

# INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 13

Total \$: 5,863.70

Requester Name: Melissa Korber

Division Name: Arts & Humanities

## SECTION 1: SUMMARY INFORMATION

### Brief Title of the Request:

Multimedia Equipment for the Media Lab

Equipment Location Building: 2400

Room: 2409

## 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:**

1. Two MacBook Pro Computers
2. Five sets of headphones
3. Two DSR cameras with video capability

In Spring 2016, one of the Mac laptops owned by the College and used in the Mass Communications program was stolen. One of the laptops will replace that laptop, which was used for teaching and learning in the Media Lab. Both computers will will add to the ability of the student media to report remotely and to attend conferences. The headphones will be used in conjunction with the laptops and the computers in the lab to allow for transcription of interviews and video editing in the lab, something which is required in media classes, especially MSCM 35, Multimedia Reporting, which is part of Mass

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

There is no specific legal requirement or regulation. However, the classes that would use this equipment are included in a transfer degree, and A.A., and two certificates. The transfer degree, in particular, was mandated.



## 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:*

1. The equipment makes the Mass Communications program more inclusive since it allows those who do not have a Mac or a camera to contribute to production of content for student media.
2. The equipment makes the Mass Communications program more learning-centered by allowing additional educational opportunities for production of media.
3. The classes which would benefit from this equipment -- MSCM 35, Multimedia Reporting, MSCM

## SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment will support the Mass Communications Program, which includes the following degrees and certificates:

1. Associate in Arts Degree for Transfer: Journalism
2. Associate in Arts Degree: Mass Communications (CTE)
3. Certificate of Achievement in Mass Communication: Journalism

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

Here is the wording for the Program Review submitted on Oct. 10, 2016:

Equipment: The program will seek funding through the Instruction Equipment request process and other campus processes if any emerge. Specifically, Radio Las Positas needs new microphones, a cart, and soundproofing material this year. The Express needs new headphones for transcription, new computers so that students can report remotely and attend conferences, and new cameras for

## SECTION 5: TEACHING AND LEARNING

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

This equipment will allow instructors to teach students how to perform media work to industry standards and transfer requirements. Specifically, the equipment will allow instructors to teach students how to:

-report remotely and quickly for contests and breaking news or sports, using the computers at the scene

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

This equipment will allow students additional avenues to work with media to achieve industry standards and transfer requirements. Specifically, the equipment will allow students to:

-report remotely and quickly for contests and breaking news or sports, using the computers at the scene

Each academic year, this equipment will impact: 18 # of classes/sections 85 # of students



## **SECTION 6: OUTCOMES (SLOs)**

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

The equipment will enable student learning outcomes to be achieved by improving remote reporting, basic photography, and transcription. This space is too limited to include the complete SLO for each class, but SLOs for the following classes will be positively impacted by the equipment since production of media is the focus and the requested equipment is used in production:

1. The Express College Newspaper classes: MSCM16A, MSCM 16B, MSCM 16C, MSCM 16D,

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

The ability to produce multimedia journalism would be diminished and industry standards May not be met. Since The Express, Naked Magazine, and the literary Anthology are distributed widely in the campus community and beyond, this impacts the campus as a whole both as an audience and as a college.

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

**What is the potential life span of the requested equipment?**

Headphones and cameras: 10 years

Computers: 5 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.)**

New storage is not needed.

**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.)**

The computers will need software updates, but existing licenses should cover that.

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

This equipment will be used for years to come, in most cases until it fails or becomes so outdated that it no longer works with existing technology.



**Part A: Initial Start-up Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$5464.76	1 EOS Rebel T5 EF-S 18-55mm IS II Lens Kit Refurbished: \$259.99: 1 Canon EOS Rebel T5i
Taxes (9.5%)	\$519.15	
Shipping or Delivery Charge	\$100.00	estimated
Installation Costs *		IT will need to set up the laptops.
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Other: _____		
Vendor Discount		
<b>Grand Total:</b>		<b>\$6083.91</b>

**Part B: On-Going Annual Operating Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
<b>Annual Operating Costs:</b>		<b>0</b>

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

Software for the Macs should be covered by existing licenses.





**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: Students and faculty in the Media Lab; there is not one specific operator

Is this in their current scope of duties? Yes, for students and faculty.

