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INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage: http://grapevine/pbc/InstructionalEquipment.php

Name of Requestor: Cindy B Rosefield and Timothy Devine

Division/Unit : A & C - Music

Brief title of request (equipment or materials being requested must be similar, related or part of a system. Brass Musical Instruments

Request amount (unit cost and total cost including tax and shipping. Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.): This should come from the vendor quote

Table with 2 columns: Item (s) cost, Amount. Rows include Tax (.00975), Shipping, Installation, Facilities Modification, Other, and Total Cost.

Attach copy of quote(s), estimate(s) and requisition(s): (Must attach quote & requisition; absence of either will delay processing)

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

Brass instruments to be used in LPC Music Department courses including Orchestra, Jazz Ensembles/combos, Wind Ensemble, Musical theater productions, Theory & Musicianship classes, Chromatic Harmony and Musicianship; 2 - King 2341 W Bb tuba w/case 2 - Conn 1FR flugelhorn 1 - Kanstul 1525 copper flugelhorn w/hard case 2 - Getzen 3508R trombone 1 - Bach 12 trombone 1 - Bach 42BOG trombone

Is this in your Program Review? Yes [] No [x]

This relates specifically to PA and Music PR target 2 (Fully develop an Instrumental Music program) and target 5 (Prepare for and participate in the PA Center for the Arts) Measurable Objective of Target 5 is to make concrete recommendations about equipment required for the spaces and students. As stated in our Program Review, "Equipment needs to be ties to the the building, and everything that is purchased will need to be considered in light of its future usefulness in the facility". This request will support our goal to offer a more complete instrumental music program and supporting classes. It is also stated in the Program Maintenance and Development forms the need for musical instruments.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

These instruments are new to the music program and our campus. The instrumental and music program in general at LPC is growing due in part to the opening of the Mertes Center for the Arts. The new facility allows us the space, storage and rehearsal rooms that have certainly helped move along the growth and development of the program.

This in itself is a major upgrade as well. From having no equipment to offer our students to learn and perform on, to fulfilling our department and college's mission, vision, values and goals.

This upgrade to our campus of new instruments will also put LPC in closer range in educational status and standings with our sister college, Chabot.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

Instructional and Service Impact

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

Having the proper instruments to learn on will encourage and entice students to come to LPC, sign up for music classes as well as pursuing their educational goals or degrees.

This will attract students with varying levels of greater musical skills. This is important for creating a healthy competition and collaboration within the student population in our classes and performances.

These instruments are not usual for students to own, but are typical and an expected part of a functioning music department. Middle Schools through to Universities have instruments that students may check out and use either as a main instrument or to be used as a doubling of a second instrument. This is extremely important for future teachers or future professional musicians.

Students and instructors will gain greater proficiency on their instruments.

The requested instruments are necessary to round out the performing groups we offer and are not typical to student ownership, yet will be a beneficial enhancement to instruction, teaching and learning in support of the AA Degree in Music.

As we host more concerts, festivals and competitions, these instruments will again be beneficial in that we will not have to rent or borrow them. These events range from collegiate to Middle School, competitive and non-competitive.

Now that the CCA has opened we will be able to host many more scholastic music events due to the school's ownership of these instruments - proper equipment.

The positive impact of having this equipment is monumental, for teaching and learning in the classroom as well as within the community.

The brass instruments will be used by both LPC instructors/staff and students. They may also be used for musical events mentioned above in conjunction with the performing arts collective.

This will help us in fostering a climate of discovery and creativity as mentioned in the colleges' Value Statement as we continue to thrive as a teaching and learning community committed to integrity and excellence.

Impact on Enrollment

Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?

As mentioned above, having the brass instruments will absolutely attract more students and allow the music department to continue to grow by offering a greater variety of instruments to perform on thus gaining a higher level of music performance.

We have lost students to other schools because we have not had the proper or even adequate equipment for them to rehearse or perform on. Many students do not own their own instruments do to cost and storage of larger or unique instruments. This fall semester alone, we have three tuba students and no tuba(s) for them to play on.

