

INSTRUCTIONAL EQUIPMENT REQUEST 2017-2018

Internal Use IE #: <u>FALL-01</u> Total \$: <u>1,632.34</u>

Requester Name: Peter Kuo Division Name: A&H

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Additional magnetic whiteboards for Mac lab. Current location of magnetic board has limited use since many classes use the overhead projector. The whiteboards will be used to write down important information as well as be used to display student artworks for critiques and reviews.

Equipment Location Building: 700 Room: 713

Location Comments:

To be mounted in classroom on the long walls on the sides of the classroom

SECTION 2: 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:

Requesting magnetic whiteboards to place on the side walls of the classroom. When the Mac Lab moved to its current location the old pinboards from the old classroom were not moved over as requested.

SECTION 2: 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:

SECTION 3: 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:*

Whiteboards are basic instructional equipment that will be helpful for all types of classes and instruction. The classroom where these will be installed will primarily teach CTE courses.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment will be placed in Mac Lab 713, used by the VCOM program and the Photography program.

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

The requested equipment is not included in the Program Review. Program Review request focuses mainly on larger facilities needs of getting an additional classroom.

SECTION 5: TEACHING AND LEARNING

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

The current white board is mostly blocked off when using the projector, which is often for a digital classroom. Instructors will be able to write more notes, explanations...etc for students. Instructors will also be able to keep more stuff up before having to erase previous notes. The magnetic back will allow for students to hang and mount their works together for critiques and discussions so the class' work can be viewed at the same time.

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

Students will be able to take notes more easily and follow along with lectures and demonstrations. During critiques students will also benefit from being able to see everyone's work together at the same time, suppring additional discussion.

Each academic year, this equipment will impact: ¹⁶ ____ # of classes/sections ¹⁸⁰ ____ # of students

SECTION 6: OUTCOMES (SLOs)

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

One of the program outcomes is for students to "Demonstrate the ability to critically evaluate quality and effectiveness of design projects".

Having the additional display space will allow students to display multiple projects at once and display their full body of work for presentation. Group projects for classes can also be all viewed together for critiques and discussions.

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

Students will have a more difficult time achieving satisfactory student learning outcomes.

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

All whiteboards have a limited lifespan. The time and cost associated with whiteboard maintenance and replacement must be taken into account. While whiteboards with the highest quality surface type cost more up front, they last a lot longer. When treated properly, a DuraMax® Porcelain board can last up to 20 years. The lifespan of one porcelain surfaced whiteboard equals six melamine surfaced boards.

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.)

new storage not 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.

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.)

White boards should be wiped daily after use. Otherwise, the on-going operating cost should be negligible. A bottle of distilled water and a whiteboard eraser will need to be replenished occasionally.

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

Instructors will be able to leave pertinent information on display. Will not have to provide as many handouts.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	1216.75	
Taxes (9.5%)		\$115.59
Shipping or Delivery Charge	300	
Installation Costs *		M&O Can install?
Miscellaneous Costs:		
Facilities Modifications	0	
Operator Training	0	
Maintenance & Repair Training		
Storage	0	
Other: _____		
Vendor Discount		
Grand Total:	1516.75	\$1,632.34

*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	0	
Estimated Parts Replacement Per Year	0	
Outside Standardization or Calibration Costs	0	
Storage Costs	0	
New Supply Costs	0	
Miscellaneous Costs:	0	
Maintenance & Repair Labor	0	
Other: _____		
Annual Operating Costs:	0	

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

NA

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: VCOM / PHOTO Instructors

Is this in their current scope of duties? yes

Indicate cost to train key operator (include in Initial Start-up Costs above): zero

Indicate amount of time per month key operator will use equipment: Daily

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: _____

Is this in their current scope of duties? _____

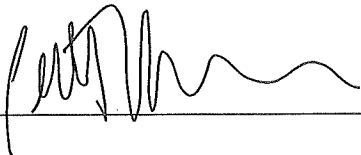
Indicate cost to train for maintenance and repairs: _____

Indicate amount of time per month maintenance will be required: _____

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 by the LPC IT Department.


Signatures:


Requester


11-6-19
Date

IT Department (if required) _____

_____ Date


Dean/Manager

_____ Date


Vice President

_____ Date



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Quality - Service - Innovation

Q3008231

Quotation

Q3008231

Quote To:
 CHABOT-LAS POSITAS COMM. COLL. DIST.
 ATTN.: ACCOUNTS PAYABLE
 5020 FRANKLIN DRIVE
 PLEASANTON, CA 94588
 USA

Project:
 PETER KUO

Cust Id	Quote Date	Ship Via	Sales Rep	Terms
CHA238	10/24/2017		S73-06	Net 30-B

CLARIDGE STANDARDS

We Propose to Furnish:

Quote Line#	Qty	UOM	Part ID / Part Description	Unit Price	Ext Price
(1)	2.00	EA	C-S44X24LCS - MB SERIES 4 TYPE A LCS 4'x24' 6' + 12' + 6' X 48" HIGH THREE PANELS WITH SPLINE JOINTS	608.3753	\$1,216.75
(2)	1.00	LOT	C-FREIGHT - SHIPPING AND HANDLING	300.0000	\$300.00

Total Extended Price: \$1,516.75
Plus Tax (if applicable)

No state or local taxes are included in this quotation.

LEED Info, if required, will be provided on our standard form. If non-standard forms are required a charge of \$70.00 per hr will be added.

Shop drawings are not included in the above prices. If required they will be furnished at a charge of \$35.00 Net per hour, with a minimum one hour charge

CONDITIONS-We guarantee unit prices quoted if contract is received within 30 days from date of quotation, with delivery called for within 90 days from day of quotation. If these conditions can not be met, the price may be subject to renegotiation at the time the order is submitted. All statements or agreements contained in this letter are contingent upon availability of materials, strikes, accidents, fires, or any other cause beyond our control. Unit prices herein govern the sale, and clerical errors are subject to correction. All material is our standard construction, unless otherwise noted. This proposal is binding only when made by, or approved in writing by, an authorized Claridge representative.

CPR (Claridge Priority Response)

Claridge offers two levels of CPR: (1) **Express Shipping** a guarantee that the order will ship within two weeks once Buyer agrees to CPR terms; and (2) **Urgent Shipping** guarantee that the order will ship within one week once CPR terms are accepted. If Buyer's order is shipped late, Claridge pays a 10% penalty for every day the order ships late - up to total cost of material.

Accepted : _____ Date _____

By _____

Respectfully Submitted

CLARIDGE PRODUCTS AND EQUIPMENT, INC.

By JIM BELL DIRECTOR OF SALES

