

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall19-04
Total \$: 1462.93

Requester Name: Natalie Kellner

Division Name: A&H

SUMMARY INFORMATION

Title of Item: Equipment Request

Equipment Location Building: 4000

Room: 4211 (Forensics Squad Room)

Location and Delivery Comments:

SECTION 1: 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:

A replacement:

We just "donated" two file cabinets to the part-time office. It's useful to provide a secured cabinet for the part-timers enabling them to store their supplies in a secure area. Room 4212 and 4213 were designed and built for CMST classes, we would like to store classroom supplies for CMST courses within those rooms. We would like to order two new file cabinets in Black.

https://www.staples.com/Staples-Commercial-3-Drawer-Lateral-File-Cabinet-Black/product_935600?akamai-feo=off
\$564.99 x 2

New Equipment:

A heavy-duty paper cutter. One that will be able to cut at least 18". This device will help students assemble visual aids for performances during Forensics Speech and Debate Tournaments.

https://www.digitalbuyer.com/premier-w24-24-cut-heavy-duty-paper-trimmer.html?gclid=Cj0KCQiA-JXiBRCpARIsAGqF8wWm5oCqmYfU0GSIPu9cmc38IP_YywCwNGHhTj9w4F3jT5bd4gynm8aAICkEALw_wcB

\$183.00

New Equipment:

Portable laser printer. This is a portable color printer and ink combination package. The purpose of this is for last minute printing of visuals at the speech tournament site. It will also be used for when LPC is in charge of tabulation at tournaments.

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Las Positas College

SEP 20 2019

Administrative Services
Office of the Vice President

RECEIVED

SEP 20 2019

VP ACAD. SERVICES
LAS POSITAS COLLEGE

SECTION 1: 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:

N/A.

SECTION 2: 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:*

Curriculum: "Proved necessary institutional support for curriculum development and mainenance"
-Students must perform with visual aids at Forensics Tournaments. They are assesed not only on their speaking skills but also the asthetic of their visual aids. The paper cutter ensures students visual aids are prepared to fit the standard of the event.

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."

- The portable printer will be applied in professional devlopment activities, specifically when LPC faculty are assisting in tabulating speech and debate tournaments throughout the state of California at Forensics Tournaments.

- The two file cabinents will support part-time faculty in CMST who do not have a personal office. They may store their teaching supplies in the cabinents so they always have resources on hand.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Communication Studies and Forensics Speech and Debate.

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

This will be added to the Program Review. We will be drafting Program Review next week. No current language exists.

SECTION 4: TEACHING AND LEARNING

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

Faculty will be prepared for lectures, tabulating at Forensics events, and preparing students visual aids for Forensics Tournaments.

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

Paper Cutter: Forensics students will be competitive in events that require visual aids.

Printer: If our faculty are prepared to organize tabulation rooms by having the necessary equipment to complete tasks, they can ensure that students continue to have equitable schedules when competing in collegiate events.

Two file cabinets: Faculty will be able to store equipment to use in the classroom. With access to storage

Each academic year, this equipment will impact: 15 # of classes/sections 450 # of students

SECTION 5: OUTCOMES (SLOs)

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

CMST48 - Activities in Forensics

Upon completion of CMST 48, the student should be able to perform a platform speech in a competitive situation.

Paper cutter: Students must have visual aids in order to compete in platform speeches.

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

Students will be limited in terms of their success if visual aids do not meet competitive standards.

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

File Cabinet Drawers: 5-10 years
Paper Cutter: 5 years
Printer: two 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.)

None.

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.

None.

If your proposed equipment will require assembly or installation, please explain what is required, who will perform it, and what the cost will be

None.

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.)

None.

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

None.

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	1,504.40	
Taxes (9.5%)	142.91	
Shipping or Delivery Charge		
Installation Costs *	0.00	
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$ 1,647.31

***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:

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

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 and signed off by the LPC IT Department.
- ❖ Requests that require M&O assistance with assembly or installation must be signed off by M&O.

SIGNATURES:


Requester

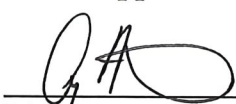
9/16/19
Date


IT Approval

9/24/19 N/A
Date


M&O Approval

9/24/19 OK
Date


Division Dean

9/20/19
Date


Vice President

9/20/19
Date