Indicate cost to train key operator (include in Initial Start-up Costs above): None

Indicate amount of time per month key operator will use equipment: 40 plus hours per month

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: Melissa Korber will coordinate with IT

Is this in their current scope of duties? Yes. Program coordinator and IT.

Indicate cost to train for maintenance and repairs: None

Indicate amount of time per month maintenance will be required: 1-2 hours per year for updates

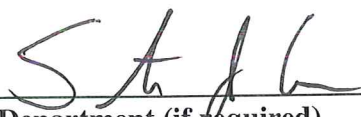
**SECTION 8: APPROVALS**

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.

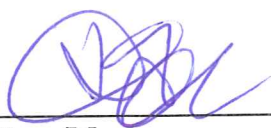
**Signatures:**

Melissa Korber Melissa Korber  
Requester


October 17, 2016  
Date

  
IT Department (if required)

10/25/16  
Date

  
Dean/Manager

10/17/16  
Date

  
Vice President

10/24/16  
Date



### 3 Review items and shipping

#### Qualifying offers

Congratulations. Your purchase of a digital camera qualifies you for a \$20 credit for any purchase of \$20 or more on Shutterstock.com. You will receive instructions via email after check out.

#### Want to save time on your next order and go directly to this step when checking out?

Check this box to save your delivery and billing preferences.



Save \$5 on your next Prime Pantry order by selecting "FREE No-Rush Shipping" below

**Guaranteed delivery date: Oct. 19, 2016** if you order in the next 1 hour and 42 minutes (Details)  
 Items shipped from Amazon.com



Canon EOS Rebel T5i EF-S 18-55 IS STM

Kit

by CANON

\$649.00 Prime

Qty: 1

Sold by: Amazon.com LLC

Add a gift receipt

and see other gift options

Choose your Prime delivery option:

- Tuesday, Oct. 18
- \$7.99 - One-Day Shipping
- Wednesday, Oct. 19
- FREE Two-Day Shipping
- Friday, Oct. 21
- FREE Standard Shipping
- Monday, Oct. 24
- FREE No-Rush Shipping

Get a \$5 credit for Prime Pantry. Details

**Order total: \$710.66**

By placing your order, you agree to Amazon.com's privacy notice and conditions of use.

**Place your order**

**Place your order**

By placing your order, you agree to Amazon's privacy notice and conditions of use.

#### Order Summary

Items: \$649.00  
 Shipping & handling: \$0.00  
 Total before tax: \$649.00  
 Estimated tax to be collected: \$61.66

**Order total: \$710.66**

#### Qualifying offers:

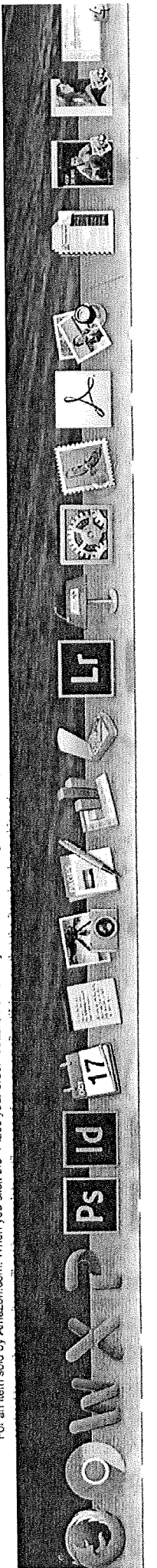
- \$20 at Shutterstock

How are shipping costs calculated?

Why didn't I qualify for Prime Shipping?

Need help? Check our Help pages or contact us

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your







13-inch MacBook Pro with Retina display

\$1,799.00

1

Order by 5pm, delivers: Tomorrow - Fastest | Wed Oct 19 - Free

Part

Hardware

- 2.9GHz Dual-core Intel Core i5, Turbo Boost up to 3.3GHz
- 8GB 1866MHz LPDDR3 SDRAM
- 512GB PCIe-based Flash Storage
- Intel Iris Graphics 6100
- Force Touch trackpad
- Accessory Kit
- Backlit Keyboard (English) & User's Guide

Software

- Pages, Numbers, Keynote
- Photos, iMovie, GarageBand
- OS X

Show Gift Options

Services and Support



AppleCare Protection Plan for MacBook / MacBook Air / 13" MacBook Pro  
Automatically registered with your Apple Hardware.

