

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-06

Total \$: \$688.43

Requester Name: David Everett **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:

Gearmore PL 180 Three Point Spinner Spreader, 480 LBS, Hopper, 5.8 cu. ft.

This spreader implement will be used to lay down cover crop seed in the Campus Hill Vineyard. It will attach to the tractor and be powered by the tractor's "power take off" (PTO). We currently do not have any means to put down cover crop seeds other than by hand.

Considering the steep terrain of the vineyard, this is not a safe or efficient way to spread seed. The seed is expensive and broadcasting it by hand is wildly inefficient and costly.

The spreader is mounted on the crawler/tractor, then calibrated to spread seed in a defined area within the vine rows and driven throughout the vineyard.

The need for this implement goes further. The slope-side vineyard blocks are subject to erosion and require erosion protection which is mandated by the county and state.

We also have to honor a Covenant Agreement with the Shea Homes HOA which mandates LPC to keep the south slope site stable and "aesthetically" appealing, which a cover crop will provide.

Equipment Location Building: 2700

Room: Vineyard Support Shed

Location Comments:

The equipment will be locked and secure in the vineyard support shed

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:

The need for this implement is critical. The slope-side vineyard blocks are subject to rill and sheet erosion that can compromise the city's rainwater drainage system by filling the feeder ditch with dirt. This ditch is located at the bottom of all of our slope-side vineyard blocks. To protect against this, a cover crop is required.

With the challenging slopes and expanse of the vineyard, a spreader is desperately needed to have erosion protection seeding applied. Erosion protection throughout the winter months is mandated by the city and state. We also have an agreement with the Shea Homes HOA to keep the south slope site stable (from sliding) and "aesthetically" appealing, which a cover crop provides.

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*:

The acquisition of this equipment will support inclusive learning by providing additional instructional materials. Instructional equipment is a foundation of educational support for completion of students' transfer, basic skills and more definitively, career-technical education and retraining goals. Successfully completing these goals will provide more avenues for successful job placement and/or advancement in the current field of winery technologies and AG Science.

The acquisition of this equipment is proof of our commitment to the ongoing process implementing best practices to meet ACCJC standards. As new technology, this equipment will also provide necessary institutional support for curriculum development and maintenance, the development of SLO's, CSLO's, and PSLO's and their assessments.

After purchasing this implement there could be an opportunity to expand tutoring in CTE courses providing additional instruction with respects to how a cover crop has positive, layered impacts in the vineyard. Finally, the most valuable result of acquiring this equipment will be our addressing the current and future professional development needs of the VWT faculty, classified and administrators in support of education.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment and the resulting wines (due to a successful vintage) will have a sweeping impact on a number of VWT courses including:

VWT 10 Introduction to Viticulture: Understanding the values of a cover crop

VWT 12 Landscape and Vineyard Soils: Applying a cover crop

VWT 20 Introduction to Enology: Introduction to vineyard practices

VWT 31 Spring Vineyard Operations: Advances in checking vine vigor

VWT 32 Fall Vineyard Operations: Advances in water retention in the vineyard

VWT 35 Landscape and Vineyard Pest and Disease Management : How a cover crop can provide habitat to beneficial insects and flowers

VWT 41 Spring Winery Operations: How a cover crop can improve grape quality

VWT 42 Fall Winery Operations: How a cover crop can protect against vine diseases

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.

While the specific equipment is not mentioned (Vineyard cover crop seed spreader), there is a statement that addresses the VWT budget: "The VWT operating budget is insufficient. Supplies and operating materials are needed beyond the amount the small amount budgeted each year. Operating budget has not increased."

With ongoing improvements and innovations to wine making and grape growing, the tools that are used and the new technologies that are constantly being introduced to the wine industry, it would be impossible to look into the future to identify any specific piece of equipment. The inadequate budget is a direct link to our IER needs.

SECTION 4: TEACHING AND LEARNING

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

Having this seed spreader will greatly improve the faculty's ability to connect with the students in many ways. The faculty will be able to use the spreader to teach the different approaches to controlling vineyard erosion, providing habitat for beneficial insects, and checking vine vigor to name just a few.

For the last two years, we have not had an adequately applied cover crop and have experienced the resurgence of invasive weeds. While being able to show how to "do it wrong" can be of value to instruction, we prefer to show the "right way" with respects to cover crop application and care.

Our instruction covers farming implements (attach/detach, operation and maintenance skills) and this will compliment our instructional equipment nicely. We once again will have the opportunity to provide materials for learning objectives to be completed and to expand course offerings and curriculum.

