If you are using a Mac computer to fill out the PDF forms, please make sure you are not on "Apple Preview" mode because the data entered in the form fields will not show when the documents are printed.

INSTRUCTIONAL EQUIPMENT REQUEST 2021-2022

Internal Use
IE #:2022 -20
Total $: 1,127.42

LPC ADMINISTRATIVE SERVICES - REQUISTION INFORMATION PAGE

Requester Name: David Everett **Division Name:** STEM

Equipment Name: Ebulliometer thermometers

The Equipment is: ○ **A Replacement** ◉ **An Upgrade** ○ **New Equipment/Technology**

SECTION 1: EQUIPMENT DESCRIPTION

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:

Dujardin-Salleron Electric Ebulliometer Thermometer

Digital thermometer for Dujardin-Salleron ebulliometer. This thermometer replaces the mercury thermometers that were supplied with the device.

Mercury is EXTREMELY unsafe and is no longer allowed on the LPC campus.
This thermometer is more accurate and easier to read.

We have eliminated the mercury thermometers and are now without a way to read temperatures when using the ebulliometers.

Equipment Location Building: 1800 **Room:** 1813

Location Comments:

The thermometers will reside with the ebulliometers in the Enology Pre Lab in building 1800.

SECTION 1: EQUIPMENT DESCRIPTION (continued)

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

The previous thermometers that were supplied with the equipment were mercury thermometers which are no longer approved for use on the LPC campus. This has rendered the ebulliometers useless.
The hazards of mercury are obvious. Breaking the thermometers would be disasterous.

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC PLANNING PRIORITIES:

- **Implement the integration of all ACCJC standards throughout campus structure and processes.**
- **Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.**
- **Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.**

Specify how the equipment supports *LPC's Mission Statement* and *Planning Priorities*:

The acquisition of this equipment will support inclusive learning by providing additional instructional materials. Instructional equipment is a foundation of educational support for completion of students' transfer, basic skills and more definitive, career-technical education and retraining goals. Successfully completing these goals will provide more avenues for successful job placement and/or advancement in the current field of winery technologies.

The acquisition of this equipment is proof of our commitment to the ongoing process implementing best practices to meet ACCJC standards As replacement technology, this equipment will also provide necessary institutional support for curriculum development and maintenance, the development of SLO's, CSLO's, and PSLO's and their assessments. After purchasing these thermometers, we can resume using the ebulliometers in various labs. Finally, the most valuable result of acquiring these thermometers will be our addressing the current and future professional development needs of the VWT faculty, classified and administrators in support of educational master plan goals which will in the end, benefit our students.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment will have a sweeping impact on a number of VWT courses including:
VWT 10: Comparing fruit ripeness levels to the Etoh content of the resulting wines.
VWT 20: Understanding how to measure ABV
VWT 31: Advances in canopy management for ripeness
VWT 32: Advances in fruit thinning to address high brix levels
VWT 41: Measuring on-going fermentations
VWT 42: Measuring Etoh for labeling

Measuring the Etoh of the resulting wines from the Campus Hill Vineyard is a critical piece of instruction.
Using this equipment entails Lab Safety, and GLP Good Lab Practices which is part of the instruction for many VWT classes.

Will this equipment be a part of your upcoming Program Review or was it included last year? Please explain using the exact words from your Program Review. If not, explain why.

While the specific equipment is not mentioned (Ebulliometer thermometers), there is a statement that addresses the VWT budget:
"The VWT operating budget is insufficient. Supplies and operating materials are needed beyond the amount the small amount budgeted each year. Operating budget has not increased."
With ongoing improvements and innovations to wine making and grape growing, the tools that are used and the new technologies that are constantly being introduced to the wine industry, it would be impossible to look into the future to identify any specific piece of equipment. The inadequate budget is a direct link to our IER needs.

SECTION 4: TEACHING AND LEARNING

In detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.

Providing this attachment will greatly improve the faculty's ability to connect with the students during the enology labs. The faculty will be able to work hands-on with the students while demonstrating the capabilities of this integral piece of analysis equipment.

Having the ability to measure ABV (alcohol by volume) while using this instrument will be an invaluable aspect of instruction during our enology labs.

Over the years, we have experienced attrition in the VWT classes due to the expense of tools for wine analysis. This will be another MAJOR change to our program. Now we have the opportunity to provide materials for learning objectives to be completed and to expand course offerings and curriculum.

Describe in detail the impact this equipment will have on <u>learning</u>:

WILL HAVE THE TOOLS!
This will open up so many opportunities for learning. The thermometers will allow us to continue to use our existing ebulliometers which will provide the students the opportunity for unlimited learning in enology labs.
The student project possibilities will be endless and extremely valuable:
-fermentation progress analysis
-ABV measurement for labeling purposes
-ABV measurement for compliance
-Good lab practices in general

The highest value of the discing set goes to helping the students understand what is really needed for a complete wine analysis which is mandated by the TTB.

Each academic year, this equipment will impact: 6 **# of classes/sections** 200 **# of students**

SECTION 5: OUTCOMES (SLOs)

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

Currently, there are no SLOs specific to this equipment. This is due to the fact that this request is for replacement parts for an existing piece of equipment.
There is also no way to assess an SLO that has not yet been created but SLO's that support the importance of accurately measuring the alcohol content of wine do exist.

There are also SLO's that address the safe use of the ebulliometer which is the equipment that these thermometers are used with.

