

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall 19-13
Total \$: 1,383.55

Requester Name: Jason Craighead Division Name: BHAWK

SUMMARY INFORMATION

Title of Item: Kickboards/Swim Fins

Equipment Location Building: Swimming Pool Room: Pool House

Location and Delivery Comments:
Deliver to building 2500, Attn: William Eddy.

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:

We are asking for instructional items for our aquatic courses. We are asking for kickboards and swim fins which are used as everyday teaching and training equipment that are used together as well as independently to learn and improve swimming skills and techniques.

Kickboards and fins are used to teach body position, technique, and leg strength/conditioning.

The kickboards are replacements for original equipment that was purchased in 2008 with the construction of the pool.

The fins are replacements for IER in 2011.

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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:

No legal requirements. Using fins and kickboards allows for a quicker learning curve, especially in teaching adults how to be water safe and swim.

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*:

The equipment requested supports the LPC Mission Statement as it supports educational opportunities for students, completion of students' transfer and degree. For Accreditation and meeting ACCJC standards, the primary area for this IER relates to Standard III (The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness):

Standard III

B. Physical Resources

1. The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.
2. The institution upgrades or replaces its physical resources, including facilities, equipment....

The ACCJC standards also state the "The institution effectively uses delivery modes, teaching methodologies and leaning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students."

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Kinesiology AA-T (used as safety equipment while classes are in session)

Area 1: Aquatics

KIN SW1 Swimming 1

KIN SW2 Swimming 2

KIN SWF1 Swimming for Fitness 1

KIN SWF2 Swimming for Fitness 2

Kinesiology AA Degree (courses in addition to those listed above): Swimming 3, Swimming 4, Swimming for Fitness 3, Swimming for Fitness 4.

Adapted Aquatics

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

“Kinesiology/Athletics doesn't list specific equipment as the nature of our department and activity disciplines utilize a wide variety of equipment that needs to be replaced and/ or upgraded.”

SECTION 4: TEACHING AND LEARNING

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

This equipment is used to teach classes with a wide variety of skills, from learning to swim to advanced level participants. Both pieces of equipment are used to teach isolated skill sets that contribute to overall learning.

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

Use of this equipment has an immediate positive effect on learning for the student. We, as instructors, have witnessed substantial improvement with the equipment versus without. Students progress at a much faster rate, especially from the lower levels.

Each academic year, this equipment will impact: 5 # of classes/sections 130 # of students

SECTION 5: OUTCOMES (SLOs)

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

For the Swimming 1-4 family, swim technique is the main focus in which fins and kickboards are used to enhance student learning. Example SLOs:

- Demonstrate competency of beginning level swimmers
- Illustrate the basic breathing technique for each of the four competitive strokes

For the Swim Fitness 1-4 family, conditioning and training concepts are taught and applied. The equipment requested is also used to enhance strength, endurance, and efficiency. Example of SLOs:

- Demonstrate a training methodology that will increase power and speed in swimming
- The student will be able to define the seven components of distance training methodologies presented during the course

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

Achievement will be limited and progression will be slowed.

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

What is the potential life span of the requested equipment?

Kickboards 10+ years. Our current equipment was purchased with the construction of the pool around 2008.
Fins. 6-8 years. Last purchased in 2011 IER.

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. Utilizing current storage container on the pool deck.

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.

The old fins are currently being thrown away as they are unuseable, and the new ones will fit in. There is room in the kickboard storage container. The old kickboards are being repurposed for floats for the water polo cages.

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

No assembly

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 regular service

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

NA

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	1,175.50	
Taxes (9.5%)	108.73	
Shipping or Delivery Charge	99.32	
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$ 1,383.55

*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:		\$ 0.00

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

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SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: NA

Is this in their current scope of duties? _____

Indicate cost to train key operator (include in Initial Start-up Costs above): 0

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

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: NA

Is this in their current scope of duties? _____

Indicate cost to train for maintenance and repairs: 0

Indicate amount of time per month maintenance will be required: 0

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:

[Signature]
Requester

9/13/19
Date

[Signature]
IT Approval

9/22/19 N/A
Date

[Signature]
M&O Approval

9 24 19 M/P
Date

[Signature]
Division Dean

9.19.19
Date

[Signature]
Vice President

9/20/19
Date

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn. TAX ID# _____ FOR OFFICE USE ONLY
 SUGGESTED VENDOR **Finis**

NAME OF STAFF MEMBER **Mary Hargiss** DATE WRITTEN **19-Sep-19** DATE REQUIRED **19-Oct-19** DIVISION/ DEPARTMENT **BHAWK / KIN** For inventory purposes include room # where equipment will reside: **Pool House**
 RETURN COPY of REQUISITION TO: **MHargiss Ext#: 1274**

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
INSTRUCTIONAL EQUIPMENT REQUEST FOR FALL 2019					
Finis Kickboards and Swim Fins					
(See attached Quote for Various Descriptions of Items being Requested)					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>RECEIVED</p> <p>SEP 19 2019</p> <p>VP ACADEMIC SERVICES</p> <p>LAS POSITAS COLLEGE</p> </div>					
Vendor Information/ Remit To:					
Finis		Deliver To, include room # (optional):			
5849 W Schulte Road, Ste 104		William Eddy/Jared Watanabe			
Tracy, CA 95377		B2500/PE131			
Phone: 925-454-0111		Las Positas College			
Comments:					
INSTRUCTIONAL EQUIPMENT REQUEST FOR FALL 2019				BT#	
Subtotal				\$	1,175.50
Tax				\$	108.73
Shipping (if available):				\$	99.32
TOTAL COST				\$	1,383.55

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____ Business Office

APPROVALS
 Supervisor/ Coordinator/ Director _____
 Dean/ VP/ President _____
 Business Office

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ESTIMATE

CUSTOMER # 03465200
 PHONE 925-424-1253

ESTIMATE # US16831
 DATE 9/9/2019

BILL TO
 Mary Hargiss
 Las Positas College Swimming
 3000 Campus Hill Drive
 Livermore CA 94551

SHIP TO
 Jason Craighead
 Las Positas College Swimming
 3000 Campus Hill Drive
 Livermore CA 94551

SALES REP	PURCHASE ORDER #	TERMS	EXPIRES
Kyle Coan		Net 30	10/9/2019

SHIPPING METHOD	PAYMENT
FedEx Ground®	Freight Prepaid

ACTIVE EMPLOYEE	MEMO
Kyle Coan	

PART #	DESCRIPTION	ORDERED	UNITS	UNIT PRICE	AMOUNT
1.05.035.50	Foam Kickboard Sr	40	pc	7.50	300.00
2.35.004.70	Z2 Gold Zoomers® C	4	PR	16.00	64.00
2.35.004.71	Z2 Gold Zoomers® D	7	PR	17.50	122.50
2.35.004.72	Z2 Gold Zoomers® E	10	PR	17.50	175.00
2.35.004.73	Z2 Gold Zoomers® F	12	PR	17.50	210.00
2.35.004.74	Z2 Gold Zoomers® G	9	PR	19.00	171.00
2.35.004.75	Z2 Gold Zoomers® H	5	PR	19.00	95.00
2.35.004.76	Z2 Gold Zoomers® I	2	PR	19.00	38.00
				Subtotal	1,175.50
				Shipping Cost (FedEx Ground®)	99.32
				Total Sales Tax	108.73
				Total	\$1,383.55

FINIS, Inc.
 5849 W. Schulte Rd
 Suite 104
 Tracy CA 95377

PHONE: 925.454.0111
 FAX: 925.454.0066



