

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: FCU19-32
Total \$: 050.43

SEP 11 2019

Requester Name: C. Dudzik

STEMPS Division
Las Positas College
Division Name: STEM

SUMMARY INFORMATION

Title of Item: Periodic Tables

Equipment Location Building: 1800, 1850

Room: 1802, 1805, 1807, 1872, 1871, 1816

Location and Delivery Comments:

BUILDING 2100, ROOM 2158

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:

I am requesting funds to purchase six modernized, wide periodic tables that will be observed by students and used by instructors of Chemistry 30A, 31, 1A, and 1B. The new periodic tables will replace our current outdated periodic tables in those classrooms. The new periodic tables will contain all known elements to date, have large enough font to be read from 22' away, are made from a type of vinyl that can be written on with dry erase markers and contain multiple pieces of information about each of the elements, providing an upgrade from our current materials. The wide periodic table format allows the students to observe the actual shape of the periodic table (f - block in between the s and p blocks) and will help students understand such topics as electron configurations, Lewis structures, bonding, transition complexes and more.

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Las Positas College

SEP 20 2019

Administrative Services
Office of the Vice President

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SEP 30 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:

No safety concern for purchase of this equipment.

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 to transfer, degree completion, or technical career. Many students taking Intro and Applied Chemistry I and II (30A and 30B), and General College Chemistry I and II (1A and 1B) are transfer students majoring in Biology, Chemistry, some Engineering fields, or pre-med/dental. These chemistry course series also fulfills degree requirements for AA- Biological Sciences, AS-T Biology, Biology:Allied Health, AA- Chemistry Education, and AS-Chemistry Education.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment will have a significant impact on the Chemistry Program curriculum for students because:

1. The Periodic Table is the chief organizational tool for chemistry. Having Periodic Tables that are large enough to be seen by all students in the classroom and able to be written on with dry erase markers will make instruction more accessible to all students in all Chemistry and Biology sections held within these classrooms and labs.
2. Many students taking Intro and Applied Chemistry I and II (30A and 30B), General College Chemistry I and II (1A and 1B), and Intro to the Science of Biology (B10) are transfer students majoring in Biology, Chemistry, some Engineering fields, or pre-med/dental. These chemistry course series also fulfill degree requirements for AA- Biological Sciences, AS-T Biology, Biology: Allied Health, AA- Chemistry Education, and AS-Chemistry Education.

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

Much of our equipment and instrumentation are nearing the end of their functional lifespan. We plan to keep requesting funding to repair and/or replace many of these.

THIS IS THE EXACT WORDING FROM PROGRAM REVIEW, OUR CURRENT PERIODIC TABLES ARE OUT OF DATE AND TOO SMALL TO BE SEEN BY STUDENTS AND FACULTY. PERIOD TABLES ARE LISTED AS REQUIRED EQUIPMENT TO TEACH THE COURSES.

SECTION 4: TEACHING AND LEARNING

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

Impact on teaching:

As mentioned above the wide periodic table format allows the teachers to demonstrate the actual shape of the periodic table (f - block in between the s and p blocks) and will help students understand such topics as electron configurations, Lewis structures, bonding, transition complexes and periodic trends.

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

Impact on learning:

Organization is an important key to understanding. The wide periodic table format allows the students to observe the actual shape and organization of the periodic table (f - block in between the s and p blocks, rather than underneath) and will help students understand such topics as electron configurations, Lewis structures, bonding, transition complexes and more.

Each academic year, this equipment will impact: 7/48 # of classes/sections 1150 # of students

SECTION 5: OUTCOMES (SLOs)

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

Chemistry SLOs indicate that the student should be able to demonstrate conceptual understanding of the content listed in the course outline such as:

1. Write short explanations describing various chemical phenomena studied
2. Describe different models of the atom
3. Use standard nomenclature and notation
4. Describe Metallic bonding

The method of choice for teaching these concepts, as documented in the course outline, is the periodic table. These concepts are tied to every chemistry class we offer. The equipment requested is the minimum required to fulfill these SLOs and those prescribed in 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 work with out of date periodic tables that do not contain all the elements and are too small to be seen by most of the classroom.

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

What is the potential life span of the requested equipment?

