

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall 19-18
Total \$: 3,929.94

Requester Name: Daniel Cearley Division Name: SPLC

SUMMARY INFORMATION

Title of Item: Anthropology Laboratory - Forensic Teaching Casts

Equipment Location Building: 1000 Room: 1061

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:

The anthropology currently serves over 1300 students during the Fall/Spring semesters in 36 sections representing over 10% of enrollments in the Social Science, Library, Public Safety & Career Education (SLPC) division. In Fall 2018, the Anthropology Program successfully moved to a new laboratory/lecture space in Building 1000, room 1061. This space is a dramatic improvement from our previous location and has greatly enhanced our ability to engage with students.

A dedicated laboratory space has allowed our instructors to quickly access materials central to lecture topics moving lectures from a theoretical discussion to a tactile experience as students have the opportunity to handle and directly observe features on casts. It is clear to our instructors that by having a robust array of teaching materials this has improved retention of information.

Items considered new and will fill in gaps in existing collections, since currently we have few examples of skeletal trauma and no examples of pathology. These will allow a more robust discussion of biological process associated with healing and trauma.

- 14. Human Male Skull with Machete Wounds
- 15. Human Healed Trauma Skull
- 16. Human Male Cranium with Healed Frontal Bone Fracture and Inca Bone
- 17. Human Male Cranium with Healed Parietal Bone Fracture
- 18. Human Male Cranium with Sharp Force Trauma
- 19. Human Cranium Blunt Force Trauma, Eye Orbit
- 20. Human Male Cranium Classic Entry-Exit Gunshot Wounds
- 21. Human Female Cranium, Syphilis
- 22. Human Female Cranium, Meningioma
- 23. Comparative Arthritic Lumbar Vertebra Set of 10

RECEIVED
Las Positas College

SEP 20 2019

Administrative Services
Office of the Vice President

RECEIVED
SEP 20 2019
VP ACADEMIC 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:*

This request is targeted towards our biological anthropology, archaeology, and forensic courses which comprise the majority of our 36 sections. These are general education courses as part of their Life Science and Social Science requirements for transfer and AA-T. This request continues the effort to offer the most current materials to support the student's completion of basic skills and general education courses.

These materials directly aid in full filling LPCs mission in as "an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals."

These materials offer a powerful mechanism for explaining the scientific method and addresses the mission of LPC to support "courses, programs, disciplines, modes of delivery, learning communities, accounting for varying skills levels, creative and critical thinking, and having necessary and specialized facilities."

In addition, these casts offer alternatives to traditional modes of learning can help address one of the main planning priorities, specifically to "Increase student success and completion through change in college practices and processes".

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment and teaching materials listed in this request will directly support the Anthropology Program.

It will also represent a growing reference collection that can be made available to ancillary programs that teach similar thematic topics centered on biological evolution such as Biology

These casts will provide increased services to ancillary programs such as Administration of Justice. The range of materials will provide a solid basis to enhance exercises in Forensic Anthropology, a course cross-listed with Administration of Justice, and allow for future curriculum development to include a forensic anthropology lab course.

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

In the 2017 program review, the anthropology program describes our ongoing process of updating our fossil and forensic collection of teaching casts.

1. We are identifying gaps in existing teaching materials and documenting those items that are in need of replacement.

SECTION 4: TEACHING AND LEARNING

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

Each of these three items will have an immediate impact on the ability to teach. The requested items will have a significant impact on teaching by fortifying the existing resources and provide new equipment to instructors allowing increased flexibility in creating a wide array of new curriculum and hands-on exercises.

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

As a collective, these materials will create a varied learning landscape and provide the opening for different learning styles to be addressed. Most prominently, this investment includes enhanced visual and tactile experiences for students. These materials will reduce group sizes and increase the amount of time individual students will be able to interact with teaching materials. By solving a problem using reference material, this model of "learning-by-doing" can increase comprehension.

Each academic year, this equipment will impact: 30 # of classes/sections 1000 # of students

SECTION 5: OUTCOMES (SLOs)

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

These teaching casts directly address both our program and course level SLOs. As mentioned previously these casts reinforce fundamental concepts in biology through actively interacting with skeletal casts. It represents material evidence that adds an additional level of learning by interacting in a tactile experience. Each of the items represent examples that are consistently referenced, utilized in making systematic observations, comparisons, and included in lab exercises.

Program SLOs

- Upon completion of the AA-T in Anthropology, students will be able to use the scientific method to test hypotheses and establish empirical facts

Course level SLOs

ANTP 1 Biological/Physical Anthro

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

Failure to secure these resources would significantly hinder our ability to lead students to success in the above-noted SLOs.

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

What is the potential life span of the requested equipment?

These casts hold the potential to be utilized for decades. These are manufactured with archival materials and when properly stored have a significant life span. .

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.)

n/a

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.

n/a

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

n/a

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.)

There are no special requirements needed to maintain these casts.

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

These casts offer a one-time investment and will not need to be replaced and will represent a collection that can be leveraged by the college for decades.

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	3,589.00	
Taxes (9.5%)	340.96	
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:	\$ 3,929.96	

*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:

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.

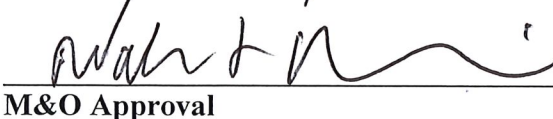
SIGNATURES:


Requester

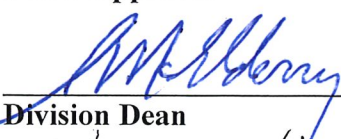
9/13/2019
Date


IT Approval

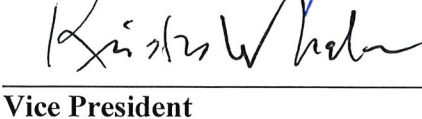
9/22/19 N/A
Date


M&O Approval

9/24/19 N/A
Date


Division Dean

9/18/18
Date


Vice President

9/20/19
Date

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn. **TAX ID#** 68-0576844

FOR OFFICE USE ONLY

SUGGESTED VENDOR **Bone Clones** **DATE WRITTEN** 13-Sep-19 **DIVISION/ DEPARTMENT** SLPC **For inventory purposes include room # where equipment will reside: 1061**

RETURN COPY OF REQUISITION TO: **Ext#:**

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
Human Machete-wound Skull, (Male)		1	\$385.00	\$ 385.00
Human, Healed Blunt Force Trauma Skull		1	\$309.00	\$ 309.00
Human Male Skull, 22 caliber bullet wound with calvarium cut		1	\$335.00	\$ 335.00
Human Female Cranium, Syphilis		1	\$319.00	\$ 319.00
Human Female Cranium, Meningioma,		1	\$319.00	\$ 319.00
Human Male Cranium with Healed Frontal		1	\$ 319.00	\$ 319.00
Human Male Cranium with Healed Parietal		1	\$ 319.00	\$ 319.00
Human Male Cranium with Sharp Force		1	\$ 329.00	\$ 329.00
Human Blunt Force Trauma, Eye Orbit,		1	\$ 290.00	\$ 290.00
Human Male Cranium Classic Entry-Exit		1	\$ 290.00	\$ 290.00
Comparative Lumbar Vertebra Set of 10		1	\$ 375.00	\$ 375.00
			\$	-
			\$	-
			\$	-
Subtotal			\$	3,589.00
Tax			\$ -	340.96
Shipping (if available):			\$	-

Vendor Information/ Remit To: **Deliver To, include room # (optional):**

Comments: RECEIVED SEP 20 2019 VP ACADEMIC SERVICES LAS POSITAS COLLEGE

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

ACCOUNT # **FUND** **ORG** **ACCT** **PROGRAM** **TOTAL COST \$ 3,929.96**

APPROVALS
 Supervisor/ Coordinator/ Director _____
 Dean/ VP/ President *[Signature]*

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>Bone Clones, Inc</p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) <u>5</u></p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>9200 Eton Avenue</p> <p>6 City, state, and ZIP code</p> <p>Chatsworth, CA 91311</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
6	8	-	0	5	7	6	8	4	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 08/07/2019
------------------	----------------------------	--------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

*Please note new address
Bone Clones, Inc.

9200 Eton Avenue
 Chatsworth, CA 91311

QUOTATION

Proposal # 7751

DATE: 9/16/2019

Phone: 818-709-7991 * Fax: 818-709-7993 * email: sales@boneclones.com * www.boneclones.com

SUBMIT TO:

Las Positas Community College
 Accounts Payable
 3000 Campus Hill Drive
 Livermore, CA 94551-9797

SHIP TO:

Las Positas Community College
 Daniel Cearley, Anthropology
 3000 Campus Hill Drive
 Livermore, CA 94551-9797

TERMS	F.O.B.	EMAIL	PHONE	FAX
To be determined	Chatsworth	dcearley@lasposita...	924-424-1203	925-424-1804
ITEM CODE	QUANTITY	DESCRIPTION	PRICE EACH	Total:
BC-185	1	QUOTE #1 Human Machete-wound Skull, (Male), Bone Clones®	385.00	385.00T
BC-303	1	Human, Healed Blunt Force Trauma Skull, Bone Clones®	309.00	309.00T
BCD-323	1	Human Male Skull, 22 caliber bullet wound with calvarium cut, Bone Clones®	335.00	335.00T
BCH-808	1	Human Female Cranium, Syphilis, Bone Clones®	319.00	319.00T
BCH-809	1	Human Female Cranium, Meningioma, Bone Clones®	319.00	319.00T
BCH-811	1	Human Male Cranium with Healed Frontal Bone Fracture and Inca Bone, Bone Clones®	319.00	319.00T
BCH-812	1	Human Male Cranium with Healed Parietal Bone Fracture, Bone Clones®	319.00	319.00T
BCH-818	1	Human Male Cranium with Sharp Force Trauma, Bone Clones®	329.00	329.00T
BCM-805	1	Human Blunt Force Trauma, Eye Orbit, Cranium, Bone Clones®	290.00	290.00T
BCM-806	1	Human Male Cranium Classic Entry-Exit Gunshot Wounds, no maxilla or mandible, Bone Clones®	290.00	290.00T
FO-105-Set	1	Comparative Lumbar Vertebra Set of 10 (Arthritic and Normal), Bone Clones®	375.00	375.00T
Shipping	1	Shipping and Handling- Qty: 1 Box(es) *Waived as a Courtesy for this Order	0.00	0.00
CO	1	MADE IN USA of polyurethane resin, Replicas for Educational purposes.	0.00	0.00
		ARO 3-4 Weeks * Alameda Sales Tax	331.98	331.98
Total:				\$3,920.98

Bone Clones® is a registered trademark of Bone Clones, Inc. All Bone Clones® products are protected under United States copyright law. As a condition of purchase, purchaser agrees to refrain from unauthorized 3-D scans or duplication of the Bone Clones® product. Any reproduction of this product in any form is forbidden by law, unless prior written permission has been obtained from Bone Clones, Inc. All rights reserved.
 www.boneclones.com FED ID # 68-0576844

Invoices not paid within 31 days are subject to a "Late Payment Charge" calculated at an interest rate of 1.5% per month.

Proposal valid for 90 days