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

WILL HAVE THE TOOLS! This will open up so many opportunities for learning. This implement allows the students to critically think about which tools would be needed for cover crop seed application, understanding the safe approach to attach/detach the implement, and how to safely operate and maintain this spreader.

The implement will open up many opportunities for experiential learning. The seed spreader will provide the students the opportunity for unlimited learning in the field of viticulture and enology and AG Science.

Each academic year, this equipment will impact: ⁸ ____ # of classes/sections ¹²⁵ ____ # 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.

VWT 10: The student will be able to identify the external, structural components of a modern, trellis system trained grapevine.

VWT 10: The student will be able to describe the seasonal appearance and physical functions of a grapevine from "pruned" dormancy to harvest.

VWT 31: The student will be able to identify the external, structural components of a modern trellis system trained grape vine.

VWT 31: The student will be able to demonstrate the skills required to correctly prune a grapevine which has been trained to spur pruning including cordon and head trained vines

VWT 32: The student will be able to identify the external, structural components of a modern trellis system trained grape vine

VWT 32: The student will demonstrate the skills required to improve grape quality by the seasonal spring time cultural practice of thinning buds and shoots

VWT 32: The student will demonstrate knowledge of the multiple cultural practices that encompass vineyard floor management including, weed abatement, erosion control, burrowing pest controls and cover cropping

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

What is the potential life span of the requested equipment?

If handled with care the implement should last indefinitely

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.)

The spreader will be kept in the vineyard support shed located at the Campus Hill Vineyard.

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.

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.)

Occasional lubrication.

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

Cover cropping is all about sustainability. The renewable resource we are talking about here is the soil health in the vineyard which supports the vine's health.

Tilling in cover crop allows us to not apply synthetic pesticides.

Cover cropping saves water!

Cover cropping saves soil!

Applying cover crop in a vineyard conserves water, allows for less pesticide usage and preserves habitat for beneficial insects.

SUSTAINABLE VITICULTURE.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$670.00	
Taxes (9.5%)	\$18.43	no tax
Shipping or Delivery Charge	0	
Installation Costs *	0	
Miscellaneous Costs:	0	
Facilities Modifications	0	
Operator Training	0	
Maintenance & Repair Training	0	
Storage	0	
Other: 0	0	
Vendor Discount	0	
Grand Total:		\$688.43

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	
Maintenance & Repair Labor	0	
Licensing or Software	0	
Other: _____	0	
Annual Operating Costs:		0

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

N/A

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Faculty

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: at least 4 x per month for the Fall/Winter

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: N/A

Is this in their current scope of duties? N/A

Indicate cost to train for maintenance and repairs: N/A

Indicate amount of time per month maintenance will be required: N/A

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

David Everett
Digitally signed by David Everett
DN: cn=David Everett, o, ou,
email=deverett@laspositascolleg
e.edu, c=US
Date: 2020.09.09 09:45:46 -07'00'

9/9/20
Date

DIVISION DEAN/MANAGER

Nan Ho
Digitally signed by Nan
Ho
Date: 2020.09.09
12:41:19 -07'00'

9/9/20
Date

ADMIN SERVICES, VP

Anette Raichbart
Digitally signed by Anette
Raichbart
Date: 2020.09.22
12:34:24 -07'00'

Date

IT MANAGER

Date

M&O DIRECTOR

Date

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

Requisition For Equipment, Supplies, Apparatus, and Service Req. No. _____

Chabot-Las Positas Community College District

Chabot ☐ Las Positas ☒ District ☐

David Everett
Requestor

STEM / VWT
Department

09/09/2020
Date

Delivery Required By: FALL 2020

Room #: 2700 Vineyard shed
(If Fixed Asset, Room # Required)

Only ONE Vendor Per Requisition

SUGGESTED VENDOR (Address & Contact Information)

W# (if known):

GARTON TRACTOR
2924 French Camp Turnpike Rd
PO Box 6219
Stockton, CA 95206
(209) 948-5401
Fax (209) 463-5794

Purchasing Office Use Only

Purchased From	Unit Price	Total

DESCRIPTION (Model No., Size, Color, etc.)	UNIT (ea, Box, etc.)	QTY	UNIT PRICE	TOTAL
Three Point Spinner Spreader, 480LBS. Hopper, 5.8 cu. ft.	1	1	\$ 670.00	\$ 670.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

