

INSTRUCTIONAL EQUIPMENT REQUEST 2017-2018

Internal Use IE #: <u>FALL-02</u> Total \$: <u>5,150.88</u>

Requester Name: ALEJANDRO GALINDO Division Name: A&H

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Radio Las Positas respectfully requests basic video recording and editing equipment to be able to integrate video in our radio productions. We request one computer, one video camera, and a set of accesories. With this equipment, we will upload our radio shows to digital platforms that use video, such as Youtube. Video has become a big part of all other media and our ability to train students on this, will give them an advantage in the trade.

Equipment Location Building: ARTS BUILDING Room: 4133

Location Comments:

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:

VIDEO CAMERA:

The Panasonic GH5 is a photographic camera with video capabilities. It's an affordable option that satisfies the needs of the radio production department. Because it is portable, students will be able to use the camera in the field, on set, and in small rooms, such as the radio studio.

Accessories: Lights, Harness, Tripods,

Support equipment will ensure the good quality of our video productions. One basic set of studio lights will be enough for in-set productions. For outside takes, we will rely on natural light. A shoulder harness would help us with shots outside and add movement to our camera. A good-quality tripod would secure our camera when we're indoors and give us many years of good service.

COMPUTER:

One basic Apple computer will come with recent versions of digital video editing software. Students will use this computer to download their videos materials and edit their videoclips. Students will combine audio recording software and video recording editing, which really improve their marketable skills. They will also learn Apple environment graphics and language, which will add to their training.

SECTION 2: EQUIPMENT DESCRIPTION (contd)

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

There is no requirements of this type, except to say that the media world is changing rapidly and constantly. Video now is a part of radio productions. The better we train our students in both, the better their chances to succeed in the media professional market.

SECTION 3: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

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.

LPC PLANNING PRIORITIES:

- ❖ **Accreditation:** Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ **Curriculum:** Provide necessary institutional support for curriculum development and maintenance.
- ❖ **Tutoring Services:** Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ **Professional Development:** Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

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

This equipment will make it possible for students to acquire personal experience in the production of multimedia projects. It will add to the many other educational opportunities available at LPC. The equipment will allow the instructor to better-prepare the students for a highly rewarding career.

LPC has the responsibility to provide necessary institutional support for curriculum development. We live in a moment in time where things change constantly and rapidly. We can only keep up! Our students have been engaging in multimedia since their birth. We need to respond with a dynamic and flexible plan to accommodate their learning styles. Video and audio is how our students will communicate in the future, as we can see from the popularity of digital podcasting. On line platforms of expression incorporate audio visual material more and more. Just like our phones! I think that giving students access to more realistic means of expression, such as video equipment, would serve as the proper support they need from us.

An important commitment of mine is CTE. Access to video equipment will increase marketable skills and will position our students to look and qualify for better equipment. It also addresses the current demand by students to have video in the curriculum. In our short few weeks of operation, Radio Las Positas has accumulated a strong archive of video content that has been incorporated in radio shows.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment directly supports Radio Las Positas and the Radio Production courses--MSCM 32A and MSCM 32B. The college radio station streams on line 24/7. It has shows that inform the student community, such as LPC News, entertain the listeners with comedy and music shows. Radio Las Positas also remains an important hub for LPC's Radio Production alumni. The equipment also supports other Mass Communication classes as video and audio skills are applicable equally to print media, such as newspapers and magazines.

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

At this moment, it is my intention to communicate the needs of the radio program to department' supervisor for consideration in the Program Review.

SECTION 5: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on teaching:

Having access to video recording equipment will support the students that are currently producing video content with their own equipment. It will also encourage more students to utilize a second medium in their radio productions. It will teach them to think differently, and will train them better on their path to become Communicators.

The equipment will also allow me to expose more students to the advantages of utilizing a second medium into their radio productions, without detracting me from my main mission which is preparing the students for a career in radio. Radio as we know, is morphing into something more, by training students in more media, we prepare them for a exciting career in media.

Video equipment will improve my teaching style in that I will be able to make instructional videos demonstrating the proper use of radio equipment.

