INSTRUCTIONAL EQUIPMENT REQUEST
2016-2017

Requester Name: Peter Kuo   **Division Name:** Viual Communications

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Font Management Software + Font Licenses for Mac Design Lab

Equipment Location Building: 700   **Room:** 713

SECTION 2: EQUIPMENT DESCRIPTION

The equipment is: ☐ A Replacement   ☐ An Upgrade   ☒ New Equipment/Technology
Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to LPC from what is currently in place:

Universal Type Server (x1) - Software for management of fonts and font licenses across multiple machines

Universal Type Server Client (x28) - Software that works with Universal Type Server to activate and deactivate fonts that are managed on the server.

Adobe Font Folio Education Essential (x28) - Software license. Collection of historically signifcant and popular typefaces typefaces.

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

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SECTION 3: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:	LPC PLANNING PRIORITIES:
LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.	❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards. ❖ Provide necessary institutional support for curriculum development and maintenance. ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes. ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Specify how the equipment supports *LPC's Mission Statement* and *Planning Priorities*:

Students will be able to work with type though a dedicated font management program instead of manually selecting and activating typefaces when working on assignments. In the industry, the majority of design teams use some form of font management software when working across the team, and it's important for students to become familiar with the basics of font management as well as learing about typefaces. Many of the visual communications courses employ the use of type in some form or another. The equipment will allow students to be able to work with type more easily and to be exposed to a greater type collection than the default installed fonts.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

VCOM AA
VCOM Certificate for Print
VCOM Certificate for Web

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

Program Review has already been turned in.

SECTION 5: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on <u>teaching</u>:

When the software is implemented, it will be much easier to show students the different historical classifications of fonts as the software will already have the font collections sorted by its metadata. It will also be easier to pull up differnt typefaces side-by-side to compare differences and similarities between typefaces.

Describe in detail the impact this equipment will have on <u>learning</u>:

It will also be easier for students to explore and experiment with different typefaces, allowing them to really interact with the software and the typefaces, rather than going through the cumbersome process of activating them one by one on the system level

Each academic year, this equipment will impact: 10   # of classes/sections   20   # of students

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SECTION 6: OUTCOMES (SLOs)

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved?

For VCOM52- Introduction to Typography, one of the stated measurable objectives is to be able to "Access and use fonts and font management software at the intermediate level cross-platform". We currently do not have an industry standard font management software installed.

What are the consequences related to learning outcomes if request is not funded?

Relying on FontBook (Mac OS Default) is slow and cumbersome. Students tend to just existing system fonts for assignments rather than really exploring and selecting from the wide range of fonts available that are better suited for their projects.

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY

What is the potential life span of the requested equipment?

The font collection will be useful for many years to come. They do not get updated that often, and even when they receive an update it's usually not significant.
The Font management and client software will only need to be upgraded at the same intervals as when the computers receive Adobe Creative Cloud updates (auto-font activation plug-ins usually need to be updated when Creativ Cloud updtes to function)

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "_Part A: Initial Start-up Costs_" section below.)

Discussed with IT, possibly just need one additional slot on a server rack to host the server software. Should not incurr additional storage costs.

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the "_Part B: On-Going Annual Operating Costs_" sections below as applicable.)

Software will require occassional updates to keep up with OS and Creative Cloud updates.

Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college:

Part A: Initial Start-up Costs

Item	Cost	Comments
Equipment or Materials	12,073.00	font folio $149 x 28 = $4172 Universial Type server + Client - see attached quote
Taxes (9.5%)	~~13,219.93~~ *1146.94*	
Shipping or Delivery Charge	0.00	software
Installation Costs *	0.00	IT will be able to install
Miscellaneous Costs:	0.00	
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other:	0.00	
Vendor Discount		
Grand Total:	13,219.93	

Part B: On-Going Annual Operating Costs

Item	Cost	Comments
Annual Service or Maintenance	0.00	3 years of updates already included in quote. Future updates for Server is approx 400 updates, and for clients is approx $30 (x28) per update.
Estimated Parts Replacement Per Year	0.00	does not have to be updated yearly. only when we re-image the computers
Outside Standardization or Calibration Costs	0.00	
Storage Costs	0.00	
New Supply Costs	0.00	
Miscellaneous Costs:	0.00	
Maintenance & Repair Labor	0.00	
Other:		
Annual Operating Costs:		

Indicate the source of funding for on-going annual operating costs:

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Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: <u>VCOM Faculty</u>

Is this in their current scope of duties? <u>yes</u>

Indicate cost to train key operator (include in Initial Start-up Costs above): <u>0</u>

Indicate amount of time per month key operator will use equipment: <u>1</u>

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: <u>VCOM Faculty</u>

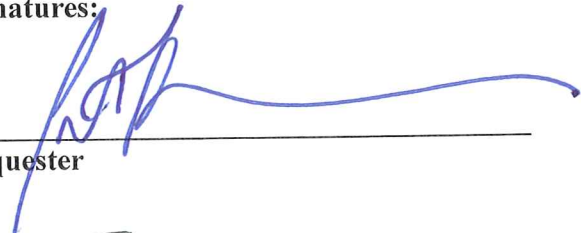Is this in their current scope of duties? <u>yes</u>

Indicate cost to train for maintenance and repairs: <u>0</u>

Indicate amount of time per month maintenance will be required: <u>1</u>

SECTION 8: APPROVALS

Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer-related equipment and printers must be reviewed by the LPC IT Department.

