financial Aid, Printing Services & Part-time Faculty Offices

Media & Learning Center (MLC)

Sunken Garden

Trianon/California History Center

CHC

Distance Learning

Police & Health Services

Campus Center

ATM

F2

F3

L2 L3

F1 L1

Fountain

L5

L4

Parking Lot B

e-car

P

LCW

Library

Main Quad

Fountain

Administration Building & ADM Classrooms

Equity Office

F6 L8

L7 L6 F4

F5

FOR Forum

VTA

DROP-OFF

Peppertree Lane

East Entrance

GTE Mechanical Shop

Grounds & Custodial Warehouse

SEM Seminar

S9

S8

S7

S6 S5

E3

S Quad

S3

S1 S2

D

V

PE1 PE2

PE4 PE5

Pools

PE Quad

P P

Staff Parking

Stelling Parking Structure

911

Parking Lot C

E2

S4

PLT

Staff Lot F

D

Fitness & Wellness Center PE6

Women's Locker Room

Men's Locker Room

ETS

MQ-1 MQ-2 MQ-3

Classrooms

Mod Quad C

ATC Temp Labs

Tennis Courts

E1

SC3

SC2

Outdoor "Garden" Classroom

SC1

Science Center

911

Soccer Field

Baseball Field

Putting Green

P P

Parking Lot E

Staff Parking

G

Stadium and Track

Football Field

Golf Range

Softball Field

P

CDC

Child Development Center

Staff Parking

Parking Lot D

Staff Parking

Kirsch Center

D

ESA Lab

Cheeseman Environmental Study Area

Parking Lot C1

EMERGENCY EXIT

25 53 54 55

EMERGENCY EXIT

McClellan Road

South Entrance

McClellan Road

High Tech Center Training Unit (HTCTU)

Hoefler Building

## LEGEND

- 911 Emergency Phone
- Pay Phone
- Restrooms
- TTY Phone
- County Transit
- D Division Offices
- Elevators
- Motorcycle Parking
- CARPOOL Car Pool Parking
- Handicapped Parking
- VTA Para Transit Drop Off
- AED (Automated External Defibrillator)
- P Parking Permit Machine
- Construction Zone
- Pedestrian Pathways
- V 30-Minute Visitor Parking
- DROP-OFF Passenger Drop-Off
- e-car E V Charging