Describe in detail the impact this equipment will have on learning:

Students will be exposed to audiovisual productions and will receive basic training on all aspects of said productions. Students will expand their mastery of skills. Students will add video recording and editing to their portafolios. Students will produce radio episodes that are compatible with video sharing platforms, such as Youtube and twitchtv. Students will learn the skills needed to begin they own podcast. Students will also receive training on how to start their own podacast. Students will have access to a network of media professionals where career and job opportunities are frequent. Students will learn from the instructional videos produced by Instructor.

Each academic year, this equipment will impact: 8 60
_____ # of classes/sections _____ # of students

SECTION 6: OUTCOMES (SLOs)

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

Students will use this equipment every class to record. Students will form production teams and will learn how to perform all roles in every production while learning how to operate basic video equipment and skills; writing, recording, illuminating, set direction, and editing.

Students will learn one or more video editing software and will be able to use and keeps the video files on a local computer.

Students will learn more studio procedures as they will be familiar with video productions.

Students will improve their multimedia skills, thus improving their opportunities to be succesful in their career, and students will form a more robust understanding of media, whcih will improve their chances to command higher wages.

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

If we do not support the students' need now, LPC will fall behind in the media field. Most commericla radio stations now utilize multimedia content online. Much of the current podcasters have taken their shows to platforms that support video, such as Youtube. Not many college radio stations incorporate video in a succesful way. However, most colleges are being sensitive to the students' need to know more about media, digital broadcasting, and interacting in social networks. By not funding this request to acquire basic video equipment, we would be ignoring the students' needs.

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

What is the potential life span of the requested equipment?

Camera 5 -10 years

Computer 4-6 years

If new storage is needed what are the storage requirements, location requirements, and costs associated with the new equipment: (NOTE: Specific storage costs should be detailed in the “Part A: Initial Start-up Costs” section below.)

Storage not needed, there are no costs associated with new equipment.

If this equipment replaces old equipment but the old equipment will not be retired, are there on-going storage requirements, location requirements, and costs associated with the old equipment? If so, provide details.

Not applicable.

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.)

The equipment is maintenance-free.

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

Not applicable.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$4,704.00	Video camera, computer, acc's.
Taxes (9.5%)	446	
Shipping or Delivery Charge	FREE	
Installation Costs *	ϕ	
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other:		
Vendor Discount		
Grand Total: + 5,150		

*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other:		
Annual Operating Costs:		ϕ

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

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: ALEJANDRO GALINDO

Is this in their current scope of duties? Yes. Responsible for all studio equipment, which would include new e

Indicate cost to train key operator (include in Initial Start-up Costs above): Zero

Indicate amount of time per month key operator will use equipment: Approx 30 hours per month.

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: ALEX GALINDO

Is this in their current scope of duties? Yes.

Indicate cost to train for maintenance and repairs: Zero

Indicate amount of time per month maintenance will be required: One time per month.

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:

A. GALINDO
Requester

NOV. 08, 2017
Date

IT Department (if required)

Date

Dean/Manager

Date


Vice President

Date

Focus Camera

Panasonic GH5 Lumix 4K Mirrorless , + BT, 3.2" LCD 64GB Bundle

★★★★☆ 6 customer reviews | 8 answered questions

Price: \$1,998.00 & FREE Shipping

Get \$40 off instantly: Pay \$1,958.00 upon approval for the Amazon

✓prime | [Try Fast, Free Shipping](#)

Only 9 left in stock - order soon.

Want it Monday, Nov. 13? Order within 10 mins and choose Two-Details

Ships from and sold by Focus Camera.

- Panasonic LUMIX GH5 4K Mirrorless ILC Camera Body, 20.3 Meg Warranty)
- Professional photo and 4K video performance in a durable mag
- 4K video: internal recording at 4k60/50P (4:2:0 8bit) & 4k30/25
- Sony 64GB UHS-II SD Card, max R300/W299
- Wasabi Battery (2-Pack) and Dual USB Charger for Panasonic DI

Compare with similar items

New (1) from \$1,998.00 & FREE shipping. Details

Report incorrect product information.

prime student College student? Get FREE shipping and exclusive



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Ravelli

Ravelli AVTP Professional 75mm Video C Tripod with Fluid Drag Head

☆☆☆☆ 685 customer reviews | 192 answered questions

Price: \$159.69 & **FREE Shipping**. Details

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In Stock.

