



INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on October 15, 2010 (FALL) and February 11, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage at: <http://grapevine.laspositascollege.edu/pbc/InstructionalEquipment.php>

Name of Requestor: Ext:

Division/Unit :

Brief title of request (equipment or materials being requested must be similar, related or part of a system):

Request amount (unit cost and total cost, including tax and shipping;. please include all costs, such as installation, modification to existing facilities to accommodate new equipment, etc...; this information should come from the vendor quote):

Item (s) cost	\$28826.00
Tax (.0975)	\$2810.54
Shipping	\$
Installation	\$
Facilities Modification	\$
Other	\$
Total Cost	\$31636.54

Attach copy of quote(s), estimate(s) and requisition(s).

(Must attach quote & requisition; absence of either will delay processing)

Please provide a brief description of the specific equipment or materials requested, including the # of pieces being requested, and what they will be used for (e.g., 10 crayola crayons, sky blue, etc...) in 250 words or less:

Woodwind instruments to be used in LPC Music Department courses including Orchestra, Wind Ensemble, Jazz Ensembles, Musical theater productions, Theory & Musicianship, Chromatic Harmony and Musicianship;
 1 Selmer 62 (Series III) alto sax
 1 Selmer 64 (Series III) tenor sax
 1 Fox 400 oboe
 1 Fox 220 bassoon
 2 Buffet R13-S Clarinets BC1131-2

Is this in your Program Review? Yes No

Please describe how this request is incorporated into your Program Review:

This relates specifically to PA and Music PR target 2 (Fully develop an Instrumental Music program) and target 5 (Prepare for and participate in the PA College Center for the Arts). Measurable Objective of Target 5 is to make concrete recommendations about equipment required for the spaces and students. As stated in our Program Review, "Equipment needs to be tied to the new building, and everything that is purchased will need to be considered in light of its future usefulness in the new facility". This request will support our goal to offer a more complete instrumental music program. It is also stated in the Program Maintenance and Development forms the need for musical instruments.

Is it a replacement? Yes Upgrade? Yes New technology? Yes

Please explain?

These instruments are new to our campus. The instrumental music program is growing. It has been limited in purchasing instruments due to lack of proper storage, rehearsal and performing space. Now that we have moved into the Mertes CCA we finally have the proper space and the students who play these instruments. This is a huge upgrade from having

Below is the evaluation criteria; please see corresponding Instructional Equipment Rubric at:
http://grapevine.laspositascollege.edu/pbc/documents/PBCInstructionalEquipmentRubric_2010-11.pdf

Teaching & Learning/Impact on Enrollment (Total = 10 points for A& B)

**A. How will this item have a positive impact on instruction and/or teaching and learning in the classroom?
Is this for use by the Instructor or students, or both?**

Having the proper instruments to learn on will encourage and entice students to come to LPC, sign up for music classes as well as pursuing their educational goals or degrees. This will attract students with varying levels of greater musical skills. This is important for creating a healthy competition and collaboration within the student population in our classes and performances.

These instruments are not usual for students to own, but are typical and an expected part of a functioning music department. Middle Schools through to Universities have instruments that students may check out and borrow. As a main instrument or to be used as a doubling of second instrument, very important for future teachers or future professional musicians.

Students and instructors will gain greater proficiency on their instruments.

The requested instruments are necessary to round out the performing groups we offer and are not typical to student ownership, yet will be a beneficial enhancement to instruction, teaching and learning in support of the AA Degree in Music.

As we host more concerts, festivals and competitions, these instruments will again be beneficial in that we will not have to rent or borrow them. These events range from collegiate to Middle School, competitive and non-competitive.

Now that the CCA has opened we will be able to host many more scholastic music events due to the school's ownership of these instruments - proper equipment.

The positive impact of having this equipment is monumental, for teaching and learning in the classroom as well as within the community.

The woodwind instruments will be used by both LPC instructors/staff and students. They may also be used for musical events mentioned above in conjunction with the performing arts collective.

