INSTRUCTIONAL EQUIPMENT REQUEST

Internal Use

IE #:2021<u>-23</u>

Total \$: <u>1,681.55</u>

2021-2022

LPC ADMINISTRATIVE SERVICES - REQUISTION INFORMATION PAGE

Requester Name:	Division Name:							
	☐ A Replacement OUIPMENT DESC		☐ New Equipment/Technology					
Describe the specific		d and how it will be	used to replace, upgrade or provide new					
Ov	•	, 1						
	n Building:		Room:					
Location Comments	;							
		2						



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 decisionmaking, 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:

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW
Specify the educational programs this equipment supports:
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.
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SECTION 4: TEACHING AND LEARNING
In detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.
Describe in detail the impact this equipment will have on <u>learning</u> :
Each academic year, this equipment will impact: # of classes/sections # of students
Zuen neutrane year, and equipment and impacts ii of etublicistections ii of students
5

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved beyond current capability.							
		6					

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)
What is the potential life span of the requested equipment?
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"
<u>Costs</u> " section below.)
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.

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the " <u>Part B: On-Going Annual Operating Costs</u> " sections below as applicable.)							
sections selon as application							
Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable							
resources to the college:							
resources to the conege.							

Part A: Initial Start-up Costs

<u>Item</u>	Cost	<u>Comments</u>
Equipment or Materials		
Taxes (9.5%)		
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other:		
Vendor Discount		
Grand Total	•	

Part B: On-Going Annual Operating Costs

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

indicate the source of funding for	on-going annual operating costs:	
Part C: Incremental Labor (Costs	
OPERATOR :		
Indicate the key operator:		
Is this in their current scope of du	ties?	
Indicate cost to train key operator	(include in Initial Start-up Costs	above):
Indicate amount of time per mont	h key operator will use equipmen	t:
MAINTENANCE & REPAIRS:		
Indicate the person performing ma	aintenance and repairs:	
Is this in their current scope of du	ties?	
Indicate cost to train for maintena	nce and repairs:	
Indicate amount of time per mont	h maintenance will be required: _	
SIGNATURE APPROVALS		
Funded requesters will be expected	ed to respond to a brief RAC feedh	pack survey by a requested deadline.
• Requests for computer-related	d equipment and printers will be rev	viewed by the LPC IT Department.
REQUESTOR	DIVISION DEAN/MANAGER	ADMIN SERVICES, VP
6//	Trick O. Bell	
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Office of Administrative Services Red

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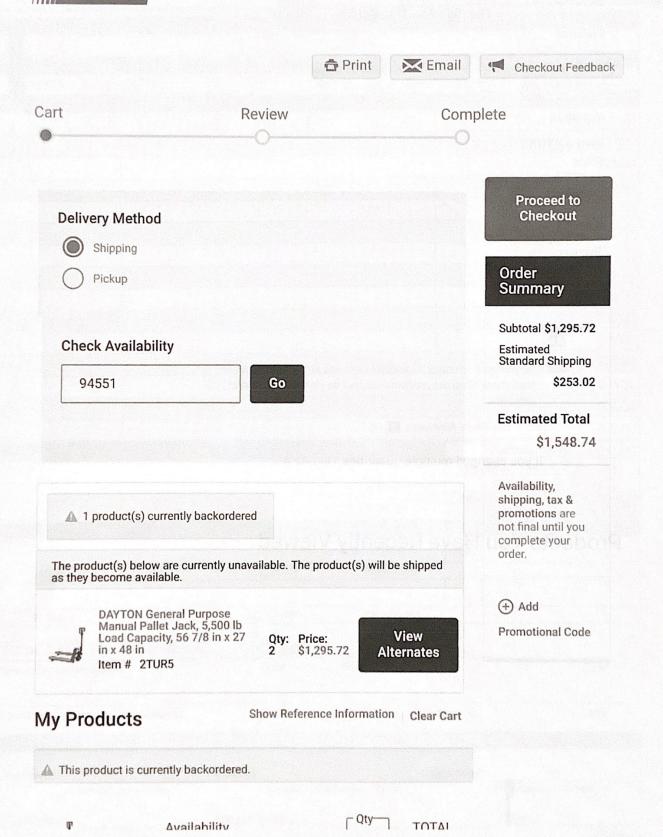
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