



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000081

Banner #:

Requisition #:

Title of Submission:	Continuing Print Excellence: Naked Magazine
Vendor Name:	Spotlight Printing
Brief Description of Item(s):	Printing 500 copies of magazine

Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/08/2025	IER forms due to Division Dean
10/15/2025	Division review of IER forms (Dean signature)
10/24/2025	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- ☒ All IER form fields complete
- ☒ Valid quote attached to submission (must be attached before submitting form)
 - **Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
 - **IMPORTANT:** To comply with state law, purchases between \$ 30,000.00 and \$ 114,800.00 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [Requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
 - Purchase requests of \$ 114,800.00 or more must go out for bid* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
 - For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
- ☒ IER form, with quote, signed and submitted to Division Dean including:
 - Quote (required)
 - [New Vendor Application](#) (if new vendor*)
 - Copy of [W9](#) (if new vendor*)
 - ***Email Business Office to confirm if vendor is in Banner and if vendor documents are needed**

***Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests – scores combined into rankings by Executive Assistant for final review
6. RAC Chair meets with College President to discuss ranked requests
7. College President issues approval memo to RAC
8. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
9. Requestor submits [Requisition](#) with updated quote(s) (*itemization not required on reqs for IER requests – [see example](#)*)
10. Business Office reviews requisition, enters requisition into Banner, and forwards to Purchasing
11. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

Instructional Equipment Definitions

Scheduled Maintenance Instructional Materials Funding:

Allowable Items

Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
 - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
 - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

Non-Allowable Items

Administrative or non-instructional purposes including equipment being used for administrative or non-instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

Lottery Funding:

Allowable Items

Instructional materials: materials used by pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions to develop cognitive processes:

1. Laptops and hotspots for students, teachers, and faculty as a learning resource, internet devices
2. May be printed or non-printed, textbooks, technology-based materials, other educational materials, and tests.
3. Basic instructional materials: materials that are designed to be used as a principal learning resource and meets, in organization and content, the basic requirements of the intended course.
4. Technology based materials: basic or supplemental instructional materials designed for use by pupils and teachers as learning resources and that require the availability of electronic equipment in order to be used as a learning resource. o Includes but not limited to software programs, video disks, compact disks, optical disks, video and audiotapes, lesson plans, and databases.
5. Supplies and Materials: Software, books, magazines and periodicals, subscriptions, textbooks, instructional materials printing, instructional supplies including library media, audio visual, instructional food supplies, instructional tests.
6. Other operating expenses: Software licensing fees.
7. Capital Outlay Expenditures: Library books, books replacement, library magazine and periodicals, library nonprint media, instructional software.
8. Basic Needs: Housing and food assistance includes grants to students, housing vouchers, direct payments or reimbursements for housing, efforts to increase enrollment in CalFresh, and provision of food pantries/meal programs or free meals. (Documentation is required to demonstrate the need and proper use of funds).

Measure A Bond Funding:

Allowable Items

1. Upgrade career and vocational classrooms to better prepare students and workers for good- paying jobs.
2. Upgrade classrooms and labs for science, technology, engineering, and math-related fields.
3. Provide or upgrade facilities and resources for career preparation in healthcare, nursing and early childhood education.
4. Upgrade classroom technology.
5. Improve classrooms and resources for paramedic, firefighter and public safety programs.
6. Improve vocational classroom and labs for auto repair, agriculture and environmental science programs.
7. Improve and expand facilities which prepare students for transfer to four-year college and universities.

IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning Priorities [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Safety and/or Org. Effectiveness [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness above and beyond current capability. 4-5	Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability. 2-3	Limited or no evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability. 0-1
Outcomes [Section 6] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

Instructional Equipment Request Form

Name of Requestor: Korber, Melissa

Division: A&H

Discipline: Journalism and Media Studies

This Equipment Request is: New Equipment or 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:

Equipment Location

Building #: 600

Room #: 600

Comments:

Library Material/Instructional Equipment: The JAMS Program is relocating to the 600 Building in December. The magazines will be located there after the move and will be distributed to the campus community on campus and through community outreach.

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

N/A

SECTION 2: LPC Mission Statement and LPC Planning Priorities

LPC Mission Statement

Las Positas College is 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 lifelong learning.

LPC Planning Priorities

- Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

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

The funding for the magazine ensures that this award-winning publication will be printed, benefiting students who learn to produce, design, edit, and distribute it. Creating the magazines allows students to acquire skills and complete requirements of the program's two degrees and one certificate as well as requirements for other programs. The magazine's mission is to "strip away the layers" to tell the diverse stories beneath the surface that are relevant to LPC, facilitating campus engagement on equitable issues. The magazine has received state and national awards for excellence from journalism organizations, including accolades for design and photography in the print edition. Last year's editor in chief is a finalist for a national Reporter of the Year award based in part on her work on the magazine, just one example of student success from the magazine.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Printing the magazine supports Journalism and Media Studies, Photography, and English (directly). The print edition of Naked is used in many classes and other activities (contests club meetings, outreach events). It also benefits many other programs directly and indirectly, some of which use the print edition of the magazine as a resource or a text and others of which benefit from the skills students gain while creating and designing the magazine. The magazine is produced by students in JAMS 24A/B College Magazine.

Both JAMS and English offer a transfer degree, an A.A. degree, and a certificate. The Photography Program offers an A.A. degree and a certificate.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

Printing the magazine will be part of the upcoming Program Review. Magazine printing costs were expressly anticipated in past JAMS Program Reviews. The 2024 JAMS Program Review noted that funding for publications and websites creates ongoing challenges; clear revenue streams lead to stability and increase chances for learning, allowing students and faculty to focus on the demanding and detailed work of creating a magazine on deadline, the focus of the class. Students are still required to sell an ad or a sponsorship, contributing to the magazine's bottomline and ensuring an understanding of the business of media.

SECTION 4: Teaching and Learning

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

Preparing the print magazine is expressly included in the course description and the course outcomes, which highlight page design and layout. Through the production process, students learn all aspects of creating a magazine, including acquiring information, writing, editing, designing, laying out, printing, and distributing a high-quality magazine. As a teaching tool, the print magazine helps student to develop enhanced design and layout skills, requires them to use technology such as InDesign and Photoshop, and reinforces the importance of planning and meeting deadlines.

It is crucial for journalists and media creators to know how to produce audio, video, photography, and print publications. In "How To Become a Journalist for 2025" by Imed Bouchrika, PhD, Co-Founder and Chief Data Scientist for Research.com, Bouchrika emphasizes the skills necessary for journalists. These writing and communication; research and investigation; interviewing and interpersonal skills; critical thinking and analysis skills; persistence and resilience; time management; and digital and technology skills. Citing the U.S. Bureau of Labor Statistics, Bouchrika states, "These abilities will prepare you to handle the demands of the job and produce high-quality journalism." He also emphasized the importance of flexibility with respect to technology, stating journalists "should be comfortable with digital tools and technology."

Print media, especially magazines and newspapers, are a growing market, according to the "Global Print Media Market Forecast – Newspaper And Magazines Publishers Global Market Report 2025," published in The Business Research Company's Print Media Global Market Report 2025. The report states, "The newspaper and magazines publishers' market size has grown steadily in recent years. It will grow from \$214.34 billion in 2024 to \$221.33 billion in 2025 at a compound annual growth rate (CAGR) of 3.3%. The growth in the historic period can be attributed to print advertising demand, circulation revenue, content monetization, editorial and journalistic integrity, and market demographics." Print publications continue to be a vital part of media production.

Detail the impact the equipment has on learning:

This funding will allow students to produce Naked magazine for distribution using the skills detailed in the last question. The impact on learning is great as the preparation for print requires students to plan, design, lay out, use page design software, work as a team, and meet deadlines.

Taken as a whole, the grant will facilitate creation of the magazine and allow students the opportunity to learn new skills at every step of the production process. The impact on learning will be tremendous because of the numerous marketable skills acquired.

Please state the number of classes and students the equipment will impact:

Classes/Sections: 15 in JAMS plus 3 cross-listed	Students: 200+
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SECTION 5: Safety and/or Organizational Effectiveness

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

The grant will allow students to experience all aspects of production. This is an effective way for students to learn the skills and technology necessary to create print media. At the same time, the grant will allow students to learn more about the business part of media. The costs of printing and the printing schedule are discussed and reinforced throughout the semester, as is the need for students to raise revenue to support additional learning at conferences. All of this contributes to institutional effectiveness.

SECTION 6: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your current Student Learning Outcomes:

The JAMS Faculty Coordinator is in the process of revising existing SLOs and PSLOs using the Meta.

The current magazine SLOs are

JAMS 24A:

Upon completion of JAMS 24A, the student will be able to contribute to the student magazine, Naked, with an increasing degree of proficiency, demonstrating professionalism, functional skills, teamwork, commitment to the organization, and completion of assigned stories and visuals in proper magazine style.

Upon completion of JAMS 24A, the student will be able to design and edit stories and visuals in proper magazine style at a beginner level.

JAMS 24B:

Upon completion of MSCM 24B, the student will be able to design and edit stories and visuals in proper magazine style at an intermediate level.

SLOs for both class include visual elements that are part of the print edition, which will allow faculty to meet and surpass existing SLOs and will likely lead to new insights about refinements to SLOs that may be integrated into the revisions.

SECTION 7: Total Cost of Ownership | *Maintenance and Sustainability*

Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?

The grant will be used to create a new edition of the magazine. Copies of Naked are distributed on campus and in the community. Archives are stored in the Media Lab.

Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):

The number of copies of Naked is directly linked to distribution, with extra copies maintained in the lab as archives. Electronic distribution is archived. Spotlight Printing, the preferred vendor, specializes in small runs, which can be tailored to fit the specific needs of the program and cut down on waste.

Any other additional information?

This year's issue will be the 20th issue of Naked.

Operator

Primary operator: Korber, Melissa

Does the work align with current position duties? Yes

Cost to train primary operator: 0.00

Approx. # of hours equipment will be used per month: 20+

Comments:

The magazine will be distributed to the campus community, sponsors, and advertisers. The journal will be distributed to contributors, sponsors, and purchasers.

Maintenance and Repairs

Who will perform maintenance and repairs? N/A

Estimated hours per month: 0

Does the work align with current position duties? Yes

Cost to train for maintenance and repairs: 0.00

SECTION 7: Total Cost of Ownership | *Maintenance and Sustainability (cont'd)*

Lifespan of Equipment: Approximately 10 years; archives kept longer.

FOAP (Budget) for Recurring Costs: - - -
Fund
Org
Acct
Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	4,024.00	500 copies of Naked plus a print draft
Shipping & Delivery Fees	0.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	344.59	
(Enter as Positive) Discounts	0.00	
Start-Up Total	4,368.59	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
Annual Total	0.00	
Overall Cost:	4,368.59	

Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Quote must be attached to this form before submitting.** 1  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:	Melissa Korber	10/03/2025
Division Dean:	Amy Mattern	10/06/2025
Vice President:	Sean Brooks	10/07/2025
College Technology Services Manager:	Stephen Gunderson	10/28/2025
M&O Director:	JOHN SEYBERT	10/28/2025
Vice President, Administrative Services:	Sean Brooks	10/29/2025