



INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2012 (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 Rosefield, Diana Cefalo, Tim Devine, Michelle Lin, Mary Campbell

Division/Unit : A&C/Music

Brief title of request (equipment or materials being requested must be similar, related or part of a system. Music Notation Markerboards w/staves

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

Item (s) cost	\$ <u>2,607.00</u>
Tax (.0875)	\$ <u>228.11</u>
Shipping	\$ <u>438.00</u>
Installation	\$ _____
Facilities Modification	\$ _____
Other *	\$ _____
Total Cost	\$ <u>3,273.11</u>

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

** Pricing includes 10% quantity DISCOUNT* ←

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)

3 - Music notation (w/stave lines) marker boards. These are white boards classes with permanent ceramic ink music stave lines (5 sets per board) used specifically for music classes

They will be used for all music classes:
MUS 6, 8A/B, 10A/B - Music Theory classes
MUS 1 - Intro to Music, Music Appreciation (1-2 sections)
MUS 4 - Jazz in American Cultures
MUS 5 - American Cultures in Music (4-7 sections)
MUS 21A/B, 31 - Piano classes
MUS 20 and 30 - Guitar classes
MUS 23A/B, 33 and 42 - Voice classes
And all performing classes: MUS 12, 14, 15, 16, 44, 46A/B and 47

Is this in your Program Review? Yes No

As stated in our program review, "Equipment needs to be tied to the new building, and everything that is purchased at this time will need to be considered in light of its future usefulness in the new facility".
This request relates specifically to target 2 (Fully develop an Instrumental music program) and target 5 (Prepare for and participate in the planning of the PAC - know known as the MCA) Measurable Objective of target 5 is to make concrete recommendations about equipment required for the teaching spaces.
This has been in Music Master Plan and the Program Review.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

This is a replacement of the existing new white boards that were placed in the (music) classrooms in the Mertes Center for the Arts.

Originally, after discussion as to the importance and need of this specific discipline related equipment, the music stave lined white boards were on schedule to be purchased through FFE of the Mertes Center.

They were then mysteriously 'changed out for less expensive regular white boards'...

The instructors and Dean found out after the facility was opened and occupied. Instructors and students have been making due with one old rolling portable board and, drawing lines on existing boards to simulate music staves.

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?

The main positive impact will be the instructors and students will not waste time drawing stave lines, leaving more time for instruction.

Other positive impacts on instruction and/or teaching and learning in the classroom would include;

- * Instruction will be more accurate.
- * The surface is engineered to create greater color contrast with dry erase markers, ease of reading.
- * Marker ghosting is not a problem with the porcelain steel surface, which offers superior erasability, clarity and precision in teaching and learning.
- * Dual purpose surface can be used for both writing of music notation and magnetic purposes.

We will still have regular white boards in these classrooms for lecture classes. These music lined boards will offer greater use of board space.

Both students and instructors will use the boards daily! As stated earlier, all music classes will benefit. From theory to history/appreciation to performing/studio classes.

Impact on Enrollment

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

Having this proper equipment increases enrollment encouraging students to participate in our programs. Without, we appear as a second rate institute without proper equipment. This is standard music teaching equipment used by elementary to junior high schools through to university and conservatory levels of education.

Access

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

Anyone can use these white boards.

The opportunities are endless...

For students with diverse learning styles, the surface is engineered to create greater color contrast with dry erase markers.

Outcomes

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

Student learning outcomes will be achieved through better organizational and basic skills. One of our music performing outcomes is "students will demonstrate an adherence to recognize standards of professionalism in a rehearsal and learning setting"

This will enhance our lessons with the permanent ceramic ink music staff lines (5 sets) that have been fused to the surface, especially with the teaching of music notation.

Consequences related to learning outcomes if request is not funded? It's an absolute misrepresentation to our students and community that a new performing arts facility and classrooms were built and not equipped with basic teaching tools/equipment. we are not in compliance to our standards as stated.

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) These white boards come with a 50 year warranty.
- b) The boards will replace the boards in rooms 4130 and 4226 and will be an addition in room 4130 where there is appropriate wall space. The existing boards may be used in other classrooms around campus. They are only 2 years old and are in excellent condition.
- c) NO operating costs.
- d) No required maintain except the instructors who clean them down (erase!) after each use.

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?

Sure it'll bring recognition/notoriety to the College and program because it's the basic proper equipment that should have been incorporated in the first place.

It will help attract students due to the fact it will support our excellent and professional teaching staff with proper equipment.

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?

Purchasing these three white boards exceeds basic sustainability goals in many ways.
*The company, Wenger Corporation, supports the U.S. Green Building Council and LEED Construction initiatives.
*The environmental low-gloss magnetic surface laminated to a 7/16" thick MDF substrate for extra strength and moisture resistance, framed in anodized aluminum trim.
*This surface is 99% recyclable and has no VOC's. It is made from a min. 30% post-consumer and post-industrial waste.
*It has a 50-year warranty.

These three white boards would be replacing virtually new boards that could be used in other classrooms around campus including new classrooms being built. It could save the campus by not having to purchase new boards for new buildings.

Wenger Corporation uses environmentally-friendly packaging and use only the latest clean-burning diesel emission delivery trucks. Their products are high-quality and durable.

Health, Safety & Security

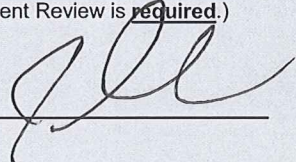
Does this equipment address any health, safety & security concerns? If so, please explain below.

The reduced surface light distortion enhances visibility to provide optimum eye comfort.

Signatures (required)

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

Requested by Cindy B Rosefield Dean/
Unit Head



IT Department Signature

Vice President J. J. [unclear]
3/27/12

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

Customer Quotation



Quote: 816222

Date: 2/28/2012
Effective: For 30 days only

Prepared For: Ms. Cindy Rosefield
 Las Positas College
 3000 Campus Hill Dr
 Livermore, CA 94551-7623

Delivery Within:
Tax:
Terms: NET 30/PENDING CREDIT APPROVAL
F.O.B. Point:

Regarding: Music Notation Boards

Page: 1

Item	Description	Quantity	Unit Price	Price
174A101.23	MARKER BD,W/STAVES,48HX96W	3	869.00	2,607.00
	Total Product Charge			2,607.00
	Sales Tax			228.11
	Freight/Handling Charge			438.00
	Total Charge			3,273.11

Pricing includes a 10% quantity discount.

 Freight charges quoted are for delivery by way of common carrier truck. Customer is responsible for unloading and moving the items into the building. Other delivery and installation options are available. Please call for pricing.

* Terms and Conditions of Sale appear on following page.

Submitted By: Dale Anhorn
 Sales Representative

Phone: 800-733-0393 Ext 463 **Fax:** 507-455-4258
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