



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000082

Banner #:

Requisition #:

Title of Submission:	Continuing Print Excellence: Havik and Companion Honors Journal Publication
Vendor Name:	Prepress
Brief Description of Item(s):	Funding to print the college's award-winning journal and a new companion journal.

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 and 21220

Room #: 600 and 21220

Comments:

Library Material/Instructional Equipment: Print and Bind 2026 Havik. The books will be stored in the JAMS Lab and the Honors Program Office before distribution and sales. Archives will be maintained in the JAMS Lab and online through the LPC Library. The production of the printed literary arts journal is in the course content and descriptions for JAMS and English 19A and 19B (cross-listed classes). Faculty and mentors who work with the journal are currently collaborating with faculty and students in the Honors Programs to create a companion academic journal with student-selected honors work. Students in the Honors Program will enroll in Honors sections of the cross-listed classes of JAMS and English to create the companion journal. Both journals will be produced and then printed with this funding.

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:

Creating a printed journal supports the goal of creating educational opportunities for students, who learn to produce, edit, and distribute the book to the wider LPC community. Students acquire skills and complete requirements in JAMS, English, and other programs. The journal accepts and publishes creative work from around the world (with over 50% coming from local contributors). Students decide the format and content, developing critical thinking and equitable decision-making practices. The literary arts journal has won first place in the nation for four years in a row from the Associated Collegiate Press. In 2026, the journal classes will enroll Honors Program students to produce a companion journal, a collection of honors projects. The academic journal will enhance campus-wide engagement and allow for collaboration and learning across many disciplines.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

The publication of the literary arts journal directly supports the JAMS Program, the English Program, and the Photography Program. The new academic journal will benefit these program and all programs throughout the college with students in the Honors Program. The literary arts journal has been published since 1978. It is a vital part of the LPC campus community, benefiting the LPC community and contributing to the college's national reputation for excellence. The academic journal will enhance and expand upon the journal's audience and the college's stellar reputation by including high quality work from many disciplines. Both JAMS and English offer a transfer degree, an A.A. degree, and a certificate. The successful and rapidly growing Honors Program is developing a program 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:

The publication of the literary arts journal, Havik, is an ongoing part of the Program Review for JAMS and English. It was included in past program reviews and is a vital part of both programs. The 2024 JAMS Program Review emphasized the need for continued funding for print publications that are part of the curriculum, stating "funding for printing, websites, and conferences created some challenges, although new funding streams provided stability for some of these expenses." One of the recent funding streams was IER funding for printing the literary arts journal. Given the growth of Honors Program, which doubled between 2022-23 and 2023-24 to 231 students, collaboration with the long-established journal will allow students to develop new skills and earn credit in before transfer. It will centralize some of the work involved in showcasing excellent student work, a goal in last year's Honors Program Review. Significantly, it will allow students in many disciplines to formally publish their honors projects.

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:

Printing the journal is part of the curriculum and serves to enhance the teaching and learning that occurs in the classes. Each journal and journal staff are unique, posing new challenges and opportunities for expansion of skills by faculty and students, especially related to planning, design, and meeting deadlines. Teaching and learning will be further enhanced by the collaboration with the Honors Program to produce a companion academic journal, a process which has already started. Faculty and mentors in English and JAMS are currently meeting with students and faculty in the Honors Program to create the framework for the new academic journal, which will require a solid foundation before the new semester starts. At LPC, students learn all aspects of creating a journal, from soliciting work, to reviewing and selecting work for publication, to designing and laying out the pages using software, to celebrating the publication in a ceremony in which books are distributed to contributors and used for readings. The printed books allow students to develop many skills and learn to use different technology during this process, enhancing the teaching and learning that occurs. Creating a print journal requires organization, critical thinking, promotional skills, group communication, technology skills, adherence to deadlines, and teamwork. The recent collaboration with the Honors Program provides even more of an enhancement of teaching capabilities, with faculty, mentors, and students collaborating to create a companion print journal from scratch using the existing structure of the journal but unique academic content, leading to different approaches to teaching and learning and printing. Faculty and students in the literary arts journal classes attend a yearly conference sponsored by the Associated Collegiate Press, which includes workshops and critiques for print journals, leading to continuous improvement of the process for creating, designing, and printing the journal. Similarly, the Honors Coordinator attends an honors conference that includes a contest for academic journals. The potential for collaboration and cross-disciplinary teaching and learning is extensive and is elevated by the the goal of creating a permanent printed book within a semester.

Detail the impact the equipment has on learning:

Funding for the print edition of the journal is essential to the learning in the cross-listed classes. It allows students to produce a high-quality, permanent literary journal using the process described in the last question. This year, a collection of academic honors projects will be published in a companion journal. In the classes, students will make decisions related to all aspects of publications, including, significantly, what to include in a printed journal (content) and what the journal should look like (design and printing). In the case of the literary arts journal, over 500 submissions are generally reviewed; in 2025, fewer than 20% were selected for print publication, leading to a book of almost 200 pages. The students on the academic journal will need to determine their process of selection for inclusion of honors projects in the journal. It is anticipated that both journals will be created, completed, and distributed within a semester's time. Students will also take part in the plan for distribution and celebration, which, in the case of the literary arts journal, has been a publication ceremony that is incorporated in the Literary Arts Festival. The students who create the companion journal will need to decide the best method for distribution, possibly in conjunction with an existing Honors Program event.