Revised 4.17.13

Low Volume Printing-Color

High Volume Printing

N W E S

# FOOTHILL COLLEGE

**12345 El Monte Road**
(Off Interstate 280)
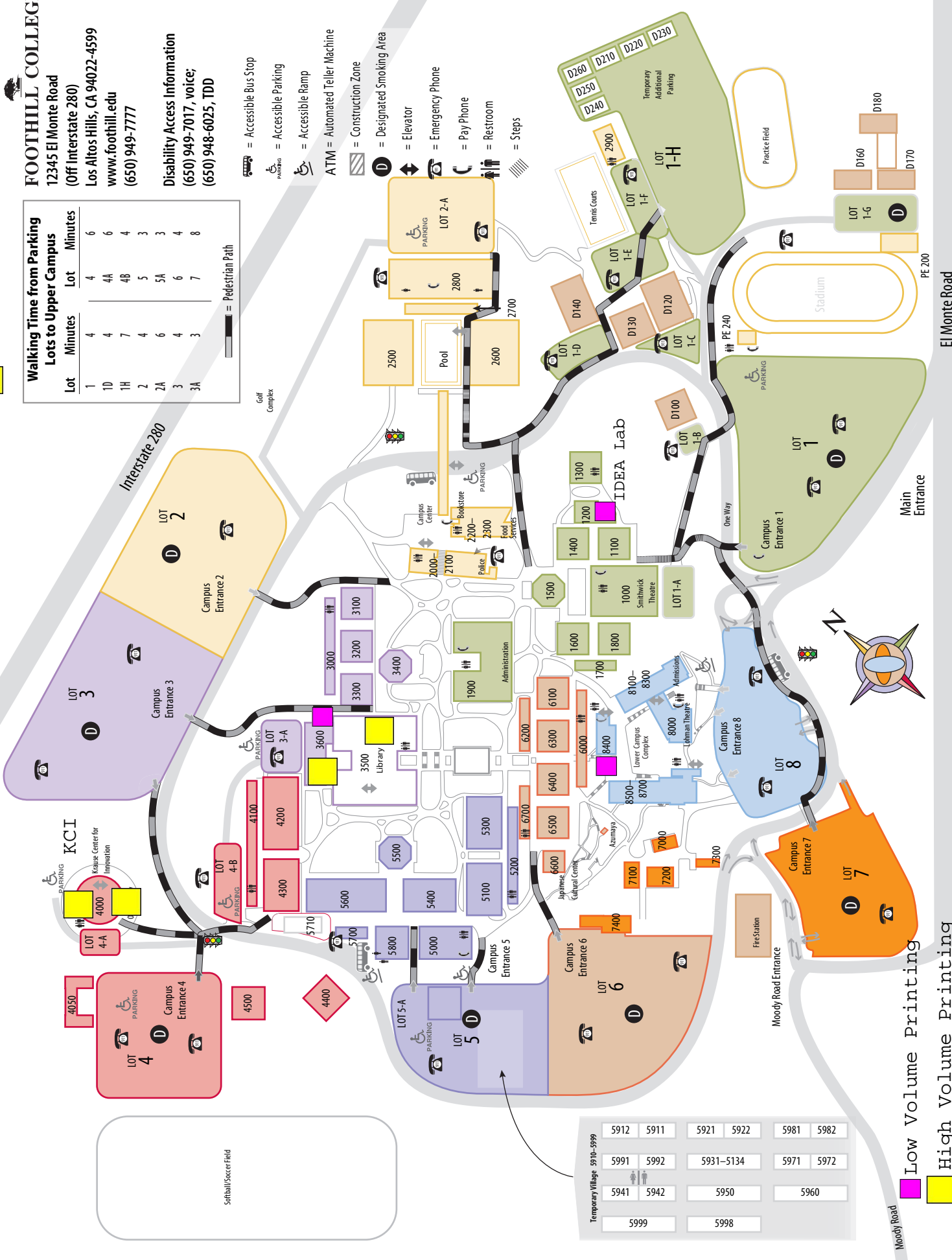Los Altos Hills, CA 94022-4599
www.foothill.edu
(650) 949-7777

**Disability Access Information**
(650) 949-7017, voice;
(650) 948-6025, TDD

= Accessible Bus Stop
= Accessible Parking
= Accessible Ramp
ATM = Automated Teller Machine
= Construction Zone
D = Designated Smoking Area
= Elevator
= Emergency Phone
= Pay Phone
= Restroom
= Steps
= Pedestrian Path

**Middlefield**

## Walking Time from Parking Lots to Upper Campus

| Lot | Minutes | Lot | Minutes |
|-----|---------|-----|---------|
| 1   | 4       | 4   | 6       |
| 1D  | 4       | 4A  | 6       |
| 1H  | 7       | 4B  | 4       |
| 2   | 4       | 5   | 3       |
| 2A  | 6       | 5A  | 3       |
| 3   | 4       | 6   | 4       |
| 3A  | 3       | 7   | 8       |

Interstate 280

Golf Complex

Campus Entrance 2
LOT 2
Campus Entrance 3
LOT 3
KCI
Krause Center for Innovation
LOT 4-A
LOT 4
Campus Entrance 4
4050
4500
4000
Softball/Soccer Field

LOT 4-B
4100
4200
4300
5710
5700
5800
5000
Campus Entrance 5
LOT 5-A
LOT 5

2500
Pool
2600
2700
2800
LOT 2-A
2900
Bookstore
2200–2300
Food Services
2000–2100
Police
Campus Center

3100
3000
3200
3300
3400
3600
3500
Library
1900
Administration

LOT 1-H
Temporary Additional Parking
D260 D250 D240 D230 D220 D210
Practice Field
Tennis Courts
LOT 1-F
LOT 1-E
D140
D130 D120
LOT 1-D
LOT 1-C
D100
LOT 1-B
IDEA Lab
D180
D160 D170
LOT 1-G
Stadium
PE 200
PE 240
LOT 1
Campus Entrance 1
Main Entrance
One Way

1300
1200
1400
1100
1500
1000
Smithwick Theatre
LOT 1-A
1600
1800
1700

5600
5400
5100
5500
5200
5300
6700
6500
6400
6300
6100
6200
6000
6600
Azumaya
Japanese Cultural Center
7400
7100
7200
7000
7300
8400
8100–8300
Admissions
8000
Lohman Theatre
Lower Campus Complex
8500–8700
Campus Entrance 8
LOT 8
Campus Entrance 6
LOT 6
Campus Entrance 7
LOT 7
Fire Station
Moody Road Entrance

El Monte Road
Moody Road

N

## Temporary Village 5910–5999

| 5912 | 5911 | 5921 | 5922 | 5981 | 5982 |
| 5991 | 5992 | 5931–5134 | | 5971 | 5972 |
| 5941 | 5942 | 5950 | | 5960 | |
| 5999 | | 5998 | | | |

Low Volume Printing
High Volume Printing

| PayStation | Total Jobs | Total Pages | Average Pages Per Job | Printed Pages | Deleted Pages | Free Pages | 2011-2012 |
|---|---|---|---|---|---|---|---|
| DALIBIL | 37303 | 114403 | 3.07 | 102850 | 11553 | 0 | |
| FHMCTR | 35364 | 134876 | 3.81 | 119601 | 15275 | 0 | |
| DALA102 | 15501 | 42857 | 2.76 | 39126 | 3731 | 0 | |
| DALIB | 28493 | 87060 | 3.06 | 79207 | 7853 | 0 | |
| FHKCI2 | 2525 | 8505 | 3.37 | 7564 | 941 | 0 | |
| DAOML2 | 2331 | 5116 | 2.19 | 2648 | 2468 | 0 | |
| DAOML | 78272 | 250349 | 3.20 | 224191 | 26158 | 0 | |
| FHBIOLABGP | 190 | 330 | 1.74 | 305 | 25 | 0 | |
| FHIDEA | 528 | 1101 | 2.09 | 836 | 265 | 0 | |
| FHLIB | 45317 | 167139 | 3.69 | 157356 | 9783 | 0 | |
| DALA103 | 8796 | 21120 | 2.40 | 16779 | 4341 | 0 | |
| FHKCI1 | 1631 | 6070 | 3.72 | 5407 | 663 | 0 | |
| **Totals** | **256251** | **838926** | **3.27** | **755870** | **83056** | **0** | |

| PayStation | Total Jobs | Total Pages | Average Pages Per Job | Printed Pages | Deleted Pages | Free Pages | 2010-2011 |
|---|---|---|---|---|---|---|---|
| DALIBIL | 46224 | 140718 | 3.04 | 126327 | 14391 | 0 | |
| FHMCTR | 40316 | 141370 | 3.51 | 126827 | 14543 | 0 | |
| DALA102 | 17115 | 46936 | 2.74 | 42965 | 3971 | 0 | |
| DALIB | 21368 | 68658 | 3.21 | 63440 | 5218 | 0 | |
| FHKCI2 | 5522 | 21139 | 3.83 | 17550 | 3589 | 0 | |
| DAOML2 | 2873 | 5949 | 2.07 | 3329 | 2620 | 0 | |
| DAOML | 77790 | 242363 | 3.12 | 207686 | 34677 | 0 | |
| FHBIOLABGP | 284 | 512 | 1.80 | 435 | 77 | 0 | |
| FHIDEA | 545 | 1228 | 2.25 | 788 | 440 | 0 | |
| FHLIB | 32852 | 117988 | 3.59 | 106881 | 11107 | 0 | |
| DALA103 | 10621 | 25321 | 2.38 | 20591 | 4730 | 0 | |
| FHLARTS | 40 | 98 | 2.45 | 72 | 26 | 0 | |
| FHKCI1 | 1519 | 4708 | 3.10 | 3972 | 736 | 0 | |
| **Totals** | **257069** | **816988** | **3.18** | **720863** | **96125** | **0** | |