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Details

Sold by SPN Performance and Fulfilled by Amazon. Gift-wrap available.

- Professional 3-Segment Interlocking Crutch Type Legs
- Supports Video Cameras/SLRs up to 27LBS
- Dual Handled Head with Continuous Drag Fluid Movement for both Pa
- Universal 75mm Mounting Bowl
- Maximum Operating Height: 54.5"
- Minimum Operating Height: 27"
- Collapsed storage height: 28.5"

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🔍 Click over image to zoom in

prime student

College student? Get FREE shipping and exclusive deals

LimoStudio

LimoStudio 700W Photography Softbox Light Lighting Kit Photo Equipment Soft Studio Light Softbox 24"X24", AGG814

☆☆☆☆ 1,584 customer reviews | 291 answered questions

#1 Best Seller in Lighting Soft Boxes

Price: \$62.99 & **FREE Shipping**. Details

Get \$40 off instantly: Pay \$22.99 upon approval for the Amazon.com Store Card

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In Stock.

Want it tomorrow, Nov. 9 to 94612? Order within 22 hrs 24 mins and choose **O**
Shipping at checkout.

Sold by KimOutlet and Fulfilled by Amazon. Gift-wrap available.

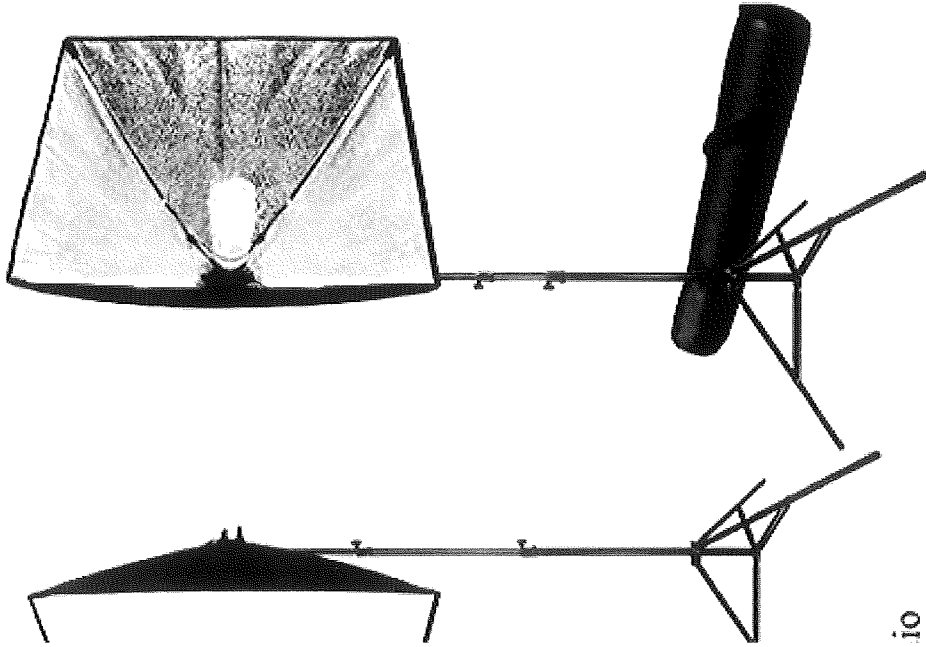
- Contents: [2 pcs] Light Holder with Softbox Reflector / [2 pcs] 86-inch Tall Light Tripod / [2 pcs] 85W CFL 6500K Photo Bulb / [1 pc] Carry Bag
- 24 x 24-inch Dimension Softbox Lighting Reflector with E26, 27 Standard Size and 6 ft. Long Power Cord and External White Fabric Diffuser
- 50-86-inch Height Adjustable Light Stand Tripod with 1/4-inch Standard Screw
- 85W / 6500K / Daylight Neutral Tone CFL Bulb
- Premium Quality Fabric Carrying Case Bag

Compare with similar items

Used & new (6) from \$51.97 & **FREE** shipping. Details

Report incorrect product information.