The equipment will facilitate creation of the book and allow students the opportunity to learn new skills at every step of the production process. The creation of a companion academic book facilitated by students enrolling in an Honors Section will create additional learning opportunities as students develop the structure and content for the compilation of honors projects in collaboration with the journal staff. The enhanced cross-curricular collaboration will create an expanded community and audience for the journals and a new avenue for academic publication.

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

Classes/Sections:15 in JAMS, 3 cross-listed, honors sections

Students:300+

SECTION 5: Safety and/or Organizational Effectiveness

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

The journals 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 media. At the same time, students will learn about the business of media and the development of media for different audiences. The costs of printing and the ambitious printing schedule are discussed in the classes, and deadlines are reinforced throughout the semester, as is the need for revenue to support additional learning at conferences. All of this contributes to institutional effectiveness while at the same time enhancing the College's reputation.

SECTION 6: Student Learning Outcomes (SLOs)

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

Student Learning Outcomes in English and JAMS will be impacted.

Current SLOs are as follows:

English/JAMS 19A: Upon completion of the class, the student will work with other be "to create a literary anthology, following a timeline for production, creating submission guidelines, soliciting submissions, assessing and selecting submissions, editing and formatting anthology content and organizing an awards ceremony for contributors and contest winners."

English/JAMS 19B – Upon completion of the class, "the student will be able to work with others to create a literary anthology, following a timeline for production, creating submission guidelines, soliciting submissions, assessing and selecting submissions, editing and formatting anthology content, and organizing an awards ceremony for contributors and contest winners. At the B level of this course, increased proficiency is expected."

This year, the curriculum for the cross-listed English and JAMS classes will be updated in Meta. The update will require faculty to review and update Student Learning Outcomes in the curriculum, likely focusing on steps in the publication process and possibly distinguishing the literary arts journal from the academic journal. The collaboration with the Honors Program to create a companion journal will enhance elements of collaboration across disciplines while requiring a focus on academic works. This combined with the current literary arts journal will allow for development of SLOs that will allow faculty to improve upon and surpass current Student Learning Outcomes.

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 new editions of the journal, which has been printed every year except one since 1978. One copy of the journal is given to contributors, and others are available for sale in the JAMS Media Lab. Archives are stored in the Media Lab, which will relocate to the remodeled building 600 by January 2026. A library area for journals, with bookshelves and a lounge area, is included in the remodel of the 600 building.

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

The number of copies of the literary arts journal is directly linked to the number of contributors and anticipated sales, with extra copies maintained in the lab as archives. A similar process will be followed with the academic journal.

Electronic copies are archived in the LPC Library. The vendor listed, Prepress, specializes in small runs that can be tailored to fit the specific needs for each journal to cut down on waste.

Any other additional information?

The collaboration with the Honors Program will allow the college to showcase honors work in a published journal, a standard of academic excellence in many colleges and universities. The literary arts journal, Havik, which has been published for almost 50 years and has received recognition as one of the best literary journals in America, will retain its unique voice. At the same time, the collaboration will lead to enhance learning for all students involved in the publication process.

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:

Maintenance and Repairs

Who will perform maintenance and repairs? N/A

Estimated hours per month: 0.00

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: 10 years with archives kept longer

FOAP (Budget) for Recurring Costs:

Fund

Org

Acct

Program

Part A: Initial Start-Up Costs

Type	Cost	Comments
Equipment or Materials	10,395.00	29.70 per book 250 for literary arts journal and 100 for Honors Program: 350 total
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	896.57	8.625%
(Enter as Positive) Discounts	-225.83	2% discount for additional books
Start-Up Total	11,517.40	

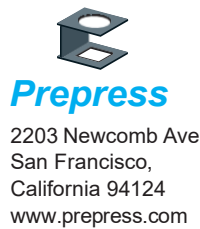
Part B: Annual Operating Costs

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:	11,517.40	

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:	Nan Ho	10/29/2025
College Technology Services Manager:	Stephen Gunderson	10/30/2025
M&O Director:	JOHN SEYBERT	10/30/2025
Vice President, Administrative Services:	Sean Brooks	10/30/2025



Melissa Korber
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551
(925) 424-1242

Reference Las Positas College PO No. 092925042100

October 1, 2025

Your estimated revised quote for this project is **\$29.70 per book plus sales tax**
Request revised purchase order from Las Positas College

Project name: **Havik 2026**

Your estimated cost for this project is **\$5,940.00** or **\$29.70 per book. (For 200 books)**
For questions or to place an order now, please call customer service at **415-621-8970**
or email: charles@prepress.com

Project name: **Havik Book 2026**

Quantity of Books to Print: **200**

Number of Color Pages: **100**

Number of Black & White Pages: **100**

Inside Pages Paper Stock: **80lb uncoated text**

Book Size: **9w x 8h or up to 11w x 8.5h**

Binding Method: **Perfect Bound**

Orientation: **Portrait**

Cover Printing: **4/color 1 Side**

Cover Paper Stock: **12pt Cover Weight**

Soft Touch lamination on cover: **Yes**

Turnaround Time: **Standard - 10 Business days from sign-off**

Comment: **Quotation base on 50% color pages**

Re-print Havik Crosswalking: **2% discount**

Manufacturing Notes: Prices are based on PDF print-ready files supplied by client. For guidelines on creating PDF files from native application files such as QuarkXpress or Indesign, please contact a customer services representative. One round of digital press proofs included in pricing. Creative services, design, layout, digital photography, scanning, color corrections, photo retouching, copy-writing and other publishing services are also available if needed.