| PayStation | Total Jobs | Total Pages | Average Pages Per Job | Printed Pages | Deleted Pages | Free Pages | 2009-2010 |
|---|---|---|---|---|---|---|---|
| DALIBIL | 52777 | 153392 | 2.91 | 137530 | 15862 | 0 | |
| FHMCTR | 40533 | 154310 | 3.81 | 130722 | 23588 | 0 | |
| DALA102 | 17441 | 44902 | 2.57 | 40039 | 4863 | 0 | |
| DALIB | 23089 | 71757 | 3.11 | 66136 | 5621 | 0 | |
| FHKCI2 | 5926 | 19084 | 3.22 | 16717 | 2367 | 0 | |
| DAOML2 | 1952 | 4010 | 2.05 | 1846 | 2164 | 0 | |
| DAOML | 65443 | 193368 | 2.95 | 166955 | 26413 | 0 | |
| FHBIOLABGP | 129 | 272 | 2.11 | 244 | 28 | 0 | |
| FHIDEA | 820 | 1678 | 2.05 | 1205 | 473 | 0 | |
| FHLIB | 20412 | 75054 | 3.68 | 66384 | 8670 | 0 | |
| DALA103 | 11363 | 27785 | 2.45 | 23344 | 4441 | 0 | |
| FHLARTS | 3683 | 9942 | 2.70 | 8398 | 1544 | 0 | |
| FHKCI1 | 1583 | 5394 | 3.41 | 4567 | 827 | 0 | |
| **Totals** | **245151** | **760948** | **3.1** | **664087** | **96861** | **0** | |

**multicard**
an Identive Group company

## ID Card System Proposal
### #05302013

Prepared By:
**Ray Taylor**
Account Representative
121 Amigo Road
Danville, CA   94526
Phone 925-605-8680
Fax 925-249-7426

| | | |
|---|---|---|
| Prepared for: | **Mr. Chien Shih** | |
| Company Name: | **Foothill-De Anza Community College District** | |
| Address: | 12345 El Monte Road | |
| Address: | | |
| City, State, Zip: | Los Altos, CA  94022 | |

Date: **5/30/2013**
Phone: 650-949-6139
Fax: 650-949-6137
Email: shihchien@fhda.edu