At least 15-20 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. Stored on wall in classrooms

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.

All old periodic tables will be retired. Storage will entail rolling them up and storing them in a poster tube. Cost of poster tube should be minimal. *POSTERS WILL BE SURPLUSSED IN WAREHOUSE ON CAMPUS.*

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

Wall hangers such as command strips. I will perform the installation and provide the materials to do so at no cost to the college.

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.)

Not applicable. No cost to maintain

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

The periodic tables should last for decades. Therefore no disposal of the old and no purchasing of the new.

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 | 594 | 4x\$99-10x2.5' vinyl periodic tables |
| Taxes (9.5%) | 56.43 | |
| Shipping or Delivery Charge | 0 | free shipping available |
| Installation Costs * | 0 | |
| Miscellaneous Costs: | | |
| Facilities Modifications | 0 | |
| Operator Training | 0 | |
| Maintenance & Repair Training | 0 | |
| Storage | 0 | |
| Other: _____ | 0 | |
| Vendor Discount | 0 | |
| Grand Total: | 650.43 | |

*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 | no moving parts. Designed to last |
| Estimated Parts Replacement Per Year | 0 | |
| Outside Standardization or Calibration Costs | 0 | |
| Storage Costs | 0 | |
| New Supply Costs | 0 | |
| Miscellaneous Costs: | 0 | |
| Maintenance & Repair Labor | 0 | |
| Other: _____ | 0 | |
| Annual Operating Costs: | 0 | |

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: Christopher Dudzik

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: _____

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Christopher Dudzik

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

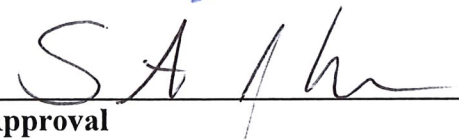
Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline.

- ❖ 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.

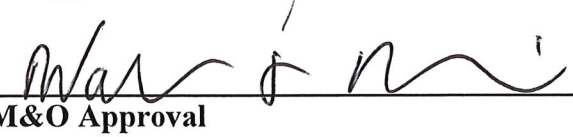
SIGNATURES:


Requester


09/12/2014
Date


IT Approval

9/24/19 N/A
Date


M&O Approval

9/24/19 N/A
Date


Division Dean

9-17-19
Date


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 | | |
| VWR | | | | RETURN COPY OF REQUISITION TO: | | |
| NAME OF STAFF MEMBER | DATE WRITTEN | DATE REQUIRED | DIVISION/ DEPARTMENT | For inventory purposes include room # where equipment will reside: | 1802, 1807, 1872, 1871 | Ext#: |
| Christopher Dudzik | 10-Sep-19 | | STEM | | | |
| DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER) | | | | | | |
| <u>Periodic Tables</u> | <u>Vinyl</u> | <u>Wide</u> | <u>10' x 2.5'</u> | <u>White background</u> | QTY | UNIT PRICE |
| | | | | | 6 | \$ 99.00 |
| | | | | | | \$ 594.00 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | | \$ - |
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| | | | | | | \$ - |
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| | | | | | | \$ - |
| <p style="text-align: center;">RECEIVED</p> <p style="text-align: center; color: red;">SEP 20 2019</p> <p style="text-align: center;">VP ACCOUNTING SERVICES</p> <p style="text-align: center;">LAS POSITAS COLLEGE</p> | | | | | | |
| Vendor Information/ Remit To: | | | | Deliver To, include room # (optional): | | |
| ptable.com | | | | Las Positas College, Building L1800, room 1806 | | |
| 1714 Clinch Ave #2 | | | | | | |
| Knoxville, TN 37916 | | | | | | |
| 740-478-2253 | | | | | | |
| Comments: | | | | | | |
| | | | | BT# | | |
| | | | | Subtotal | | \$ 594.00 |
| | | | | Tax | | \$ - |
| | | | | Shipping (if available): | | \$ - |
| | | | | TOTAL COST | | \$ 650.43 |
| Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price. | | | | | | |
| ACCOUNT # | | | | | | |
| FUND | ORG | ACCT | PROGRAM | | | |
| | | | Business Office | | | |
| APPROVALS | | | | | | |
| <i>Jan Ho 9/17/19</i> Supervisor/ Coordinator/ Director | | <i>Kristin Wheel</i> Dean/ VP/ President | | | | |
| | | | | | | 1 |



