

INSTRUCTIONAL EQUIPMENT (IE) REQUEST: 2020-2021

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY IE REQUEST

CHECKLIST

- ___ All Sections of Form Completed
- ___ Requisition Attached
- ___ Quote Attached
- ___ Dean and VP Signatures Obtained

DEADLINES

- 09/09/2020:** IE Request to Division Dean
- 09/16/2020:** IE Request: IE Request Presented at Division Mtg.
- 09/23/2020:** Request to Admin. Services Office, Via Email

IE Definition

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. The following are examples but the list is not limited to what is shown.

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, on-line 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.

IE Rubric: RAC will evaluate each IE request based on the IE rubric. 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
Outcomes [Section 5] (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
Total Cost of Ownership (Financial & Sustainability) [Section 6] (5 points) Ranking Scale	All items/issues in the Financial and Sustainability sections fully addressed. 4-5	Items/issues in the Financial and Sustainability sections are partially addressed. 2-3	Items/issues in the Financial and Sustainability sections minimally or not satisfactorily addressed. 0-1

INSTRUCTIONAL EQUIPMENT REQUEST 2020-2021

Internal Use

IE #: Fall-04

Total \$: **19,900.00**

Requester Name: Thomas Fuller **Division Name:** STEM

The equipment is: A Replacement An Upgrade New Equipment/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:

Kubota #B2601HST-1 - 4WD TRACTOR W/FOLDABLE ROPS

Suggested List Price \$19,900

1 FRONT - 22x8.50-12 R3 Bridgestone Pillow Diameter 1

REAR - 31x15.5-15 HF-1 Goodyear Xtra Traction

Bar Style Turf Tireinc.

(BR8735 & ABR8790)

1 60" MID-MOUNT MOWER

(RCK60-32)

1 FRONT LOADER (SWIFT-TACH, ONE LEVER HYDRO COUPLER)

(LA435)

1 54" SQ PIN-ON BUCKET

This will replace our Jimna Landscape Tractor which has been inoperable for over a year.

Equipment Location Building: Horticulture Yard **Room:** N/A

Location Comments:

It will be stored in our old Horticulture Yard, pending construction of our new facility.

SECTION 1: EQUIPMENT DESCRIPTION (continued)

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

Tractor must have ROPS protection, OSHA requirement.

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides 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 life-long learning.

LPC PLANNING PRIORITIES:

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

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

Landscape tractor operation is an essential component of CTE training for Horticultural degree and certificates. Many urban students, have not had the opportunity to operate this type of equipment. Women students are especially encouraged to master equipment operation skills to which they have not been exposed.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

A.S. DEGREE in Horticulture
Certificate in Ornamental Horticulture
Certificate in Landscape Maintenance and Construction
Certificate in Landscape Design
Certificate in Greenhouse and Nursery Operations.

Will this equipment be a part of your upcoming Program Review or was it included last year? Please explain using the exact words from your Program Review. If not, explain why.

It was not included in our program review last year. We were not aware at the time that our current equipment would be inoperable

SECTION 4: TEACHING AND LEARNING

In detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.

This is a CTE program. Mastery of the principles of equipment operation and maintenance cannot be adequately taught without access to proper equipment. Our current capability to teach these principle is severely limited. We have had to cancel one course, Hort. 57 already because access to a operable tractor was unavailable. We may have to cancel other courses in the near future if this situation persists.

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

Students learn numerous tractor operational principles: loading/transporting bulk materials, soil preparation, leveling, cutting, and filling operations, bulk compost mixing, orchard mowing, and vegetation removal.

Each academic year, this equipment will impact: ⁶ ____ # of classes/sections ⁶⁰ ____ # of students

SECTION 5: OUTCOMES (SLOs)

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

SLOs:
Upon completion of HORT 57, the student will be able to identify the species and varieties of turf grasses commonly used in Northern California.

A.
Upon completion of HORT 57, the student will be able to understand and communicate landscape maintenance industry standards and business practices.

B.
Upon completion of HORT 57, the student will demonstrate how to properly schedule and perform basic landscape turf maintenance tasks such as mowing, edging, nutritional amendments, and irrigation system adjustment and monitoring.

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

30 years

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 additional storage will not be required.

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.

That is not known at this time. If the old tractor is not repairable, it will be disposed of. If it is repairable, it may be retained as a piece of backup equipment. Storage requirements would be limited to the cost of a tarp to protect it from the elements.

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.)

\$100 for routine service and maintenance.

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

This tractor will be used to maintain the new Horticultural Facility that is currently being designed and constructed. Sustainability of the facility is directly related to meeting the maintenance needs of the facility.