Notes:
implement will be picked up by the faculty member

Shipping/Handling \$ 0.00

Tax \$ 18.43

Labor/Installation \$ 0.00

TOTAL \$ 688.43

Account #: _____

Nan Ho 9/9/20

Division Dean Signature

Vice President Signature

F.O.B. _____ Terms _____ Quote _____
Business Office Signature _____

2924 French Camp Turnpike Rd
PO Box 6219
Stockton, CA 95206
(209) 948-5401
Fax (209) 463-5794



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RETAIL PURCHASE ORDER

Buyer: Horticulture, Enology & Viticulture Lab Tech (Josefina Bolufer) Date: 2/25/2019
Address: _____ City, State: _____ Zip: _____
Invoice No: _____ Date: _____ Phone #: _____ Sales Tax District: _____
Fax: _____ E-Mail: _____ P.O. # _____

New/ Used	Make	Model	Serial #	Stock #	Description	Amount
New	Gearmore	PLI80			Three Point Spinner Spreader, 480LBS. Hopper, 5.8 cu. ft.	\$670.00
					Factory Freight (\$ _____); Dealer Predelivery (\$ _____)	

TRADE-INS: Buyer Certifies Below Trade-Ins to be free of encumbrances except as noted.

Year	Make	Model	Serial #	Stock #	Description	Trade-In Allowance	Subtotal:	Amount
							Tax Rate: 2.750%	\$18.43
							Calif. Tire Fee:	
							Extended Coverage:	
							UCC/Doc Fee:	
Trade-In Allowance: _____ Amount Owning: \$ - Net Trade-In Allowance: _____							Total Delivered Price:	\$688.43

"Trade-In's must be turned in or picked up no later than 5 days after delivery of purchased equipment."

Trade-In Allowance _____

Less Cash Down Payment* _____

Total Down Payment

Unpaid Balance **\$688.43**

PD Insurance: _____

Other Charges: _____

AMOUNT FINANCED OR DUE ON DELIVERY \$688.43

Financing Terms:

Initial {	_____	SAFETY OR OPERATION/MAINTENANCE PROCEDURES: BUYER acknowledges receipt of the operators manual for the above equipment and understands safety in operation and maintenance procedures.			
	_____	ROPS REFUSAL: BUYER has knowingly and voluntarily refused to purchase rollover protection structure after DEALER discussed with BUYER its importance and availability.			
	_____	SOLD USED AS-IS: NO Warranty of any kind has been expressed or implied by the dealer or his agent.			
	_____	SOLD WITH MANUFACTURER BASE WARRANTY*: Start- _____ End- _____ Hour Limit- _____			
	_____	SOLD WITH MANUFACTURER POWERTRAIN WARRANTY*: Start- _____ End- _____ Hour Limit- _____			
	_____	SOLD WITH EXTENDED COVERAGE PER ATTACHED PROVISIONS: _____			
	Deductible- _____ Start- _____ End- _____ Hour Limit- _____				

ALL DEALER WARRANTY REPAIRS MADE UNDER THIS AGREEMENT MUST BE MADE IN DEALER'S SHOP AND BUYER IS RESPONSIBLE FOR ALL TRANSPORTATION COSTS INCLUDING PICKUP AND DELIVERY TO THE DEALERSHIP AND FIELD SERVICE CHARGES. THE WARRANTY DOES NOT INCLUDE ANY "LOANER" OR EQUIPMENT AT NO CHARGE DURING THE WARRANTY REPAIR. NO WARRANTY IS GIVEN BY THE DEALER FOR TIRES, BATTERIES, OR ACCESSORIES, AND THE BUYER IS FULLY RESPONSIBLE FOR REPAIRS NECESSITATED BY ACCIDENT, MISUSE OR NEGLIGENCE. THE BUYER IS RESPONSIBLE FOR INSURANCE ON THE PURCHASED PRODUCTS. SPECIAL ORDER DOWN PAYMENTS ARE NOT REFUNDABLE. *BUYER ACKNOWLEDGES RECEIPT OF THE MANUFACTURER'S WARRANTY INFORMATION.

I hereby agree to the conditions of this order expressed in the foregoing, constituting a purchase order contract. I hereby certify that I am 18 years or older and acknowledge receipt of a copy of this order. In order to secure buyer's obligations under this Agreement and any extension, renewal or modification thereof, buyer hereby grants to Dealer a security interest in all of the goods described herein, and all accessories and additions thereto and all proceeds thereof.

Buyer's Signature _____ Date _____

THIS ORDER IS VALID ONLY WHEN SIGNED AND ACCEPTED BY THE DEALER

Salesman: Gy Thomson _____ Accepted by: _____

Thank You!

(Dealer's Signature)

RETAIL PURCHASE ORDER