Recycle fee

13-inch MacBook Pro with Retina display

\$1,799.00

1

Order by 5pm, delivers: Tomorrow - Fastest | Wed Oct 19 - Free

Part

Hardware

- 2.9GHz Dual-core Intel Core i5, Turbo Boost up to 3.3GHz
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Software

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- Photos, iMovie, GarageBand
- OS X

Show Gift Options

Services and Support



AppleCare Protection Plan for MacBook / MacBook Air / 13" MacBook Pro  
Automatically registered with your Apple Hardware.

Recycle fee

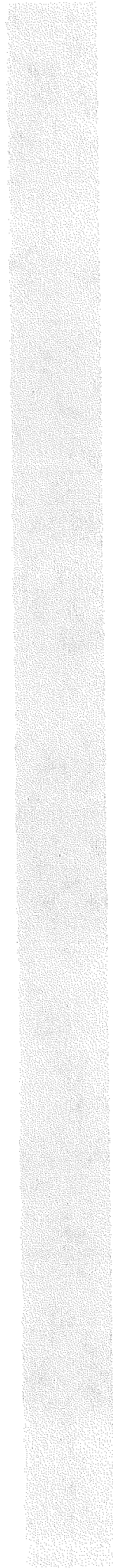
if special financing

Bag 5

Free Sh

Estimated Tax





Quantity

Availability

Price

TOTAL

Details

In Stock

You Pay:  
\$259.99

\$259.99

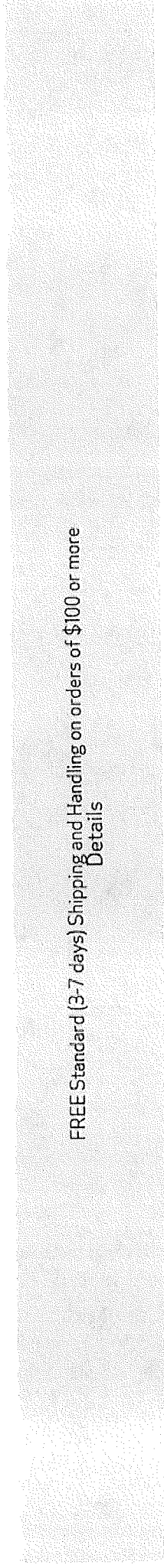
Remove

EOS Rebel T5 EF-S 18-55mm IS II Lens Kit Refurbished

SKU: 9126B029AA

\$180 Instant Savings [Details](#)

[Add Gift Wrap?](#)



FREE Standard (3-7 days) Shipping and Handling on orders of \$100 or more  
[Details](#)

mail will include shipment details, product availability and final sales tax.

any due to carrier shipping practices delivery location and the items you order.

Store does not currently support shipments to P.O. boxes, APO, Puerto Rico, Guam, or US Virgin Islands  
w/ Canon [Terms of Service](#).

Merchandise:

Discounts:

Estimated Shipping:

Pre-Tax Subtotal:







## items and shipping

Want to save time on your next order and go directly to this step when checking out?

Check this box to save your delivery and billing preferences.



Save \$5 on your next Prime Pantry order by selecting "FREE No-Rush Shipping" below

**anteed delivery date: Oct. 19, 2016** If you order in the next 1 hour (Details)  
shipped from Amazon.com

Koss KTXPRO1 Titanium Portable  
Headphones with Volume Control

\$12.93 

Qty: 5 

Sold by: Amazon.com LLC

 Add a gift receipt

and see other gift options

Choose your Prime delivery option:

Tuesday, Oct. 18

\$19.95 - One-Day Shipping

Wednesday, Oct. 19

FREE Two-Day Shipping

Friday, Oct. 21

FREE Standard Shipping

Monday, Oct. 24

FREE No-Rush Shipping

Get a \$5 credit for Prime Pantry. Details

Items (5):  
Shipping & hand  
Total before tax:  
Estimated tax to  
**Order total:**

How are shipping  
Why didn't I qualify

**your order** **Order total: \$70.80**

By placing your order, you agree to Amazon.com's privacy notice and conditions of use.



**LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition**

**#R**

FOR REIMBURSEMENT: List payee name & ssn. TAX ID# 91-1646860

FOR OFFICE USE ONLY  
RETURN COPY of REQUISITION TO:  
Melissa Korbe Ext#:1242

<b>SUGGESTED VENDOR</b> Amazon.com	<b>DATE WRITTEN</b> 24-Oct-16	<b>DATE REQUIRED</b> 1-Jan-17	<b>DIVISION/ DEPARTMENT</b> A&H/MSCM	<b>For inventory purposes include room # where equipment will reside:</b> 2409
<b>NAME OF STAFF MEMBER</b> Melissa Korber				
<b>DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)</b>				
Canon EOS Rebel T5i EF-s 18-55 IS STM		1	\$ 649.00	\$ 649.00
<b>Vendor Information/ Remit To:</b> (888) 280-3321 http://www.amazon.com Amazon.com, Inc. Customer Service PO Box 81226 Seattle, WA 98108-1226				
<b>Deliver To, include room # (optional):</b> 2409				
<b>Comments:</b>				
				Subtotal \$ 649.00
				Tax \$ 0.0950
				Shipping (if available):
				<b>TOTAL COST \$ 710.66</b>

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

**ACCOUNT #** \_\_\_\_\_ FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCT \_\_\_\_\_ PROGRAM \_\_\_\_\_  
Business Office

**APPROVALS**  
Supervisor/ Coordinator/ Director \_\_\_\_\_  
Dean/VP/ President \_\_\_\_\_



# LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & ssn. TAX ID# 91-1646860 FOR OFFICE USE ONLY

SUGGESTED VENDOR: **Amazon.com** RETURN COPY of REQUISITION TO:  
Melissa Korbe Ext#:1242

NAME OF STAFF MEMBER: Melissa Korber  
 DATE WRITTEN: **24-Oct-16** DATE REQUIRED: **1-Jan-17** DIVISION/DEPARTMENT: **A&H/MSCM**  
 For inventory purposes include room # where equipment will reside: **2409**

DESCRIPTION: (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)

DESCRIPTION	UNIT	QTY	UNIT PRICE	AIR
EOS Rebel T5 EF-S 18-55 IS II Lens Kit Refurbished		1	\$ 259.99	\$ -
<b>Vendor Information/ Remit To:</b>		<b>Deliver To, include room # (optional):</b> 2409		
(888) 280-3321	http://www.amazon.com			
Amazon.com, Inc. Customer Service PO Box 81226 Seattle, WA 98108-1226				
<b>Comments:</b>				
BT#				
Subtotal			\$	259.99
Tax			\$	0.0950
Shipping (if available):			\$	

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

**TOTAL COST \$ 284.69**

ACCOUNT # \_\_\_\_\_ FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCT \_\_\_\_\_ PROGRAM \_\_\_\_\_  
 Business Office

APPROVALS  
 Supervisor/ Coordinator/ Director \_\_\_\_\_  
 Dean/ VP/ President \_\_\_\_\_



# LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.  
 SUGGESTED VENDOR **Amazon.com**

NAME OF STAFF MEMBER  
 Melissa Korber

DATE WRITTEN  
 24-Oct-16

DATE REQUIRED  
 1-Jan-17

DIVISION/ DEPARTMENT  
 A&H/MSCM

For inventory purposes include room # where  
 equipment will reside: 2409

TAX ID# 91-1648860

FOR OFFICE USE ONLY

RETURN COPY of REQUISITION TO:  
 Melissa Korbe Ext##-1242

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)

UNIT QTY UNIT PRICE Air

KOSS KTXPRO1 Titanium Portable Headphones with Volume Control  
 5 \$ 12.93 \$ ~~12.93~~ 64.65

Vendor Information/ Remit To: Deliver To, include room # (optional): 2409  
 (888) 280-3321 http://www.amazon.com  
 Amazon.com, Inc. Customer Service PO Box 81226 Seattle, WA 98108-1226

Subtotal \$ 64.65  
 Tax \$ 0.0950 \$ 6.14

Shipping (if available):

