

INSTRUCTIONAL EQUIPMENT REQUEST 2017-2018

Internal Use

IE #: FALL-04

Total \$: 26,108.47

Requester Name: Dave Wagner Division Name: A&H

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Request for new drawing tables and chairs for art studio.

Equipment Location Building: 500 Room: 501

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:

We currently have a 33 desks and chairs in our art studio which are in various states of disrepair. Some chairs have back which collapse upon application of pressure, which is potentially hazardous to students. The hydraulics on many of the chairs are worn out. The desks have a feature which allow for the drafting table to tilt upwards, giving the students a drawing surface which angles towards them. This is the primary feature of drafting tables: it is better for an artist to see their drawing surface at an angle which resembles the tilt of their head, rather than a surface which is flat, and moves away from them. Unfortunately, the hardware for the tables is worn out and the desks will randomly and suddenly slam shut very loudly. Although the chaos and loud noise provides a shot of adrenaline for everyone in the room, inspiring some excitement and stimulation, it is a major distraction. It also potentially destroys the drawing a student might be working on. Lastly, there is the potential that somebody could have a limb or digit in the path of the falling desktop and cause an injury.

33 Desks: Shain DT-9SA37 Split-top Drafting Table (37" H)

33 Chairs: HON 5905AB10T Black ComforTask Series Task Swivel Stool

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:

See above. An individual with a heart condition or anxiety could also be affected by the deafening roar of these desks collapsing. Seriously. It's really loud. It makes everyone jump.

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:*

Students are taking art courses as part of an attempt to transfer, earn a degree, and develop basic skills. It is our duty to provide them with the basic tools and environment for a functioning art studio. Accreditation standards require a basic art studio for an art program.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment is in support of the Art Department. Our art studio is used, most days, from the morning until 10:00 at night. We have lots of students using this damaged and potentially hazardous equipment, which is unacceptable. We have drawing, acrylic painting, 2-D design, 3-D design, oil painting, and watercolor classes all happening in this studio and we rely on our tables to teach these courses.

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

Section 1, part B:

"Facilities: More plaster casts were acquired as an upgrade to our art studio. We also acquired a new stage for our figure drawing course. After having worked in our studio for a year, I would be comfortable in saying that our studio chairs are becoming decrepit, and our drawing tables need replacing. "

Section 1, part F:

"There is a strong need for new desks and chairs in our studio, I will applying for updated equipment. "

SECTION 5: TEACHING AND LEARNING

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

Teaching will be improved in that sudden and fearful interruptions will hopefully come to a halt. Professors can spend less time apologizing for the desks and spend more time on executing the carefully crafted lesson plans they've created.

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

Learning will happen in a fluid, calm, and concentrated manner; currently focus is diminished by the miniature shock wave caused by desks collapsing. The search for chairs which are operational, and the time spend attempting to rig chairs into functioning correctly, should come to a halt with new equipment.

Each academic year, this equipment will impact: 13 # of classes/sections 200 # of students

SECTION 6: OUTCOMES (SLOs)

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

Upon completion of the A.A.T. degree in studio arts, students will be able to apply the basic principles of observational drawing and how to develop illusionary spatial constructions.

- This SLO can be better completed with operational desks and chairs.

Upon completion of the A.A.T. degree in studio arts, students will be able to: Apply the principles and concepts of design.]

- The study of the principles and concepts of design are better done on a drawing surface which stays in place. Chairs which operate properly are a natural extension of this.

Upon completion of the A.A.T. degree in studio arts, students will be able to: Demonstrate knowledge of the science of color perception and how it can be utilized in the creation of works of art.

- The study of the principles and concepts of design are better done on a drawing surface which stays in place. Chairs which operate properly are a natural extension of this.

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

The classroom environment is currently unacceptable. It is compromised by decrepit equipment which creates a distracting environment and communicates apathy to students regarding their learning. Basics such as desks and chairs should not be an issue for class, except to provide a situation to facilitate the learning of subjects being taught.

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

What is the potential life span of the requested equipment?

I would guess that the lifespan of desks and chairs to be 30 years. The desks have a lifetime warranty.

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.)

No new storage.

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.

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.)

No servicing or upkeep.

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

These are long term items which should be sustainable. If ever I get an operational budget (which I currently don't have) I can keep these desks going forever. The chairs may wear out over time.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	21753.93	Combined desks and chairs.
Taxes (9.5%)		2066.62
Shipping or Delivery Charge	2287.92	
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		24041.85 <i>\$26,108.47</i>

*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:		

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

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: _____

Is this in their current scope of duties? _____

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

Indicate amount of time per month key operator will use equipment: _____

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: _____

Is this in their current scope of duties? _____

Indicate cost to train for maintenance and repairs: _____

Indicate amount of time per month maintenance will be required: _____

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:


Requester

11/7/17
Date

IT Department (if required)

_____ Date


Dean/Manager

_____ Date


Vice President

_____ Date

REQUISITION FOR EQUIPMENT, SUPPLIES, APPARATUS AND SERVICE

No. _____

Chabot-Las Positas Community College District

Chabot

Las Positas

District

Requestor Dave Wagner

Department A&H

Date 11/9

Delivery Required By: _____

Room #: 501

(If Capital Outlay, Room # Required)

Purchasing Office Use Only

Only One Vendor Per Requisition

Suggested Vendor (Address & Contact Information)

<https://www.worthingtondirect.com> for desk: DT-9SA37 Split-Top Drafting Table (37" H)

<https://www.amazon.com> for chair: 33 Chairs: HON 5905AB10T Black ComforTask Series Task Swivel Stool

Description (Model No., Size, Color, etc...)	QTY	Estimated Unit Price
DT-9SA37 Split-Top Drafting Table (37" H)	33	\$ 513.95
33 Chairs: HON 5905AB10T Black ComforTask Series Task Swivel Stool	33	\$ 199.99

Notes:	Shipping \$ 2,287.92
	Tax
	Labor/Installation \$ 0.00
Account #:	TOTAL \$ 25,847.94

Division Dean Signature 

Business Office Signature 

Vice President Signature _____