INSTRUCTIONAL EQUIPMENT REQUEST
2016-2017

Internal Use

IE #: Fall 11

Total $: 1,751.56

Requester Name: Peet Cocke **Division Name:** Theatre Arts

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Purchase of sewing machines for costume design and construction courses.

Equipment Location Building: 4000 **Room:** 4125

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:

This equipment provides students with little to no costume construciton and design skills entry-level machines to begin learning construciton techniques.

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

N/A

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:

- **Establish regular and ongoing processes to implement best practices to meet ACCJC standards.**
- **Provide necessary institutional support for curriculum development and maintenance.**
- **Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.**
- **Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.**

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

This equipment supports the mission statement through the career-technical and retraining goals by way of the Technical Theatre certificate program and the AA-transfer degree. Skills with this equipment are in great demand in theatre and beyond.
This equipment supports the planning priorities through curriculum development and maintenance and through supporting student success in CTE and transfer courses.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

AA Theatre Arts
AA-Theatre Arts Transfer
Stage Techinician Certificate of Achievement

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

This need had not been identified at the time of the 2015 update, additionally it is part of the new CTE Stage Technician Certificate program, for which the program review is forthcoming.

SECTION 5: TEACHING AND LEARNING

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

This equipment would be used to provide the fundamentals of costume construction to a greater number of students and augment the three advanced machines which are too complex for entry-level students. Additionally this equipment allows for the expansion of the currculum in technical theare to include a more robust experiecen in costume design and construciton.

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

Students will develop a highly marketable skills not only within the context of costume design and construction, but skills applicable in a variety of employment oppurtunities.

Each academic year, this equipment will impact: 3 **# of classes/sections** 16 **# of students**

SECTION 6: OUTCOMES (SLOs)

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

This equipment provides the opportunity for students to develop the skills necessary to achieve the following outcomes: Utilize costume construction methods to execute a costume, and Use historical research methods in creating a costume design by way of being able to deconstruct the methods of construction. And finaly, although not a specific outcome, certainly implied, to demonstrate the ability to collaboratively with designers, technicians, and other theatre personnel. Specifically with this outcome as the students will likely always be working with multiple partners on this piece of equipment.

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

We currently have limited ability to provide this skill set to students.

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY

What is the potential life span of the requested equipment?

5-8 years

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "*Part A: Initial Start-up Costs*" section below.)

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.)

N/A

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

This equipment expands the ability of the department to teach costume design and construciton as part of the curruculum thereby increasing the sustainability of the current costume stock, limiting the necessity of purchasing and or borrowing costumes from other theatrical companies. Additionally these machine will extend the useful life expectantcy of the advanced machines which have significantly higher maintenance and service costs.

Part A: Initial Start-up Costs

Item	Cost	Comments
Equipment or Materials	1,599.60	
Taxes (9.5%)	151.96	
Shipping or Delivery Charge		Amazon ships for free
Installation Costs *	0.00	
Miscellaneous Costs:	0.00	
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other:	0.00	
Vendor Discount		
Grand Total:	1,751.56	

Part B: On-Going Annual Operating Costs

Item	Cost	Comments
Annual Service or Maintenance	0.00	
Estimated Parts Replacement Per Year	0.00	
Outside Standardization or Calibration Costs	0.00	
Storage Costs	0.00	
New Supply Costs	0.00	
Miscellaneous Costs:	0.00	
Maintenance & Repair Labor	0.00	
Other: 4 yr license	719.00	NOT ANNUAL, the license is 4 years.
Annual Operating Costs:	0.00	

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

Department funds

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Titian Lish and Peet Cocke

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): 0

Indicate amount of time per month key operator will use equipment: 24

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Peet Cocke

Is this in their current scope of duties? Yes

Indicate cost to train for maintenance and repairs: 0

Indicate amount of time per month maintenance will be required: >1 hour

SECTION 8: 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:

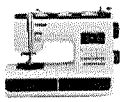
Requester — **Date** 10/14/16

IT Department (if required) — **Date**

Dean/Manager — **Date** 10/17/16

Vice President — **Date** 10/24/16

Shopping Cart

	Price	Quantity
 **Brother ST371HD Strong and Tough Sewing Machine with 37 Stitches** by Brother Available for Pre-order Eligible for FREE Shipping For pete cocke's Wish List This is a gift Learn more Delete Save for later	$199.95	8

Novelty Push Button Folding Pocket Comb has been moved to Save for Later.

Subtotal (8 items): $1,599.60

Saved for later (15 items)

This order contains a gift

Proceed to checkout

or

Sign in to turn on 1-Click ordering.

Estimate your shipping and tax

Order summary

Shipping to: Las Positas Colle- LIVERMORE

Items (8)	$1,599.60
Estimated shipping & handling	FREE
Total before tax	$1,599.60
Estimated tax to be collected	$152.00
Estimated order total	**$1,751.60**

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LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.		TAX ID#		
SUGGESTED VENDOR	amazon.com			
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT	For inventory purposes include room # where equipment will reside: 4240
P. Cocke	26-Oct-16	15-Nov-16	Theatre Arts	

FOR OFFICE USE ONLY
RETURN COPY of REQUISITION TO:
Ext#:1115

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
SawStop Table Saw		EA	1	$ 2,569.00	$ 2,569.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
Vendor Information/ Remit To:	Deliver To, include room # (optional):				$ -
					$ -
					$ -
					$ -
					$ -
Comments:		Subtotal			$ 2,569.00
		Tax		$ 9.5%	244.06
	BT#	Shipping (if available):			$ 250.00
Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.				TOTAL COST	$ ~~2,819.00~~
					3063.06

ACCOUNT #	FUND	ORG	ACCT	PROGRAM	Business Office
APPROVALS	Supervisor/ Coordinator/ Director				Dean/ VP/ President