The number of student participation will automatically increase because we will be using our students and instruments instead of hiring out for professionals that bring in their own instruments.

We will not need to rent instruments as we've had to do in the past. We have rented or borrowed instruments from Chabot, local music stores and high schools, friends and colleagues. While this has worked, it is not professional or credible looking to the students or the community. We can not keep relying on these strong 'friendships' to carry the LPC music department.

Again, now that we have a proper facility we need to equip it. The request granted for these brass instruments will help in achieving the Institutional Strategic Goals 1,4, 5 specifically. This equipment will allow students to learn instruments within musical families, very important for those going on in higher education. It will also allow students more opportunities in learning and 'doubling' in more classes. An example: a trombone jazz student would be given the chance to play tuba in the orchestra or wind ensemble, and vise versa. A student who plays the tuba in the classical courses will not only have an instrument to perform on but will have the opportunity to double on the trombone in one of the jazz ensembles.

Trumpet players can learn and actually play on a flugelhorn when a part calls for it rather than play the part on the trumpet which has a totally different tone or timbre.

Every spring, the theater department produces a musical. The instrument books (Pit Orchestra) often call for doubling. Again, the awarding of this equipment request would make this possible.

It is common for brass music students to double on instruments therefor being able to perform in more than one course, and across disciplines.

Access

How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?

These instruments would fit into incorporating and are consistent with the principles of universal design in the following ways: equitable use; flexible in use; low physical effort and size and space for approach and use.

Historically, educational institutions ranging from middle schools to private music conservatories, supply instruments for student and staff use. These instruments will expand access to the PA programs by providing instruments to learn and perform on and therefore, ensembles to play in. There are many students who need experience in a performing groups and doubling. Having these instruments will help students accomplish this. Playing in a variety of ensembles is an important part to being a well-rounded musician/educator.

Again, many students who have played in K-12 music programs have had a wide variety of instruments to perform on that are school owned. By having this equipment request fulfilled, will help provide opportunities for under-represented populations.

Outcomes

How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

This equipment supports our SLOs in helping students achieve a higher level of complete musicality through the use of the colleges' instruments.

With the requested brass instruments, the student will be able to practice and demonstrate proficiency on their instruments; perform a wide range of music; demonstrate an adherence to recognize standards of professionalism in a rehearsal setting; prepare specific repertoire for public performance; demonstrate familiarity with classical/symphonic literature.

If the request is not funded the consequences are desolate. Goals and outcomes are not achieved and the programs can not thrive or maintain their respected standing in the educational community.

Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?
- c) Are there operating costs and how will they be covered by the department?
- d) What will be required to maintain the equipment, such as regular servicing or upkeep?
Who will perform maintenance, and what will the estimated costs be?

a) 20 years plus. The brass instruments requested are highly crafted quality instruments that will last beyond the college's commitment to sustainability both in terms of lifespan (10-20 years) and environmental impact.

b) Yes. There is sufficient planned secured/locked spaces available for the storage of these instruments in the Instrument Storage room in the the Instrumental Rehearsal room (4138) located in the Mertes College Center for the Arts, building 4000.

c) There will be no operating costs. The students will supply their own mouthpieces, cleaning cloths, slide grease, mutes and extra mouthpieces.

d) Maintenance will be relatively low and usually only at the end of the school year (Spring semester into Summer semester) Routine maintenance will be performed by current music faculty/staff and students or, will be sent out to local music stores who will perform greater cleaning and tuning services. With yearly preventative maintenance service, the instruments will hold their own and larger servicing will be minimal. The estimated costs for yearly cleaning and servicing might range from \$500- \$1500. The cost would be absorbed within the music departments budget. That would be the estimate for the nine instruments requested.