Ptable Posters

Quote

Estimate #000001
 September 11, 2019

Bill To

Chris Dudzik
 Las Positas College
 cdudzik@laspositascollege.edu

2019 Wide Vinyl Periodic Table Poster \$594.00

(\$99.00 ea.) × 6

Want to display the periodic table in its true, wide form, without the rare earth elements removed? We're proud to offer just that in an extremely wide, 4:1 ratio vinyl poster in 7 sizes, from 4 to 16 feet wide, with key data legible from 3 times its width, so names and atomic weights on the 96x24" banner are readable from 22 feet away. The design is printed with waterproof, dry erase-proof latex ink on opaque matte 18 oz. vinyl and grommets with blend-in white grommets along the top and bottom. This is not the saggy vinyl you see on outdoor banners with a mesh backing and frayed edges. Our premium vinyl is brilliant white, completely opaque, and perfectly smooth front and back. At a distance, colors appear uniform like a traditional banner. On widths over 6 feet, get closer and you'll find 27 properties embedded in each element's square including melting and boiling points, oxidation states, and electron configuration. Please print out an actual size crop (do not scale) before ordering to ensure text size

120x30" (10x2.5 feet)

+ Super Saver

Subtotal \$594.00

Total \$594.00

Ptable Posters
 1714 Clinch Ave # 2
 Knoxville, TN 37916
 support@ptable.com
 +1 (740) 478-2253

Linda Cross

From: Christopher Dudzik
Sent: Wednesday, September 11, 2019 12:55 PM
To: Linda Cross
Subject: FW: Periodic Table IER Amendment

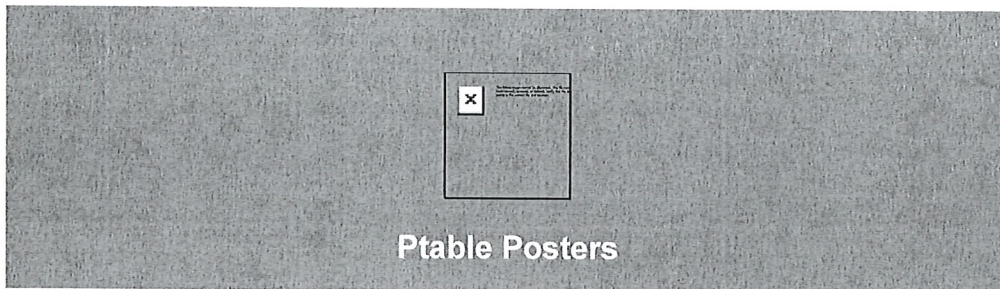
From: Christopher Dudzik
Sent: Wednesday, September 11, 2019 11:43 AM
To: Nan Ho <NHo@laspositascollege.edu>
Cc: Michael Ansell <MAnsell@laspositascollege.edu>; Russell Jensen <rjensen@laspositascollege.edu>; Richard Grow <RGrow@laspositascollege.edu>
Subject: Periodic Table IER Amendment

Hi Nan,

Titian Lish just sent out an email saying my screen shot was inadequate as a quote for the periodic table IER. I emailed the company and they sent me this quote, which I hope is sufficient.

Thank you for your time and attention,
Chris

From: Ptable Posters <invoicing@messaging.squareup.com>
Sent: Wednesday, September 11, 2019 11:20 AM
To: Christopher Dudzik <cdudzik@laspositascollege.edu>
Subject: You received a new estimate! (#000001)



New Estimate

\$594.00 estimate

[View Estimate](#)

Quote

Estimate #000001

September 11, 2019

Bill To

Chris Dudzik

Las Positas College

cdudzik@laspositascollege.edu

2019 Wide Vinyl Periodic Table Poster

\$594.00

(\$99.00 ea.) x 6

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120x30" (10x2.5 feet)

+ Super Saver

| | |
|--------------|-----------------|
| Subtotal | \$594.00 |
| Total | \$594.00 |

Ptable Posters

1714 Clinch Ave # 2

Knoxville, TN 37916 United States

support@ptable.com

740-478-2253

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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

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