This will help us in fostering a climate of discovery and creativity as mentioned in the colleges' Value Statement as we continue to thrive as a teaching and learning community committed to integrity and excellence.

B. How will the equipment impact enrollment, attract, or increase the number of students participating in a course or program?

As mentioned above, having the woodwind instruments will absolutely attract more students and allow the music department to continue to grow by offering a greater variety of instruments to perform on thus gaining a higher level of music performance.

We have lost students to other schools because we have not had the proper or even adequate equipment for them to rehearse or perform on.

The number of student participation will automatically increase because we will be using our students and instruments instead of hiring out for professionals that bring in their own instruments.

We will not need to rent instruments as we've had to do in the past .

Again, now that we have a proper facility we need to equip it. The request granted for these woodwind instruments will help in achieving the Institutional Strategic Goals 1,4, 5 specifically.

This equipment will allow students to learn instruments within musical families, very important for those going on in higher education. It will also allow students more opportunities in learning and 'doubling' in more classes. An example: a tenor sax jazz student would be given the chance to play clarinet in the orchestra or wind ensemble.

It is common for woodwind music students to double on instruments therefor being able to perform in more than one course.

Outcomes (Total = 10 points)

How does this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

This equipment supports our SLOs in helping students achieve a higher level of complete musicality through the use of the college's instruments.

With the requested woodwind instruments, the student will be able to practice and demonstrate proficiency on their instruments; perform a wide range of music; demonstrate an adherence to recognize standards of professionalism in a rehearsal setting; prepare specific repertoire for public performance; demonstrate familiarity with classical/symphonic literature.

If the request is not funded the consequences are desolate. Goals and outcomes are not achieved and the programs can not thrive or maintain their respected standing in the educational community.

Total Cost of Ownership (Total = 5 points)

(This section attempts to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?
- c) Are there operating costs and how will they be covered by the department?
- d) What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?

a) 20 years plus. The woodwind instruments requested are highly crafted quality instruments that will last beyond the college's commitment to sustainability both in terms of lifespan (10-20 years) and environmental impact.

b) Yes. There is sufficient planned secured/locked spaces available for the storage of these instruments in the Instrument Storage room in the the Instrumental Rehearsal room (4138) located in the Mertes College Center for the Arts, building 4000.

c) There will be no operating costs. The students will supply their own reeds and extra mouthpieces.

d) Maintenance will be relatively low and usually only at the end of the school year (Spring semester into Summer semester) Routine maintenance will be performed by current music faculty/staff and students or will be sent out to local music stores who will perform greater cleaning and tuning services. With yearly preventative maintenance service, the instruments will hold their own and larger servicing will be minimal. The estimated costs for yearly cleaning and servicing might range from \$500- \$1000. The cost would be absorbed within the music departments budget. That would be the estimate for the six instruments requested.

Health and Safety (Total = 2 points)

Explain if this equipment responds to a security or health and safety need for faculty and students:

This certainly responds to a health need in that the student will be able to perform and practice on high quality, highly tuned instruments that will be less stress placed on the body. The Alexander technique states that playing on proper instruments with the proper posture allows the musician the freedom and flexibility to learn at a higher level without damaging or straining muscles.

Visibility/Profile within Community (Total = 1 point)

Is this a “flagship” item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

Yes. Selmer, Fox and Buffet are three internationally known instrument manufacturers and well respected by world class artists, orchestras/bands and educators alike because their craftsmanship, sound quality and technical innovations are of the highest specifications. These names have surpasses other brand names of musical instruments yet remain competitively priced.

This will raise the stature of our program because we will have the proper equipment to learn and perform on. This will attract students and enhance the image of our department as well as that of the college in the community because of our professional attitude of the importance of quality instruments. Our local secondary schools have strong award winning music programs and nationally recognized music groups. There is a need for these students to continue their musical studies at LPC. Receiving this equipment funding will assist in that.