Visibility/Profile within Community

Is this a “flagship” item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

Yes! King, Conn, Kanstul, Getzen and Bach are internationally known instrument manufacturers and well respected by world class artists, orchestras/bands and educators alike because their craftsmanship, sound quality and technical innovations are of the highest specifications. These names have surpassed other brand names of musical instruments yet remain competitively priced.

This will raise the stature of our program because we will have the proper equipment to learn and perform on. This will attract students and enhance the image of our department as well as that of the college in the community because of our professional attitude of the importance of quality instruments. Our local secondary schools have strong award winning music programs and nationally recognized music groups. There is a need for these students to continue their musical studies at LPC. Receiving this equipment funding will assist in that.

Commitment to Sustainability

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

This equipment exceeds basic sustainability goals in that it is of the highest quality, and will not need replacing with proper instructional maintenance. These instruments are known for being in tune and are technically ranked in the superior category for teaching and learning.

The college will not be spending money on instrument rentals or hiring musicians with their own equipment.

Health, Safety & Security

Does this equipment address any health, safety & security concerns? If so, please explain below.

This certainly responds to a health need in that the students will be able to perform and practice on high quality, highly tuned instruments that will be less stress placed on the body.

The Alexander technique states that playing on proper instruments with the proper posture allows the musician the freedom and flexibility to learn at a higher level without damaging or straining muscles.

Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)

Requested by Cindy B. Rosefield

Dean/
Unit Head [Signature]

IT Department Signature _____

Vice President Mary Maloney 9/26/11

LPC VP Business/President _____ LPC Business Office Use (Account Number) _____

A & G MUSIC PRODUCTS CO.
564 14TH Street
Oakland, California 94612
Phone (510) 832-0381 Fax (510) 268-3757
www.agmusic.com Email dakright@rcn.com

9/16/2011

Las Positas College
Livermore, CA

Attn Cindy Browne Rosefield
RE price quote for musical instruments – valid for 60 days

2	King 2341W Bb tuba w/case	@ 4911.00	<u>\$10,022.00</u>
2	Conn 1FR flugelhorn	1463.00	2926.00
1	Kanstul 1525 copper flugelhorn w/hard case		2392.00
2	Getzen 3508R trombone	1471.00	2942.00
1	Bach 12 trombone		2025.00
1	Bach 42BOG trombone		2520.00
	Subtotal		22,827.00
	8.75% sales tax		1997.36
	delivery		.00
	Total		\$24,824.36

Thank you,

Mark Troxell - sales

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

SUGGESTED VENDOR: **A&G Music Products Co**

NAME OF STAFF MEMBER: Cindy Rosefield/Tim De | DATE WRITTEN: 9/14/11 | DIVISION/ DEPARTMENT: A&C/Music | For inventory purposes include room # where equipment will reside: 4138

RETURN COPY: Cindy

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE
King 2341W Bb Tuba w/case	1	2	\$ 4,911.00
Conn 1FR flugelhorn	1	2	\$ 1,463.00
Kanstul 1525 copper flugelhorn w/hard case	1	1	\$ 2,392.00
Getzen 3508R trombone	1	2	\$1,471.00
Bach 12 trombone	1	1	\$2,025.00
Bach 42BOG trombone	1	1	\$2,520.00
Deliver To: Las Positas College			
CINDY ROSEFIELD 3033 Collier Canyon Road			
ROOM 4138 Livermore, Ca 94551			
Subtotal			
Tax			\$ 0.0975
Shipping (if available):			

Comments: **NO SUBSTITUTE VENDORS PLEASE!!**

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

TOTAL COST

ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____

Business Office

APPROVALS _____

Supervisor/ Coordinator/ Director _____

Dean/ VP/ President 

PRICE USE ONLY	
of REQUISITION TO:	
Rosefield	
EXTENDED COST	
\$	9,822.00
\$	2,926.00
\$	2,392.00
\$	2,942.00
\$	2,025.00
\$	2,520.00
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	22,627.00
\$	2,206.13
	\$0.00
\$	24,833.13

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