| DESCRIPTION OF ITEMS | | QTY | PRICE (ea.) | EXT AMT |
|---|---|---|---|---|
| **EQUIPMENT** | | | | |
| 506346-002 | CD800 Printer, Single side printer, ISO Magnetic Stripe Encoder,100-Card Input Hopper | 9 | $ 2,790.00 | 25,110.00 |
| ISG-Z100+ IPP | ISG AUTOCAM ZOOM  with Autocrop | 6 | $ 1,675.00 | 10,050.00 |
| | | | | |
| **TOTAL FOR EQUIPMENT** | | | | $ 35,160.00 |
| | | | | |
| **SOFTWARE** | | | | |
| 571897-014 | ID Works Enterprise v6.5 upgrade for customers using ID Works Enterprise (any version) | 5 | $ 450.00 | $ 2,250.00 |
| 571897-016 | ID Works Enterprise Production v6.5 upgrade for customers using ID Works Enterprise Productio | 1 | $ 275.00 | $ 275.00 |
| | | | | |
| **TOTAL FOR SOFTWARE** | | | | $ 2,525.00 |
| | | | | |
| **DISCOUNT** | | | | |
| | Education Discount | 1 | $ (5,295.00) | $ (5,295.00) |
| | Trade-in for existing systems - Trade-in offer good through March 15, 2013 * | 7 | $ (300.00) | $ (2,100.00) |
| | * S/N of equipment being traded in must appear on the PO, Multicard rep will pick up trade-in at installation | | | |
| **TOTAL FOR DISCOUNT** | | | | $ (7,395.00) |
| | | | | |
| **SUPPLIES** | | | | |
| 535000-003 | Color Ribbon Kit, YMCKT 500 Card Yield per roll (16,000 card total) | 32 | 205.00 | 6,560.00 |
| | | | | |
| | Blank white cards with HiCo Magnetic Stripe priced per/1,000 | 30 | 104.00 | 3,120.00 |
| | | | | |
| **TOTAL FOR SUPPLIES** | | | | $ 9,680.00 |
| | | | | |
| **PROFESSIONAL SERVICES** | | | | |
| | Installation- System set-up, database connection each site | 2 | $ 1,656.00 | $ 3,312.00 |
| | See following Service Contract Quotation for warranty service coverage costs | | | |
| | | | | |
| **TOTAL FOR PROFESSIONAL SERVICES** | | | | $ 3,312.00 |
| | | | | |
| | | | **Add for Sales Tax** | |
| | | | **Estimated Freight** | $ 250.00 |
| | | | | |
| **GRAND TOTAL** | | | | $ 43,532.00 |

TERMS AND CONDITIONS

*The pricing on this quotation is valid for 30 days from proposal date.*

Delivery is approximately 4 weeks from receipt of purchase order

Plus any applicable sales taxes.  **FOB Shipping Point.**    Freight charges will be prepaid and added to invoice.

Terms:  NET 30 Days, upon approved credit

Standard Printer Warranty is 30 months depot (return to factory for repair, owner responsible for shipping costs)

**There is a 15% restocking charge on approved returned items.**

# ID card and Pay to Print
## Key Project milestone dates

| Key project milestone | Completion date | Completion check list | Progress Bar |
|---|---|---|---|
| Project team kick off meeting | 2/27/2013 | • meeting minutes<br>• vendor presentation and recommendation | |
| Final selection of ID card vendor team review | 5/8/2013 | • Meeting minutes | |
| Select vendor for implementation of ePrint | 5/8/2013 | • vendor selection recommendation | |
| ID card vendor campus walk through | 5/17/2013 | • Location walkthrough checklist | |
| Implementation team meeting First team meeting | 5/22/2013 | • Initial mapping of the new printer location<br>• Pilot test schedule review<br>• Communication plan review<br>• Key milestones review (this plan) | |
| Complete ID Card vendor campus walkthrough for both colleges - equipment list review | 5/24/2013 | • Detail equipment list<br>• Campus review and approve of the list<br>• Meeting minutes | |
| Announcement for stop Goprint and Capture card ready for review and post | 5/28/2013 | • Draft announcement | |
| Final review of the ID card print shop equipment for both colleges | 5/29/2013 | • Equipment list confirmation | |
| Kick off technical specification for ID Card and pay to print project | 6/1/2013 | • Kick off meeting minutes | |
| Team meeting:<br>1. ID card equipment order list contract review.<br>2. ePrint equipment order list and contract review. | 6/5/2013 | • Meeting minutes | |
| Contract and Purchase Requisition signed for ID card **Equipment ordered** | 6/6/2013 | • Purchase requisition | |