This item's packaging may indicate what is inside. To cover it, select **Ship in Air** the checkout page.



[Click to open expanded view](#)

YONGNUO

Yongnuo Professional LED Video Light Flash Y With 300pcs Lamps, 4 color sheets for DSLR C Canon EOS

★★★★☆ 128 customer reviews | 34 answered questions

Price: \$57.00 & FREE Shipping. Details

Get \$40 off instantly: Pay \$17.00 upon approval for the Amazon.com Store Card.

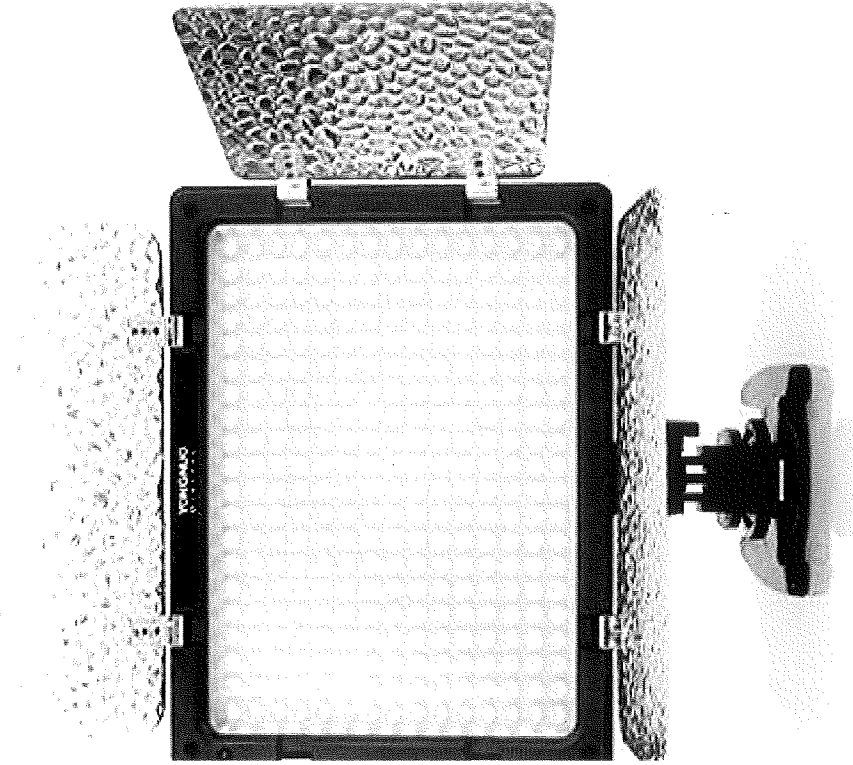
✓prime | Try Fast, Free Shipping

Only 11 left in stock - order soon.

Want it Friday, Nov. 10? Order within 4 hrs 24 mins and choose **Two-Day Shipping** checkout. Details

Sold by CLT Store and Fulfilled by Amazon. Gift-wrap available.

- We are offering a brand new professional 300 pcs LED Video Light for Camera a Camcorder at a competitive price. It's a universal accessory for camera, such as (Nikon, Pentax, Panasonic, Samsung and many other digital video cameras.
- The camera light is formed by 300 LED light beads of extra-large luminous chip brightness can completely satisfy the use requirement under various environme
- by adopting the encoder digital dimming mode, the camera light has accurate a dimming and will not lead to the undesirable effects such as light shaking after long time; besides, the camera light also has powerful functions of automatical controlling the brightness, remotely controlling and adjusting the brightness wi
- This LED light fits all brands of camcorder or digital cameras with standard shoe
- small size, low weight and convenient for carrying 300 pieces of high brightness:
- Compatible Batteries: Sony NP-F series, NP-F750, NP-F550, NP-F950/B, NP-F53 NP-F970/B, NP-F570, NP-F770, NP-F960, NP-F930, NP-F930/B, NP-F950, NP-F. suggests using the battery with more than 4000mah capacity; this capacity bat used for about 90 minutes under the highest brightness, the battery shall be ta when it is out of service, 2200mah capacity at the highest brightness can be use 40 minutes; and 5800mah at the highest brightness can be used for about 130



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Opteka

Opteka CXS-1 Video Shoulder Stabilizer Support System for DSLR Cameras and Camcorders

☆☆☆☆☆ 76 customer reviews | 5 answered questions

Price: **\$79.95 & FREE Shipping.** Details

Get \$40 off instantly: Pay \$39.95 upon approval for the Amazon.com Store Card.