Signatures:

_____   <u>10-19-16</u>
Requester   Date

_____   <u>10/25/16</u>
IT Department (if required)   Date

_____   <u>10/17/16</u>
Dean/Manager   Date

_____   <u>10/24/16</u>
Vice President   Date

Extensis™

Quote Summary

Quote Number:	5033872	Date:	2016-10-03	Sales Rep:	Jeremy Godfrey
Account ID:	5089703	Valid Until:	2016-10-28		Tel: (646) 380-6684

Fax: (503) 274-0530
Mail: jgodfrey@extensis.com

Purchasing Information

Billing Information	Delivery Information
Las Positas College	Las Positas College
3000 Campus Hill Drive	3000 Campus Hill Drive
Livermore, CA 94551 USA	Livermore, CA 94551 USA

Line Items

Product Description	Qty	Unit Price	Ext Price
Universal Type Server v6 - Professional Acad +1yr ASA [UPU-060031]	1	1765.00	1765.00
Universal Type Server v6 - Professional 2yr ASA [UPU-060026]	1	844.00	844.00
Universal Type Client v6 VLA Acad +1yr ASA [UCU-060111]	28	131.00	3668.00
Universal Type Client v6 2yr ASA [UCU-060106]	28	58.00	1624.00

To pay for this order with a credit card click here. Link. Otherwise please email or fax your order to the Sales Rep listed above.

|	
Unit Price Total	7901.00
Subtotal	7901.00
Total (USD)	7901.00

Annual Support Agreement - Entitles you to the following at no additional cost for the term of the agreement:

- Upgrades - All version upgrades/updates associated with the products covered under your ASA agreement

- Priority Technical Support - Access to our highest level of service and support with a guaranteed response

Quote does not include applicable shipping charges. Estimated taxes may vary from the taxes due at time of order. If your organization is tax-exempt, please send a copy of your exemption certificate to ar@extensis.com. First time Purchase Orders require credit application process. For questions with your order, please contact info@extensis.com.
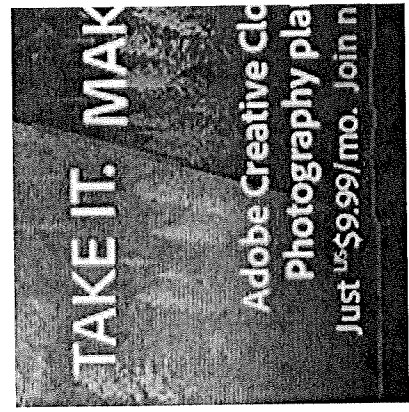
cart

Adobe Font Folio Education Essentials Student and Teacher Edition
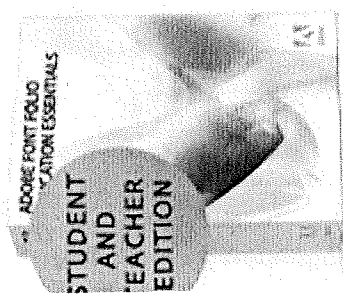
US$149⁰⁰

Platform: Mac/Win
Language: English
Delivery: Download
Quantity: 1

Subtotal	US$149⁰⁰
Tax	Calculated at checkout
Total	US$149⁰⁰

Continue shopping   Save Changes

Print

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⌨ Chat Now

TAKE IT. MAK

Adobe Creative Clo
Photography pla
Just US$9.99/mo. Join n

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LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & ssn.

Extensis   TAX ID#

NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT	For inventory purposes include room # where equipment will reside:			RETURN COPY of REQUISITION TO:
Peter Kuo	1-Oct-16	1-Oct-16	A&H				Ext#:

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE		Air
Universal Type Server		1	$	1,765.00	$	1,765.00
Univ Server Prof 2yrASA		1	$	844.00	$	844.00
Univ Type Client VLA Acad 1 yr ASA		28	$	131.00	$	3,668.00
Univ Type client 2yr ASA		28	$	58.00	$	1,624.00
			$		$	-
			$		$	-
			$		$	-
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			$		$	-
			$		$	-
			$		$	-

Vendor Information/ Remit To: Deliver To, include room # (optional):

	Subtotal	$	7,901.00
	Tax	$	750.60
BT#	Shipping (if available):	
	TOTAL COST $	8,651.60

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

Business Office

ACCOUNT #

_____ _____ _____ _____ _____
FUND   ORG   ACCT   PROGRAM

APPROVALS

_____
Supervisor/ Coordinator/ Director

_____
Dean/ VP/ President