| Key project milestone | Completion date | Completion check list | Progress Bar |
|---|---|---|---|
| Contract and Purchase requisition signed for ePrint equipment<br>**Equipment ordered** | 6/7/2013 | • Signed and approved purchasing requisition | |
| ID card technical functional specification review | 6/10/2013 | • Banner interface discussion<br>• Application interface discussion | |
| ePrint deploy locations finalized Team meeting | 6/12/2013 | • Team meeting minutes<br>• Review ePrint final deployment location map<br>• Facility and network requirements to support ePrint deployment finalized<br>• Work order for ePrint requirements issued to facility and network group (if any) | |
| 1st review of ID card technical specification to Banner and ePrint | 6/19/2013 | • Draft of technical specification | |
| 2nd review of ID card technical specification to Banner and ePrint | 6/26/2013 | • Revised technical specification<br>• Team decision of pilot testing location for both colleges<br>• Communication for pilot testing ready for posting | |
| Integration of ID card /Banner/ePrint starts | 6/27/2013 | • Prototype coding starts | |
| ID Card vendor equipment delivered. | 7/6/2013 | • Equipment receiving list | |
| ePrint pilot test equipment delivered.<br>Team meeting review of deployment for Pilot testing. | 7/10/2013 | • Meeting minutes<br>• Pilot testing check list | |
| Pilot test starts | 7/22/2013 | • Meeting minutes | |
| Team meeting review pilot testing | 7/24/2013 | • Meeting minutes | |
| Pilot test ends<br>Team review of pilot testing results | 7/31/2013 | • Punch list | |
| Final review of ID card technical interface to Banner and ePrint specification | 7/31/2013 | • Banner interface technical specification published<br>• Team meeting to review initial ePrint go live locations<br>• Communication for September go live ready for posting | |
| ePrint printers and AIO release stations deployed | 7/31/2013 | • ePrint printers deployed to designated locations | |
| Training materials for ID card | 8/1/2013 | • FAQ | |

| Key project milestone | Completion date | Completion check list | Progress Bar |
|---|---|---|---|
| /ePrint starts (FAQ, Documentation, video) | | • Video<br>• User training material | |
| Code review of ID card and Banner integration | 8/7/2013 | • Code review. Technical review of coding progress<br>• Demo of application progress | |
| Retire GoPrint/Capture card stations from both colleges Lock down the system for transition to new pay to print solution | 8/9/2013 | • Lock down list<br>• Student account balance report | |
| ID Card/ePrint 2$^{nd}$ Pilot testing starts | 8/12/2013 | • Test candidate list (CWID for student population)<br>• Test plan (card activation for print, printing and card operations) | |
| ID card ePrint 2$^{nd}$ Pilot testing ends | 8/19/2013 | • Punch list | |
| Project team meeting | 8/21/2013 | • Team review of testing results<br>• Review training materials<br>• 2$^{nd}$ communication of September go live to public | |
| Project team meeting | 8/28/2013 | • Review Go Live readiness<br>• Review training materials | |
| Technical specification for Phase II starts | 9/3/2013 | • Technical specification for ID card dashboard project | |
| ID card production go live | 9/3/2013 | • Walkthrough and user acceptance | |
| Selected ePrint locations go live | 9/9/2013 | • Walkthrough and user acceptance | |
| Project team meeting | 9/11/2013 | • Review ePrint go live status<br>• Review go live preparation for the remaining ePrint locations | |
| ePrint go live | 9/30/2013 | • Walk through and user acceptance | |
| Shut down of Chipnet and Go Print | 9/30/2013 | • decommission of legacy system and equipment | |
| Phase I completion review meeting | 10/2/2013 | • Review punch list item<br>• Review bug list | |
| Project stabilization for phase I | 10/9/2013 | • Bug fix and post go live support | |
| Phase I project ends | 10/16/2013 | • Phase I project ends<br>• Post support procedures on line<br>• Completion sign off | |
| Phase II project starts Kick off meeting | 10/16/2013 | • Review Phase II project objective<br>• Review technical specification for phase II | |