

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall 19-24
Total \$: 8,249.31

Requester Name: Jason Craighead Division Name: BHAWK

SUMMARY INFORMATION

Title of Item: Archery Equipment

Equipment Location Building: Track Room: Storage Container

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 requesting a combination of items that will be used to start Archery classes. This is a new class (in the Curriculum Process) which will require all new equipment. We are expanding our offering in the Kinesiology AA-T degree, Area 5 - Individual Sports. Currently we only have 1 offering for students to complete this requirement.

Recurve bows, bowstrings, nocks, arrow rests, targets, target faces, nock alignment tool, nock setting tool, wristslings, sights, stabilizers, arrows, equipment cart, safety poster, 3D targets, ground quiver

2 forms
to sign

RECEIVED
Las Positas College
OCT 03 2019
Administrative Services
Office of the Vice President

OCT 03 2019

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:

Appropriate equipment, setup, and signs are an important part of safety for this activity.

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:

KIN AR1 - Archery 1 (in curriculum process)

KIN AR2 - Archery 2 (in curriculum process)

These courses will fill a need in our Kinesiology AA-T, Area 5 - Individual Sports. We are expanding our offerings in this area, as we only have 1 activity option for students.

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 will be used to teach fundamental skills as well as safety for the sport of archery, which include teaching: Set up and break down of the recurve bow, safety, etiquette, scoring, various shooting/scoring competitions, and the history of archery.

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

This equipment will be used to directly impact learning. The equipment is standard, simple, and effective to allow students to learn the basic fundamentals of the shooting progressions.

Each academic year, this equipment will impact: 2 **# of classes/sections** 64 **# of students**

SECTION 5: OUTCOMES (SLOs)

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

Through instruction and application, the requested equipment will allow students the opportunity to:

1. Memorize and employ the techniques and skills of archery
2. Define and review the historical, cultural evolution of archery
3. Identify and practice the methods of scoring in archery

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

No equipment, no course, no learning outcomes achieved.

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

What is the potential life span of the requested equipment?

Recurve bows and targets, 3-5 years.
Target faces, strings, nocks, arrow rests, 6 months to 1 year.
Bowstrings and tools, 5 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.)

No new storage needed. Will be stored in storage container in the track area.

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.

NA

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

Assembly by Jason Craighead. No cost.

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. Replacement of strings and parts will be by Jason Craighead.

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	7,691.67	
Taxes (9.5%)	557.65	
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$ 8,249.32

*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	180.00	New faces for targets
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		\$ 180.00

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

Departement/fundraising

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Jason Craighead

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: 12 hours

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Jason Craighead

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

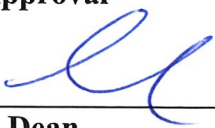
10/1/19
Date

IT Approval

Date

M&O Approval

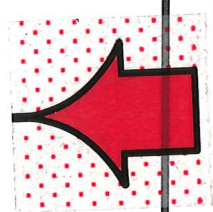
Date


Division Dean

10/1/19
Date

Vice President

Date



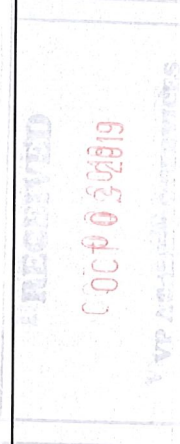
LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

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

SUGGESTED VENDOR **Wilderness Archery**

NAME OF STAFF MEMBER **Amir Law** DATE WRITTEN **2-Oct-19** DATE REQUIRED **2-Nov-19** DIVISION/ DEPARTMENT **BHAWK/KIN** For inventory purposes include room # where Equipment will reside: **Track Storage Container** RETURN COPY of REQUISITION TO: **Ext#: 1275**

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
Please see attached invoice					
Vendor Information/ Remit To:	Deliver To, include room # (optional):				
Wilderness Archery	William Eddy/Jared Watanabe			\$ -	\$ -
4870 Pacific Street	L2500 PE131			\$ -	\$ -
Rocklin, CA 95677	Las Positas College			\$ -	\$ -
Phone: 916-630-8700				\$ -	\$ -
Comments:		BT#	Subtotal	\$ -	\$ -
			Tax	\$ -	\$ -
			Shipping (if available):		
			TOTAL COST \$	8,249.31	8,249.31

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

ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____

APPROVALS

Supervisor/ Coordinator/ Director _____

Business Office _____

Dean/ VP/ President _____



Wilderness Archery
4870 Pacific Street
Rocklin, CA 95677
916-630-8700
www.wildernessarchery.com

Invoice

Customer: Las Positas College (Jason Craighead)

Phone: 916-616-4660

Code	Description	Price	Qty	Ext
42178R6230	BOW,NIGHTHAWK,RH,62-30 Inc. rest & string w/ nock point	\$125.99	20	\$2,519.82
42178R6225	BOW,NIGHTHAWK,RH,62-25 Inc. rest & string w/ nock point	\$125.99	5	\$629.96
42178L6230	BOW,NIGHTHAWK,LH,62-30 Inc. rest & string w/ nock point	\$125.99	5	\$629.95
B258	PAPES BOW STRING 58 "	\$9.89	30	\$296.73
3002	Nok Set Saunders 12/14 St 6/Pk	\$3.59	5	\$17.96
632574	Hunter Rest RH	\$4.49	50	\$224.55
32572	Hunter Rest LH	\$4.49	10	\$44.91
622886]TF	Easton L Bow Square Black	\$10.79	1	\$10.79
9000042	Avalon Pilco Pro Nokset Pliers	\$11.69	1	\$11.69
GROUNDQUIVER	Ground Quiver	\$11.69	8	\$93.53
VSD-A-QT182-R	Avalon Tyro Metal Recurve Sight RH	\$17.99	30	\$539.70
VSD-A-QT182-L	Avalon Tyro Metal Recurve Sight LH	\$17.99	5	\$89.95
935	SPORT ROD FLETCHED W/ VANES - EA. Full length w/ points	\$4.49	60	\$269.46
55701	ArmGrd;Youth;NYRG;BlkC	\$8.99	10	\$89.91
10XST	School Tabs 2-Small, 4-Medium, 4-Large	\$2.69	10	\$26.90
B50801	Block Bullseye Target Inc. wheels for each	\$197.99	8	\$1,583.93
G71600	Shooter Buck	\$80.99	2	\$161.98
G71300	Shooter Bear	\$89.99	2	\$179.98
G71320	Shooter Turkey	\$71.99	2	\$143.98
G71310	Shooter Hog	\$62.99	2	\$125.98