

INSTRUCTIONAL EQUIPMENT REQUEST

2021-2022



LPC ADMINISTRATIVE SERVICES - REQUISITION INFORMATION PAGE

Internal Use
IE #: 2021 -10
Total \$: 1087.37

Requester Name: Jason Craighead Division Name: PATH

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:

Items requested:

- (4) Nighthawk Right Handed Recurve bow, 20lb with rest and string with nock point
- (1) Nighthawk Left Handed Recurve bow, 20lb with rest and string with nock point
- (3) Nighthawk Right Handed Recurve bow, 15lb with rest and string with nock point
- (1) Nighthawk Left Handed Recurve bow, 15lb with rest and string with nock point

I am requesting new, additional low draw weight bows to meet the needs of the students. This request is for 9 bows that have a very low draw weight. This semester, Fall 2021, is the first semester of the class. We have a few students with varying strength and ability, and cannot pull the standard weight bows back far enough to maintain form or shoot accurately. This request is to be able to accommodate students of all abilities and increase student success.

I am requesting a combination of low draw weight bows as well as right and left-handed bows. The new bows also have a smaller grip which makes it easier for students with a smaller frame able to grip and stabilize the bows better. The new bows also have the same strings/string length as the current ones, so all parts are interchangeable which simplifies maintenance, repair, and replacement time and costs.

This is a new class (just approved) which will require all new equipment. We are expanding our offering in the Kinesiology AA-T degree, Area 5 - Individual Sports. Currently we only have 1 offering for students to complete this requirement.

Equipment Location Building: Building 2500 Room: Storage Room

Location Comments:

The bows will be stored indoors where the temperature is controlled as well as it being a safer location than our outside storage containers.

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 main concern is student safety and student success. Currently we have a few students in the inaugural class that cannot pull the current bows back to full draw. When students are unable to reach full draw, they are holding the bow with tension in an unstable position which decreases accuracy. Form, function, and safety are strongly related in this class.

No legal requirements.

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 equipment requested supports the LPC Mission Statement as it provides support for students to transfer and/or earn local degree (s)/certificate(s). The instructional courses that will use the equipment listed are tied to the Kinesiology Transfer Degree, Kinesiology A.A. Degree and Coaching Certificate. For Accreditation and meeting ACCJC standards, the primary area for this IER relates to Standard III (The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness):

Standard III

B. Physical Resources

1. The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.
2. The institution upgrades or replaces its physical resources, including facilities, equipment...

The ACCJC standards also state the "The institution effectively uses delivery modes, teaching methodologies and leaning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students."

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

KIN AR1 - Archery 1
KIN AR2 - Archery 2 (in curriculum process)

These courses will fill a need in our Kinesiology AA-T, Area 5 - Individual Sports. We are expanding our offerings in this area, as we only have 1 activity option for students in this degree area.

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.

“Kinesiology/Athletics doesn't list specific equipment as the nature of our department and activity disciplines utilize a wide variety of equipment that needs to be replaced and/ or upgraded.”

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 equipment will be used to teach fundamental skills as well as safety for the sport of archery, which include teaching: Set up and break down of the recurve bow, safety, etiquette, scoring, various shooting/scoring competitions, and the history of archery.

The new bows have a much lighter draw weight, which will allow me to teach students with limited physical capacity correct form and how to complete the steps to shooting (grip, hook, draw, anchor, aim, shooting) with archery.

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

This equipment enhance beyond current capabilities as our current bows DO NOT serve all out students. All students should have the opportunity be successful in this class. Having equipment that meets the needs of all students is vitally important. Currently there are students that are unable to pull the bow back to even half of a normal draw.

The new bows also have a smaller grip which makes it easier for students with a smaller frame able to grip and stabilize the bows better, increasing accuracy and success.

Each academic year, this equipment will impact: ³ ____ # of classes/sections ⁹⁰ ____ # 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.

Through instruction and application, the requested equipment will allow students the opportunity to:

1. Memorize and employ the techniques and skills of archery
2. Define and review the historical, cultural evolution of archery
3. Identify and practice the methods of scoring in archery

Once again, I am witnessing students with limited physical ability that are unable to successfully complete the basic movements with archery. The equipment will enable a much higher percentage of students to have the opportunity to successfully complete SLOs.

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

What is the potential life span of the requested equipment?

The lifespan of the bows is about 5-10 years depending on usage.
The lifespan of the strings is about 2-3 years, depending on usage.

The new bows also have the same strings/string length as the current ones, so all parts are interchangeable which simplifies maintenance, repair, and replacement time and costs.

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.)

No storage costs.

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.