When the instructional equipment is assembled and in place, we will be able to build multiple (and appropriate) SLOs (and assessments) that will apply to alcohol determination. We will be able to build-in and assess multiple SLO's addressing the safe handling of an alcohol burning lamp and how to safely boil water and wine.

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

What is the potential life span of the requested equipment?

Indefinite if treated well

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.

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

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.)

NONE

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

It has an infinite life. No need to replace it.

Part A: Initial Start-up Costs

Item	Cost	Comments
Equipment or Materials	1020.30$	
Taxes (9.5%)	0$	
Shipping or Delivery Charge	12.75	included
Installation Costs *		N/A
Miscellaneous Costs:		N/A
Facilities Modifications		N/A
Operator Training		N/A
Maintenance & Repair Training		N/A
Storage		N/A
Other: 0		
Vendor Discount		
Grand Total:	1033.05$	

Part B: On-Going Annual Operating Costs

Item	Cost	Comments
Annual Service or Maintenance	0	
Estimated Parts Replacement Per Year	0	
Outside Standardization or Calibration Costs	0	
Storage Costs	0	
New Supply Costs	0	
Maintenance & Repair Labor	0	
Licensing or Software	0	
Other: _____		
Annual Operating Costs:	0	

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

N/A

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Faculty

Is the work in their current scope of duties? YES

What is the cost to train key operator? N/A
(include $$ in the Initial Start-up Costs above)

Number of hours per month will the key operator use the equipment? 20 hours or more per semes

MAINTENANCE & REPAIRS

Indicate who will performing maintenance and repairs: faculty

Is the work in their current scope of duties? yes

Indicate cost to train for maintenance and repairs? N/A

Number of hours maintenance is required per month: N/A

REMINDER

Instructional Equipment Requests submitted without a quote and requisition will be returned.
Shopping Carts are not considered quotes and will not be expected.

SIGNATURE APPROVALS and ROUTING

REQUESTER: David Everett Digitally signed by David Everett Date: 2022.01.10 11:31:38 -08'00'
DATE: 1/10/22

DIVISION DEAN/MANAGER: Nan H
DATE: 1/13/22

Click the Submit Button to Route
Signed Instructional Equipment Requests (IER)Directly to Admin Services

SUBMIT

Admin Services will coordinate review of all IER by IT and M&O and collect signatures

College Technical Services, Manager:
Date:

M&O Director: Walter Blevins Digitally signed by Walter Blevins DN: cn=Walter Blevins, o, ou, email=wblevins@clpccd.org, c=US Date: 2022.02.04 16:08:40 -08'00'
Date:

VP Academic Services:
Date:

VP Administrative Services:
Date:

LAS POSITAS COLLEGE

Office of Administrative Services

Requisition Request Form

(Wait 5-10s) Reset Submit

R_____-_____

Fiscal Year	Vendor ID #	Vendor Name	Date Required
21/22		Crush to Cellar	1/12/2022

Deliver To	Room #	Return Copy of Requisition To
Campus Hill Winery	806	

Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	410202	Electric Ebulliometer Thermometer	6	$ 170.05	$ 1,020.30
2					$ 0.00
3					$ 0.00
4					$ 0.00
5					$ 0.00
6					$ 0.00
7					$ 0.00
8					$ 0.00
9					$ 0.00
10					$ 0.00
11					$ 0.00
12					$ 0.00
13					$ 0.00
14					$ 0.00
15					$ 0.00

Comments		
	Subtotal	$ 1,020.30
	9.25% Tax	$ 94.37
	Shipping	$ 12.75
	Total Cost	$ 1,127.42

FOAP to be Charged	%	Amount
- - -	100	$ 1,127.42
FUND ORG ACCOUNT PROGRAM		
- - -		
FUND ORG ACCOUNT PROGRAM		

David Everett — 1/11/22
Requestor (print name) — *Date*

Dan H — 1/13/22
Dean (signature) — *Date*

Coordinator/Manager (signature) — *Date*

Vice President (signature) — *Date*

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ *Administrative Services*
Verified: _____ *Administrative Services Officer*
Approved: _____ *VP, Administrative Services*

PO Number: _____ Budget Transfer #: _____ Entered: _____

TR 4/6/20

Sales Quote

Sales Quote Number: SQ007646
Sales Quote Date: 12/13/2021
Customer PO No.:

Sell
To: LAS POSITAS COLLEGE
3000 CAMPUS HILL DR RM 806
LIVERMORE, CA 94551-7623
UNITED STATES

Ship
To: LAS POSITAS COLLEGE
3000 CAMPUS HILL DRIVE
RM 806
LIVERMORE, CA 94551
UNITED STATES

Tax Ident. Type Legal Entity

Customer ID 104130

Ship Via FOB Newberg OR (C2C)
Terms Credit Card

Item No.	Description	Unit	Quantity	Unit Price	Disc. Unit Price	Total Discount	Total Amount
410202	Electric Ebulliometer Thermometer	Each	6	179.00	170.05	53.70	1,020.30
	Shipping Charges (Quoted)		1	12.75			12.75

Amount Subject to Sales Tax 0.00
Amount Exempt from Sales Tax 1,033.05

Subtotal:	**1,033.05**
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	**1,033.05**

Signature: _____

Date: _____

PLEASE INDICATE YOUR INVOICE NUMBER WHEN REMITTING PAYMENT. THANK YOU.