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Only 7 left in stock - order soon.

Want it tomorrow, Nov. 9? Order within 2 hrs 53 mins and choose One-Day Shipping at checkout. Details

Sold by 47th Street Photo, and Fulfilled by Amazon. Gift-wrap available.

- Simple to use, sets up in seconds
- Heavy-duty aluminum and stainless steel construction
- Lightweight, portable, and safely supports up to 20 lbs (9kg)
- Lowers fatigue while reducing vibration and shaking
- Optional accessories available (not included): Opteka HG-1 Handle (ASIN#B005MZO5TA) for a dual-handle solution; Opteka CBW-1 Counterbalance Weight (ASIN: B005S1D4J0), Opteka CXSB-1 Support Belt (ASIN: B005OCZSB0) for a hands-free solution



Best Seller

AppleCare

Apple iMac MK482LL/A Retina 5K Display Desktop Computer AppleCare Bundle: Includes Apple Keyboard (MLA22LL/A) & Magic Mouse 2 (MLA02LL/A) and more...

★★★★★ 3 customer reviews

Price: \$2,299.00 & FREE Shipping

Get \$40 off instantly: Pay \$2,259.00 upon approval for the Amazon.com Store Card

✓prime | Try Fast, Free Shipping

Only 10 left in stock - order soon.

Want it Tuesday, Nov. 14? Order within 20 hrs 7 mins and choose Two-Day Shipping checkout. Details

Ships from and sold by eDigitalUSA.

Size: **MK482LL/A + AppleCare**

MK442LL/A

MK442LL/A + AppleCare

MK452LL/A

MK452LL/A + Appl

MK462LL/A

MK462LL/A + AppleCare

MK472LL/A

MK472LL/A + Appl

MK482LL/A

MK482LL/A + AppleCare

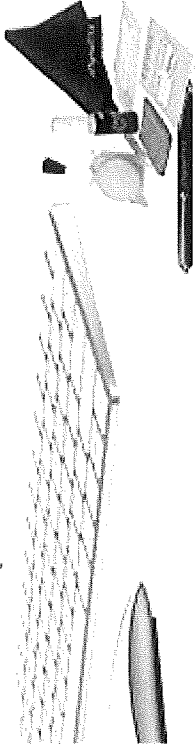
- Apple iMac Desktop Computer with 5K Retina Display - The Ultimate All-In-One the Ultimate Display + 2 Year AppleCare Plan
 - 2 TB Fusion Drive - Quad Core Processor
 - Thunderbolt 2, delivering twice the bandwidth - up to 20 Gbps - for fast data transfer
 - AMD Radeon R9 M395 - Front Facing Camera for FaceTime HD Calls
 - Kit Includes Apple Magic Keyboard + Apple Magic Mouse 2 + eDigi Stylus Pen + eDigi Brush Blower, Cleaning Kit & Microfiber Cleaning Cloth
- > See more product details



iMac MK482LL/A
5K display



Includes
Apple Keyboard & Magic Mouse 2



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Product information

Size: **MK482LL/A + AppleCare**

Technical Details

SUMMARY


Screen Size	27 inches
Screen Resolution	5120 x 2880
Processor	3.3 GHz Intel Core 2 Quad
RAM	8 GB
Hard Drive	2 TB
Graphics Coprocessor	radeon r9 m395

OTHER TECHNICAL DETAILS

Brand Name	Applecare
Series	MK482LL/a
Hardware Platform	Mac
Operating System	Mac OS X
Item Weight	21 pounds
Product Dimensions	8 x 21 x 26 inches
Item Dimensions L x W x H	8 x 21 x 26 inches
Processor Brand	Intel
Processor Count	4
Computer Memory Type	DDR3 SDRAM
Hard Drive Interface	USB 3.0