NA

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.)

Regular inspection of equipment, basic repair, basic maintenance will be done by me.

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

NA

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$1016.91	shipping included
Taxes (9.5%)	70.46	taxes calculated from the vendor
Shipping or Delivery Charge		
Installation Costs *	0	
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: 0		
Vendor Discount		discount already applied, see Invoice
Grand Total:		

\$1080.37

\$1,087.37

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	Strings should be replaced every 2-3 years
Outside Standardization or Calibration Costs	0	
Storage Costs	0	
New Supply Costs	0	
Maintenance & Repair Labor	0	
Licensing or Software	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: Jason Craighead

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: 8-12 hours

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Jason Craighead

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: 2-4 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

DIVISION DEAN/MANAGER

ADMIN SERVICES, VP







Date 9/8/21

Date 9/16/21

Date

Admin Services will route as needed

IT MANAGER

M&O DIRECTOR





Date

Date



OPEN PO
Office of Administrative Services
Requisition Request Form

(Wait 5-10s)

Reset

Submit

R _____ - _____

Fiscal Year	Vendor ID #	Vendor Name	Date Required		
2021-2022		Wilderness Archery	1/24/2022		
Deliver To		Room #	Return Copy of Requisition To		
Jason Craighead		2500/121			
Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	41575R6215	BOW,RAZORBACK,RH,62-15	3	\$ 107.99	\$ 323.97
2		Inc. Rest & String w/ Nock Point			\$ 0.00
3	41575R6220	BOW,RAZORBACK,RH,62-20	4	\$ 107.99	\$ 431.96
4		Inc. Rest & String w/ Nock Point			\$ 0.00
5	41575L6215	BOW,RAZORBACK,LH,62-15	1	\$ 107.99	\$ 107.99
6		Inc. Rest & String w/ Nock Point			\$ 0.00
7	41575L6220	BOW,RAZORBACK,LH,62-20	1	\$ 107.99	\$ 107.99
8		Inc. Rest & String w/ Nock Point			\$ 0.00
9					\$ 0.00
10					\$ 0.00
11					\$ 0.00
12					\$ 0.00
13					\$ 0.00
14					\$ 0.00
15					\$ 0.00
Comments			Subtotal	\$ 971.91	
			0.00% Tax	\$ 70.46	
			Shipping	\$ 45.00	
			Total Cost	\$ 1,087.37	
FOAP to be Charged			%	Amount	
			100		
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-	-		
FUND	ORG	ACCOUNT	PROGRAM		

Requestor (print name) Jason Craighead Date 9/8/21 Dean (signature) Kristina Whalen Date 9/22/21

Coordinator/Manager (signature) _____ Date _____ Vice President (signature) _____ Date _____

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY			
Reviewed: _____	Verified: _____	Approved: _____	
<small>Administrative Services</small>	<small>Administrative Services Officer</small>	<small>VP, Administrative Services</small>	
PO Number: _____	Budget Transfer #: _____	Entered: _____	
			<small>TR 4/6/20</small>

Wilderness Archery
4870 Pacific Street
Rocklin, CA 95677
916-630-8700
www.wildernessarchery.com

Invoice

Customer: Las Positas College (Jason Craighead)

Phone: 916-616-4660

Code	Description	MSRP	Price	Qty	Ext
41575R6215	BOW,RAZORBACK,RH,62-15 Inc. Rest & String w/ Nock Point	\$119.99	\$107.99	3	\$323.97
41575R6220	BOW,RAZORBACK,RH,62-20 Inc. Rest & String w/ Nock Point	\$119.99	\$107.99	4	\$431.96
41575L6215	BOW,RAZORBACK,LH,62-15 Inc. Rest & String w/ Nock Point	\$119.99	\$107.99	1	\$107.99
41575L6220	BOW,RAZORBACK,LH,62-20 Inc. Rest & String w/ Nock Point	\$119.99	\$107.99	1	\$107.99
SH1	S&H Shipping and Insurance		\$45.00	1	\$45.00

Subtotal: \$1,016.91
Tax: \$70.46
Total: \$1,087.37
Payments: \$0.00
Balance: \$1,087.37

Transaction No: 090321123601

Employee: Matt W

Date/Time: 9/3/2021 @ 12:36:07 PM

Quote sent for approval on 9/3/21

Wilderness Archery
4870 Pacific Street
Rocklin, CA 95677
916-630-8700
www.wildernessarchery.com

Return Policy:

No returns on special orders or cut arrows.

Full refund within 7 days.

Store credit within 30 days.

Subject to a 20% restocking fee.

All layaway items subject to a 20% restocking fee.