**TOTAL COST \$ 70.79**

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT # FUND ORG ACCT PROGRAM

Business Office

APPROVALS

Supervisor/ Coordinator/ Director

Dean/ VP/ President





# #R LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

FOR REIMBURSEMENT: List payee name & ssn. TAX ID# 94-2404110

FOR OFFICE USE ONLY

SUGGESTED VENDOR	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT	For inventory purposes include room # where equipment will reside:	UNIT	QTY	UNIT PRICE	AIR
Melissa Korber	24-Oct-16	1-Jan-17	A&H/MSCM	2409				
<b>DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)</b>								
13-inch MacBook Pro with Retina display and AppleCare								
						2	\$ 2,051.00	\$ 4,101.00
<b>Vendor Information/ Remit To:</b>								
Deliver To, include room # (optional):						2409		
Apple Education Online Store, email ssohelp@apple.com or call 1-800-800-2775.								
<b>Comments:</b>								
BT#								
						Subtotal		\$ 4,102.00
						Tax	\$ 0.0950	\$ 389.69
						Shipping (if available):		

**TOTAL COST \$ -4,491.69**

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT # \_\_\_\_\_ FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCT \_\_\_\_\_ PROGRAM \_\_\_\_\_

4490.60

Business Office

APPROVALS \_\_\_\_\_

Supervisor/ Coordinator/ Director \_\_\_\_\_

Dean/ VP/ President \_\_\_\_\_

13



**LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R**

FOR REIMBURSEMENT: List payee name & ssn. **Amazon.com** TAX ID# 91-1646860 FOR OFFICE USE ONLY

SUGGESTED VENDOR **Amazon.com** RETURN COPY of REQUISITION TO: **Melissa Korber** Ex#: 1242

NAME OF STAFF MEMBER **Melissa Korber** DATE WRITTEN **24-Oct-16** DATE REQUIRED **1-Jan-17** DIVISION/ DEPARTMENT **A&H/MSCM** For inventory purposes include room # where equipment will reside: **2409**

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
KOSS KTXPRO1 Titanium Protoble Headphones with Volume Control			5	\$ 12.93	\$ -
					\$ <del>12.93</del>
					\$ <b>64.65</b>
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Vendor Information/ Remit To:	Deliver To, include room # (optional): 2409				\$ -
(888) 280-3321	<a href="http://www.amazon.com">http://www.amazon.com</a>				\$ -
Amazon.com, Inc. Customer Service PO Box 81226 Seattle, WA 98108-1226					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Subtotal					\$ 64.65
Tax				\$ 0.0950	\$ 6.14
Shipping (if available):					

**Comments:**

**BT#**

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT # \_\_\_\_\_ FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCT \_\_\_\_\_ PROGRAM \_\_\_\_\_

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TOTAL COST \$ **70.79**

**LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition**

#R

TAX ID# 91-1646860					FOR OFFICE USE ONLY					
SUGGESTED VENDOR <b>Amazon.com</b>		DATE WRITTEN <b>24-Oct-16</b>			DATE REQUIRED <b>1-Jan-17</b>	DIVISION/ DEPARTMENT <b>A&amp;H/MSCM</b>		For inventory purposes include room # where equipment will reside: <b>2409</b>		
NAME OF STAFF MEMBER <b>Melissa Korber</b>		RETURN COPY of REQUISITION TO: <b>Melissa Korber Ext#:1242</b>								
DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)										
Canon EOS Rebel T5 Digital SLR Camera with EF-S 18-55mm IS II + EF 75-300mm f/4-5.6 III Bundle										
					UNIT	QTY	UNIT PRICE	\$	Air	
					1		\$ 449.00			449.00
Vendor Information/ Remit To:				<b>Deliver To, include room # (optional): 2409</b>						
(888) 280-3321				http://www.amazon.com						
Amazon.com, Inc. Customer Service PO Box 81226 Seattle, WA 98108-1226										
<b>Comments:</b>										
<b>BT#</b>										
Subtotal							\$		449.00	
Tax							\$		0.0950	
Shipping (if available):							\$		-	
								<b>TOTAL COST</b>		<b>\$ 491.66</b>
<b>Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.</b>										
ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____										
Business Office										
<b>APPROVALS</b>										
 Supervisor/Coordinator							 Dean/VP/President			