COLLAPSE ALL

Additional Information

ASIN	B072YLJKGD
Customer Reviews	 3 customer reviews
Best Sellers Rank	#9,344 in Computers & Accessories (See top 100) #138 in Computers & Accessories > Desktops > All-in-Ones
Shipping Weight	30 pounds (View shipping rates and policies)
Date First Available	June 20, 2017

Warranty & Support

Amazon.com Return Policy: You may return any new computer purchased from Amazon.com that is "dead on arrival," arrives in damaged condition, or is still in unopened boxes, for a full refund within 30 days of purchase. Amazon.com reserves the right to test "dead on arrival" returns and impose a customer fee equal to 15 percent of the product sales price if the customer misrepresents the condition of the product. Any returned computer that is damaged through customer misuse, is missing parts, or is in unsellable condition due to customer tampering will result in the customer being charged a higher restocking fee based on the condition of the product. Amazon.com will not accept returns of any desktop or notebook computer more than 30 days after you receive the shipment. New, used, and refurbished products purchased from Marketplace vendors are subject to the returns policy of the individual vendor.

Product Warranty: For warranty information about this product, please [click here](#)

Feedback

If you are a seller for this product, would you like to suggest updates through seller support?
Would you like to tell us about a lower price?

Requisition For Equipment, Supplies, Apparatus and Service

No. _____

Chabot-Las Positas Community College District

Chabot Las Positas District

A. GALINDO

A&H

NOV 8, 2017

Requestor

Department

Date

Purchasing Office Use Only

Delivery Required By: _____

Room #: _____
(If Capital Outlay, Room # Required)

Only One Vendor Per Requisition

Suggested Vendor (Address & Contact Information)

AMAZON.COM

Description (Model No., Size, Color, etc...)	QTY	Estimated Unit Price
Panasonic GH5 Lumix	1	\$1998
Video Camera Tripod	1	\$159
Lighting Kit	1	\$62
LED Video Light	2	\$57
Video Shoulder Stabilizer	1	\$79
Apple iMac	1	\$2,290

Notes: Please find Amazon.com links in the list attached (Page 2).

Shipping FREE

Tax 446 (est)

Labor/Installation 0

TOTAL 5,150

Account #: _____

F.O.B.

Terms

Quote

Business Office
Signature



Division Dean Signature

Vice President Signature

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.		TAX ID#	
SUGGESTED VENDOR	AMAZON.COM		
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	SIGN/ DEPARTMENT
ALEJANDRO GALINDO	7-Nov-17	7-Nov-17	A&H
For inventory purposes include room # where equipment will reside: 4133, 4139			

FOR O

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE
Panasonic GH5 Lumix	https://www.amazon.com/gp/product/B071RT7M4X/ref=ox_sc_sfl_title_10?ie=UTF8&psc=1&smid=AXCB29L39I26U		1	\$ 1,998.00
Video Camera Tripod	https://www.amazon.com/gp/product/B00139W0XM/ref=ox_sc_sfl_title_12?ie=UTF8&psc=1&smid=A17W6NLJ3OBMCK		1	\$ 159.69
Lighting Kit	https://www.amazon.com/gp/product/B00E4YS2XU/ref=ox_sc_sfl_title_20?ie=UTF8&psc=1&smid=APGNKGIBL58YH		1	\$ 62.99
LED Video Light	https://www.amazon.com/gp/product/B00AZFE5DS/ref=ox_sc_sfl_title_11?ie=UTF8&psc=1&smid=A1EDRIKQD4T4G		2	\$ 57.00
Video Shoulder Stabilizer	https://www.amazon.com/gp/product/B004G9QRBM/ref=ox_sc_sfl_title_9?ie=UTF8&psc=1&smid=A1P9QRDRYY6FXL		1	\$ 79.95
Apple iMac	https://www.amazon.com/gp/product/B072YLYJKGD/ref=ox_sc_sfl_title_24?ie=UTF8&psc=1&smid=A23P1Q5ASV9IO7		1	\$ 2,290.00

\$	-
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\$	-
\$	4,704.63
\$	-
\$	4,704.63