Commitment to Sustainability (Total = 1 point)

If the equipment exceeds basic sustainability goals or provides renewable resources to the College, provide specific details:

This equipment exceeds basic sustainability goals in that it is of the highest quality, and will not need replacing with proper instructional maintenance. These instruments are known for being in tune and are technically ranked in the superior category for teaching and learning.

the college will not be spending money on instrument rentals or hiring musicians with their own equipment.

Access (Total = 1 point)

Provide evidence that the requested equipment is consistent with universal design* and will ensure access above and beyond standard capability.

These instruments would fit into incorporating and are consistent with the principles of universal design in the following ways: equitable use; flexible in use; low physical effort and size and space for approach and use.

Historically, educational institutions ranging from middle schools to conservatories, supply instruments for student and staff use. These instruments will expand access to the PA programs by providing instruments to learn and perform on and therefore, ensembles to play in. There are many students who need experience in a performing groups and doubling. Having these instruments will help students accomplish this. Playing in a variety of ensembles is an important part to being a well-rounded musician/educator.

**Universal design is an approach that addresses and redresses the primary barrier to making expert learners of all students. Some examples include: light switches with large flat panels rather than small toggle switches; buttons and other controls that can be distinguished by touch; bright and appropriate lighting, particularly task lighting; auditory output redundant with information on visual displays; visual output redundant with information in auditory output; contrast controls on visual output; use of meaningful icons with text labels; clear lines of sight to reduce dependence on sound; volume controls on auditory output; speed controls on auditory output; choice of language on speech output. Items incorporating the principles of universal design feature: equitable use; flexibility in use; simple and intuitive; perceptible information; tolerance for error; low physical effort; and size and space for approach and use. (Wikipedia)*

Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)

Requested by Cindy B. Rogfeld Dean/ Unit Head Mulu Manner IT Department Signature [Signature]
Vice President [Signature]

LPC VP Admin. Svcs/President _____ LPC Business Office Use (Account Number) _____

A & G MUSIC PRODUCTS CO.
564 14TH Street
Oakland, California 94612
Phone (510) 832-0381 Fax (510) 268-3757
www.agmusic.com Email dakright@rcn.com

3/1/2011

Las Positas College
Livermore, CA

Attn Cindy Browne Rosefield – music dept
RE price quote for musical instruments – good for 60 days

1	Selmer 62 (Series III) alto sax		\$4672.00
1	Selmer 64 (Series III) tenor sax		\$5277.00
1	Fox 400 oboe		\$6132.00
1	Fox 220 bassoon		\$7117.00
2	Buffet R13-S BC1131-2	2829.00	\$ 5628.00
		Subtotal	\$28,826.00
		Please add 9.75% sales tax to your subtotal	\$ 2810.54
		Delivery	.00
		Total	\$31,636.54

Thank you,

Mark Troxell - sales

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn. TAX ID# _____

SUGGESTED VENDOR **A & G Music Products Co** For inventory purposes include room # where Room 4138, Instrumental Rehearsal Room

NAME OF STAFF MEMBER **Cindy Rosefield** DATE WRITTEN **2-Mar-11** DIVISION/ DEPARTMENT **A & C - Music** RETURN COPY of **Cindy Rosefield**

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE
Selmer 62, Series 111 - Alto Sax		1	
Selmer 64, Series 111 - Tenor Sax		1	
Fox 400 Oboe		1	
Fox 220 Bassoon		1	
Buffet R13-S BC1131-2		2	\$2,829.00

Vendor Information/ Remit To: **Deliver To, include room # (optional):**
A&G Music Products Co Room 4138, Building 4000
 564 14th Street

Comments:
 Contact Cindy Rosefield for delivery
No vendor substitutes please

Subtotal	
Tax	\$ 0.0975
Shipping (if available):	
TOTAL COST	

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/VPA President

OFFICE USE ONLY

REQUISITION TO:

Field

Air	
\$	4,672.00
\$	5,277.00
\$	6,132.00
\$	7,117.00
\$	5,628.00
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	28,826.00
\$	2,810.54
\$	31,636.54