This tractor will also be used in the processing of bulk landscape waste into useable compost.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$19,900	Kubota #2601HST-1 + accessories
Taxes (9.5%)	\$1,848.61	
Shipping or Delivery Charge - Doc Fee	85.00	
Installation Costs * - CA Tire Tax	7.00	
Miscellaneous Costs:		
Facilities Modifications	None	
Operator Training	None	Instructor is qualified operator and trainer.
Maintenance & Repair Training	None	
Storage	7.00	
Other: \$200		
Vendor Discount	Unknown	
Grand Total:		\$21,840.61

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	\$100	
Estimated Parts Replacement Per Year	\$100	
Outside Standardization or Calibration Costs	none	
Storage Costs	none	
New Supply Costs	none	
Maintenance & Repair Labor	none	
Licensing or Software	none	
Other: _____	none	
Annual Operating Costs:		\$200

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

Horticulture equipment supplies

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Thomas Fuller, Laura Cornet

Is this in their current scope of duties? yes

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: 10

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Laura Cornet, Thomas Fuller

Is this in their current scope of duties? yes

Indicate cost to train for maintenance and repairs: none

Indicate amount of time per month maintenance will be required: .5 hours

SIGNATURE 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 will be reviewed by the LPC IT Department.*

REQUESTOR

Thomas Fuller

Date 9/9/20

DIVISION DEAN/MANAGER

Nan Ho

Date 9/9/20

ADMIN SERVICES, VP

Anette Raichbart

Date

IT MANAGER

Date

M&O DIRECTOR

Date

9/29/20 - Reviewed by IT and M&O
No Further Action Required

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn. TAX ID#
 SUGGESTED VENDOR **Mission Valley**

FOR OFFICE USE ONLY

NAME OF STAFF MEMBER Thomas Fuller	DATE WRITTEN 9/9/2020	DATE REQUIRED 1/20/2021	DIVISION/ DEPARTMENT STEM	For inventory purposes include room # where equipment will reside: Hort. Yard	RETURN COPY of REQUISITION TO:
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DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	EXTENDED COST
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Kubota #B2601HST-1 - 4WD TRACTOR W/FOLDABLE ROPS (BR8735 & ABR8790) 1 54" SQ PIN-ON BUCKET \$469.00

FRONT - 22x8.50-12 R3 Bridgestone Pillow Diameter 1 REAR - 31x15.5-15 HF-1 G		1	\$ 19,900.00	\$ 19,900.00
60" MID-MOUNT MOWER (RCK60-32)		1		
FRONT LOADER 54" SQ PIN-ON BUCKET		1		
		1		
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Deliver To: Las Positas College				\$ -
3000 Campus Hill Drive				\$ -
Livermore, CA 94551				\$ -
				\$ -

Comments:	Subtotal		\$ 19,900.00
	Tax	\$ 0.0925	\$ 1,848.61
	Shipping: Doc Fee & CA Tire		\$92.00

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

TOTAL COST \$ 21,840.61

ACCOUNT # _____
 FUND _____ ORG _____ ACCT _____ PROGRAM _____

Business Office

APPROVALS Nan Ho 090920
 Supervisor/ Coordinator/ Director

Dean/ VP/ President



780 E. Brokaw Road
 San Jose, CA 95112
 Telephone: 408-933-2300

Invoice To: Las Positas College STEM Div Horticulture Dept
 3000 Campus Drive
 Livermore, CA. 94551

Phone:
Cell Phone:
Email: tfuller@laspositascollege.edu
PO #:

Date: 9/10/20

Attention: Thomas Fuller

Quote Expiration Date:

Equipment Quote / Sales Order				Amount
STOCK #: TBD	S/N: TBD	MAKE: Kubota	MODEL: B2601HST-1	\$19,900.00
2020 Kubota B2601HST-1 Compact Tractor				
Kubota 1105 24.3 HP Engine				
Cat I 3-point Hitch				
19.5 HP Live Independent PTO				
FRONT - 22x8.50-12 R3 Bridgestone Pillow Diameter 1				
REAR - 31x15.5-15 HF-1 Goodyear Xtra Traction				
3 Range Hydrostatic Drive, Rear Differential Lock				
Hydrostatic Power Steering				
2-Post Foldable ROPS				
LA435 Front End Loader (Swift-Tach, w/one lever hydro coupler) w/ 54" Bucket				
Attachments & Implements				
Stock #	Make	Model	Description	S/N
	Kubota	RCK60	60" Deck Mower	
				Included

Trade-In	Down Payment	Selling Price:	
Year	Cash Deposit:	\$19,900.00	
Make	Rebates:	Doc Fee:	\$85.00
Model	Trade-In Equity:	Sales Tax: 9.250%	\$1,848.61
Trade ID#:	Used Vehicle Warranty <small>The used vehicle described on this order is sold "AS IS - WHERE IS." There are no warranties express or implied, including any implied warranty of merchantability or fitness for a particular purpose and there are no obligations or liabilities on the part of the Seller. Certification is hereby made that we have read the above terms and understand them.</small>	CA Tire Fee	\$7.00
Trade Allowance:		License Reg (est):	\$0.00
Less payoff:		Kubota Insurance:	\$0.00
		Extended Warranty:	\$0.00
		Sub Total:	\$21,840.61
		Down Payment:	
		Total Delivered Price:	\$21,840.61

Approved:

 Sales & Operations Manager

Notice to Purchaser

1. Caution. Do not sign this contract before you thoroughly read both pages 1 and 2 of it or if it contains blank spaces, even if otherwise advised.
2. You are entitled to an exact and completely filled in copy of this Sales Order when you sign it. Keep it to protect your legal rights.
3. Sales Manager signature required for final acceptance of Sales Order

I/We hereby order from you, subject to all terms, conditions and agreements contained herein, and the ADDITIONAL PROVISIONS, attached as Sales Agreement, the following:

Purchaser's Signature: _____
Print Name: _____
Date: _____

Sales Rep: _____