# Instructional Equipment Request 2015-16

RECEIVED

OCT 26 2015

VP ACADEMIC SERVICES

LAS POSITAS COLLEGE

**SECTION 1: SUMMARY INFORMATION** 

FALL 15

Brief Title of the Request: Gravity Iron

Equipment Location: 4112

Division/ Unit: ALSS/Theater

#### SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

Name of Requestor: Titian Lish

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 the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

Gravity Feed Iron. A gravity feed iron is a staple in most design studios, couture houses and tailor shops. Unlike a standard home iron, it has a large water reservoir that is suspended from a hook above the ironing board. This allows you to press for a long time between refills. They cool down quickly and can be left on for extended periods of time (during class or production work) without an automatic shut off.

# **SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW**

Which educational programs or institutional purposes does this equipment support?

Specifically, THEA 51: Intro to Costume Design, THEA 48C Technical Theater in Production: Costuming. Both of these courses are on our CTE program list (for FALL 2016 start) and the costuming class is a part of our AD-T in Theater.

Is this equipment included in your Program Review? ☐ Yes ☒ No

If yes, please cut and paste the appropriate wording here. If not, explain why.

At the initial writing of the Program Review the need had not been identified. THE PPU Update for 2015 was heavily focused for SLO and did not specifically identify equipment or upcoming funding needs as a needed update.

#### **SECTION 4: TEACHING AND LEARNING**

Describe in some detail the impact this equipment will have on teaching and learning.

**Impact on teaching:** This will allow the instructors to spend more time on more complex tasks. As the technical theater classes focus on more complex skills, streamlining the simple skills for efficiency becomes critical to moving the classes quickly and efficiently.

**Impact on learning:** The iron will allow students to create more professional quality work in a quicker manner. As we increase our production numbers, and so the number of costumes we are putting out, it becomes critical to be able to move quickly. For instance, if we did a show like West Side Story (an era piece) and each member of the 30+ cast members had one costume that needed ironed nightly, the ability to move

quickly becomes critical in getting our productions prepared for the next day and getting our tech students home at a reasonable hour. Additionally, they will be learning on industry standard equipment.

Per academic year, this equipment will impact:

O2 Number of classes or sections

40 Number of students

# **SECTION 5: OUTCOMES (SLOs)**

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

One of the core competencies for the THEATER AD-T is the use of technology. As our AD-T and CTE courses line up with state CI-D's, it is important that we are ushering our students into the modern age of theater technology as often as possible. Failure to teach our students on, and make accessible to them, modern technology, disadvantages them when they move either to the 4 year degree or on to professional jobs as a theater craftsman.

# **SECTION 6: LPC PLANNING PRIORITIES**

Please address how this equipment will serve the current LPC planning priorities.

"Provide necessary institutional support for curriculum development and maintenance". — This equipment speaks to the ongoing work we are doing in the theater department to constantly be updating and maintaining the most relevant theater curriculum that we can, both academically and technically.

# **SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)**

What is the potential life span of the requested equipment?: The warranty period is 1 year from the original purchase date.

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below.

Approx\$0

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below.

No new storage is needed. It will be stored in the Costume shop – 4112.

Part A:	Initial Start-up Costs		Costs	Comments
	Equipment or Materials	245.99		
	Shipping or Delivery	0.00		

Shipping or Delivery charges	0.00	
Installation costs	0.00	
Costs to modify facilities	0.00	
Vendor Discount	0.00	
Any Other Costs- training, etc.	0.00	Specify
Local Sales Tax	24.59	Included in equipment
Grand Total Costs =	\$ 270.58	Click the \$ and press F9 to calculate the grand total

A completed purchase order(s) and quote(s) for this total cost must be attached. Rev 05 27 15

# Part B: On-going Annual Operating Costs

Annual service or maintenance contract	\$ 0.00	
Estimated parts replacement each year	\$ 0.00	
Outside standardization or calibration costs	\$ 0.00	How often?
Storage costs	\$ 0.00	
New supply costs	\$ 0.00	
Any other costs, including labor	0.00	Specify
Annual Operating Costs =	\$0.00	

Costs

Part C: Incremental Labor Costs

Please describe who will be the key operator and who will perform the maintenance & repairs.

The primary operators will be the costume design instructor, the technical theater instructor, and students under their supervision.

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

The instructors will receive training through their own means or via the instructional manual provided by the manufacturer.

Estimate the amount of time required in a month to perform this maintenance or operation none

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

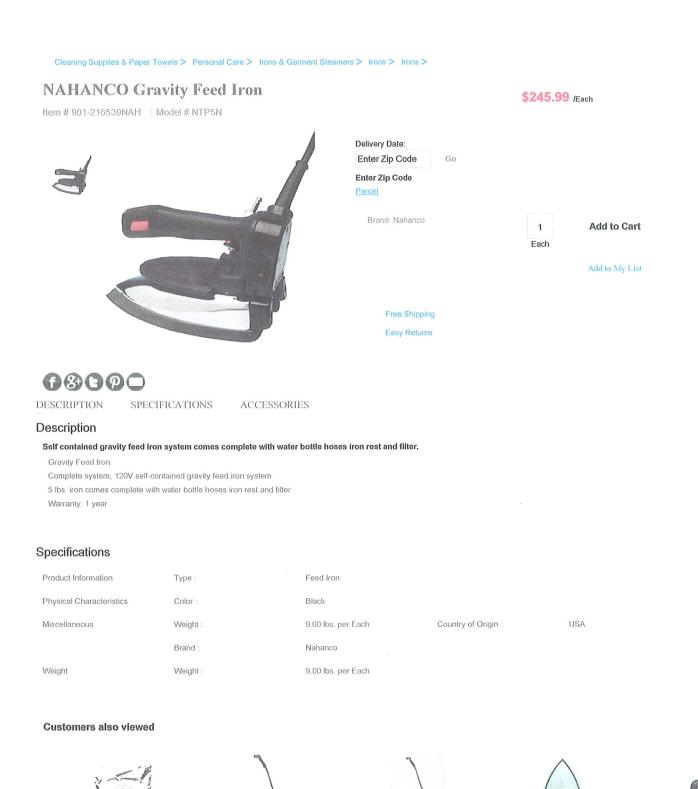
This equipment is designed to work for many years. The use of the equipment helps the created costumes have greater longevity, meaning less consumable costume supplies for the theater program in the long term.

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

ignatures?

equestor | Dean/Manager | D/Q | Date Received | Da

Rev 05 27 15



\$365.99

\$40.99

\$101.99

\$19.99

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

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245.99 24.59 270.58 EXTENDED COST 245.99 269.36 RETURN COPY of REQUISITION TO: FOR OFFICE USE ONLY C.C. G 4 ₩ ₩ ↔ ↔ ↔ બ 63 ↔ ↔ ↔ 69 245.99 TOTAL COST 0.0950 QTY UNIT PRICE Shipping (if available): 69 **Business Office** DATE REQUIRED | DIVISION/ DEPARTMENT | For inventory purposes include room # where ES Subtotal eg G 4112 Тах equipment will reside: Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price. (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER) THEATER/ALSS 3000 Campus Hill Drive 8/1/2015 Livermore, Ca 94551 Las Positas College DATE WRITTEN 10/12/2015 FOR REIMBURSEMENT: List payee name & ssn. NAHANCO Gravity Feed Iron ACCOUNT # Quill.Com NAME OF STAFF MEMBER **APPROVALS** DESCRIPTION Titian Lish Deliver To: Comments: