

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

SEP 11 2019

Internal Use
IE #: Fall 19 -30
Total \$: 2423.19

Requester Name: Michael Ansell

STEMPS Division
Division Name: STEM

SUMMARY INFORMATION

Title of Item: Class Set of Lab Jacks for Chemistry

Equipment Location Building: 1800

Room: 1805

Location and Delivery Comments:

Deliver to 1806 and notify lab technicians.

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 currently using blocks of wood cut from 2x4's to raise and lower flasks filled with chemicals in the Organic Chemistry laboratories. This has worked okay, but the blocks get stained with chemicals, are not fire resistant, and do not give fine control of the

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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:

There is a safety concern with using porous wood blocks with hot chemicals. Lab Jacks are a safer option.

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 being requested supports both the mission of the College and the Program to provide educational opportunities and academically prepare students for transfer, degree completion, or a technical career. Many students taking Organic Chemistry are transfer students majoring in Biology, Chemistry, some Engineering fields, or pre-med/dental. This chemistry course series also fulfills degree requirements for both the AS-Chemistry and the AA-Chemistry Education degrees at LPC. Chemistry lab courses in Organic Chemistry are highly valued in entry-level jobs for environmental monitoring technician positions, for example.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment will have substantial impact on the Chemistry program curriculum for students because many students taking Organic Chemistry are transfer students majoring in Biology, Chemistry, some Engineering fields, or pre-med/dental. The Organic Chemistry series (12A/12B) is required for all biology and chemistry majors and some engineering majors. This chemistry course series also fulfills degree requirements for both the AS-Chemistry and the AA-Chemistry Education degrees at LPC. The course outlines for 12A/12B which are used for course articulation and C-ID approval list a minimum of 16 laboratory techniques that students should learn how to do and be able to apply in these courses. The equipment being requested is required for these experiments. Having this equipment will ensure that students learn these techniques to fulfill the articulated learning objectives.

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

Section One, PartB:

Supplies and equipment: More students in the program means more chemicals used, more glassware and other equipment needed, and higher frequency of use of instruments. With a 10% increase most years in the number of sections offered and a 10% cut in our supply budget, funding from the Bond is necessary.

SECTION 4: TEACHING AND LEARNING

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

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

Each academic year, this equipment will impact: 6 # of classes/sections 22 # of students

SECTION 5: OUTCOMES (SLOs)

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

Chemistry is best learned and remembered by doing. The laboratory equipment being requested here will enable achievement of SLO's because our labs are designed for students to:

- 1) learn general experimental methods and techniques,
- 2) improve their analytical skills,
- 3) relate actual observations and experimental conclusions through the various activities that reinforce and enhance the learning of conceptual material.
- 4) work independently

Laboratory activities are directly tied to the Chem 12A/12B SLO's:
SLO outcomes for the 12A course require that students be able to predict products of an SN2 reaction. The learning of this concept is reinforced when they actually conduct and observe the reaction in the laboratory.
The SLO for the 12B is assessed using the American Chemical Society National Exam where students are asked various questions regarding laboratory techniques in synthesis, characterization, and analysis of compounds. The equipment requested is the minimum required to fulfill these SLO's and those prescribed by the course outlines. It is also required for the program to fulfill its mission of supporting transfer.

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

We will continue to use wood blocks instead of industry grade lab jacks for our experiments.

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

What is the potential life span of the requested equipment?

The lab jacks are extremely durable and should last decades if not centuries.

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 is needed. They are small and we have space for them.

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 wood blocks will be retired.

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 required.

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 will be wiped off by students after each use.

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

They will last for decades and not require the cutting down of trees for 2x4's in the future.

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 | 2,207.92 | |
| Taxes (9.5%) | 215.27 | |
| Shipping or Delivery Charge | 0 | |
| Installation Costs * | 0 | |
| Miscellaneous Costs: | | |
| Facilities Modifications | 0 | |
| Operator Training | 0 | |
| Maintenance & Repair Training | 0 | |
| Storage | 0 | |
| Other: _____ | 0 | |
| Vendor Discount | | |
| Grand Total: | | \$ 2,423.19 |

*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 | 0 | |
| Estimated Parts Replacement Per Year | 0 | |
| Outside Standardization or Calibration Costs | 0 | |
| Storage Costs | 0 | |
| New Supply Costs | 0 | |
| Miscellaneous Costs: | | |
| Maintenance & Repair Labor | 0 | |
| Other: _____ | | |
| Annual Operating Costs: | | 0 |

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

| |
|----|
| NA |
|----|

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Michael Ansell

Is this in their current scope of duties? yes

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: often

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Michael Ansell

Is this in their current scope of duties? yes

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:

Mike Ansell
Requester

9/11/19
Date

N/A
IT Approval

Date

N/A SJA Mh
M&O Approval

9/24/19 n
Date

Jan Ho
Division Dean

9-17-19
Date

Krista Walsh
Vice President

9/20/19
Date

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

VWR

FOR OFFICE USE ONLY

| NAME OF STAFF MEMBER Michael Ansell | DATE WRITTEN 6-Sep-19 | DATE REQUIRED ASAP | DIVISION/ DEPARTMENT STEM/CHEM | For inventory purposes include room # where 1805 | RETURN COPY OF REQUISITION TO: Mike Ansell | Ext#: 1399 | | | |
|--|---------------------------------|------------------------------|-----------------------------------|---|---|------------|------------|-----------------|--------|
| DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER) | | | | | UNIT | QTY | UNIT PRICE | Air | |
| uminum Support Jacks | | | | | each | 26 | \$ 84.92 | \$ 2,207.92 | |
| | | | | | | | | \$ - | |
| | | | | | | | | \$ - | |
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| | | | | | | | | \$ - | |
| Vendor Information/ Remit To: | | | | | | | | | |
| Vendor Information/ Remit To: | | | | | Deliver To, include room # (optional): | | | | |
| VWR | | | | | Mike Ansell, Room 1806 | | | | |
| | | | | | Las Positas College | | | | |
| | | | | | 3000 Campus Hill Drive | | | | |
| | | | | | Livermore, CA 94551 | | | | |
| | | | | | <div style="border: 1px solid blue; padding: 2px; width: fit-content;"> RECEIVED <small>SEP 20 2019</small> VPACAD... SERVICES LAS POSITAS COLLEGE </div> | | | | |
| Comments: | | | | | | | | BT# | |
| Subtotal | | | | | | | \$ | 2,207.92 | |
| Tax | | | | | | | \$ | - | 215.27 |
| Shipping (if available): | | | | | | | \$ | - | |
| TOTAL COST \$ | | | | | | | | 2,423.19 | |

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

ACCOUNT # _____ **FUND** _____ **ORG** _____ **ACCT** _____ **PROGRAM** _____

APPROVALS *Man Ho 9/17/19* Supervisor/ Coordinator/ Director

Kirsti White Dean/VP/ President

Business Office



| QUOTATION | | | |
|--------------|----------------------|--------------------|--------|
| Quote Number | Valid From | Valid To | Page |
| 8031092264 | 09/05/2019 | 10/06/2019 | 1 of 2 |
| Currency | Sales Representative | Customer Reference | |
| USD | OPEN Im | | |


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| Additional Information : |
|---------------------------------|
| PRICED PER STATE NASPO CONTRACT |
| FREE GROUND SHIPPING |

| Row | VWR Catalog Number | Product Description | Qty | UOM | Unit Price | Extended Price |
|-----|---|--|-----|-----|------------|----------------|
| 10 | 12620-900 | VWR SUPPORT JACK ALUMINUM4X4IN | 26 | EA | 84.92 | 2,207.92 |
| |  | VWR® Aluminum Support Jacks Product Link : https://us.vwr.com/store/catalog/product.jsp?catalog_number=12620-900 Shipping Dimensions Weight / Size (L*W*H) per UOM : 4.000 LB / 5.000*5.000*3.000 IN UOM Component Info : EA(1items) Availability : Product on Order. Estimated delivery date will be provided after order is placed | | | | |
| 20 | INFO-LINE | FREE GROUND SHIPPING | 1 | EA | 0.00 | 0.00 |
| | | Availability : | | | | |
| 30 | MISC-NONCORDFS | ESTIMATED SALES TAX | 1 | EA | 215.27 | 215.27 |
| | | Availability : Product Ships Directly from Manufacturer | | | | |

Quote Total : 2,423.19

Financing Available. Contact your VWR Representative for details about flexible financing programs.

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| QUOTATION | | | |
|---------------------|-----------------------------|---------------------------|---------------|
| Quote Number | Valid From | Valid To | Page |
| 8031092264 | 09/05/2019 | 10/06/2019 | 2 of 2 |
| Currency | Sales Representative | Customer Reference | |
| USD | OPEN Im | | |

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Linda Cross

From: Michael Ansell
Sent: Thursday, September 12, 2019 11:12 AM
To: Linda Cross; Nan Ho
Subject: FW: FW: Periodic Table IER Amendment

Hi Linda and Nan,

I asked both Steve and Walt about signing the IER's. They both said they would look at all of them next week after they are turned in and if it has no impact on their areas, they would put not applicable.

Thanks,

Mike

From: Walter Blevins
Sent: Wednesday, September 11, 2019 4:13 PM
To: Michael Ansell <MAnsell@laspositascollege.edu>
Cc: Stephen Gunderson <sgunderson@laspositascollege.edu>; Christopher Dudzik <cdudzik@laspositascollege.edu>
Subject: Re: FW: Periodic Table IER Amendment

Walt 9-17-19

Michael,

I am out of town till Monday. After looking at both quotes I see no impact to M&O. Please use this email as my approval. I will be happy to sign off on my return.

Walter

On Sep 11, 2019 2:43 PM, Michael Ansell <MAnsell@laspositascollege.edu> wrote:
Hi Steve and Walt,

RAC is saying that we now need approval from IT and M&O for our IER proposals, however, Chemistry is submitting two IERs that have nothing to do with IT or M&O.

1. Vinyl periodic table posters for our classrooms. (see below).
2. Small lab jacks that will be used by our Chemistry Students (see attached).

We wrote in the proposals that your approval was not applicable, but if you really need to approve these, could you please stop by Linda Cross's office and sign these?? (2136, across from Nan)

Thank you,

Mike Ansell
Chemistry

From: Ptable Posters <invoicing@messaging.squareup.com>
Sent: Wednesday, September 11, 2019 11:20 AM