



MAR -2 2011

JANICE NOBLE
DEAN OF ACADEMIC SERVICES
LAS POSTAS COLLEGE

INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on October 15, 2010 (FALL) and February 11, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage at: <http://grapevine.laspositascollege.edu/pbc/InstructionalEquipment.php>

Name of Requestor: Brian Hagopian Ext: 1171

Division/Unit : BCATSS

Brief title of request (equipment or materials being requested must be similar, related or part of a system): Automotive Hand Tools

Request amount (unit cost and total cost, including tax and shipping; please include all costs, such as installation, modification to existing facilities to accommodate new equipment, etc...; this information should come from the vendor quote):

Item (s) cost	\$ 10600
Tax (.0975)	\$ 1000
Shipping	\$ 500
Installation	\$
Facilities Modification	\$
Other	\$
Total Cost	\$ 12100

Attach copy of quote(s), estimate(s) and requisition(s).
(Must attach quote & requisition; absence of either will delay processing)

Please provide a brief description of the specific equipment or materials requested, including the # of pieces being requested, and what they will be used for (e.g., 10 crayola crayons, sky blue, etc...) in 250 words or less:

24 Hand tool kits, two different types of 12 each accessory kits to fill out hand tool kits. Two different types of five each hand held scanners.
The tools will be used in ALL automotive classes by students. The will be in the toolroom for checkout for use in the lab for lab assignments relating to the area of study for each automotive class.

Is this in your Program Review? Yes No

Please describe how this request is incorporated into your Program Review:

Our Program Review states that our budget does not allow us to purchase tools. We just have never had the money to do it. Now with reductions in budgets it is even worse. Hand tools have not been purchased for the program since the start of the automotive program on the campus. Tools are worn, no longer usable and considered unsafe. We must have these tools for the students to complete their lab assignments.

Is it a replacement? Yes Upgrade? Yes New technology? Yes

Please explain?

These are replacements for worn out tools which are a safety hazard to students and staff.

Below is the evaluation criteria; please see corresponding Instructional Equipment Rubric at:
http://grapevine.laspositascollege.edu/psc/documents/PSCInstructionalEquipmentRubric_2010-11.pdf

Teaching & Learning/Impact on Enrollment (Total = 10 points for A& B)

A. How will this item have a positive impact on instruction and/or teaching and learning in the classroom?
Is this for use by the Instructor or students, or both?

These tools will be used by students for check out in the lab portion of the automotive classes. During lecture instructors present ideas and then during lab they are re-enforced by students performing tasks in a lab setting. Without these tools hands on learning and validation can not occur.

B. How will the equipment impact enrollment, attract, or increase the number of students participating in a course or program?

With these tools, we will not be ahead of any other schools, rather we will be equal. The tool requests are nothing special, however what we have now is not even usable and make the automotive program and the college look unattractive to students and outside interests.

Outcomes (Total = 10 points)

How does this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

Without the tools, students can not fulfill any SLO's. In automotive our SLO's are based in the lab. The lab is where students are able to show what they have learned and is they have grasped the concept. Without the tools they can not perform the job duties and therefore can be graded by either the SLO, instructor, or an employer.

Total Cost of Ownership (Total = 5 points)

(This section attempts to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) **What is the lifespan of the equipment? 5 years? 10 years? 20 years?**
- b) **Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?**
- c) **Are there operating costs and how will they be covered by the department?**
- d) **What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?**

These tools are guaranteed for life. If one is broken an instructor can simply take the tool to Sears and receive a new one, no questions asked. Tools cost go up every year the sooner they are purchased the sooner we can save a little money. No operating costs involved. No up keep, students wipe them down when they finish their lab assignments.

Please note the instructors are willing to pick up the tools from a local Sears and save \$500 in shipping. We can also save another 10% if we wait for the right sale. If approved please work closely with the automotive instructor to assure the highest savings on the purchase.

Health and Safety (Total = 2 points)

Explain if this equipment responds to a security or health and safety need for faculty and students:

Use of broken/wornout tools is a safety hazard for students and staff. This places liability on the college for providing substandard lab equipment.

Visibility/Profile within Community (Total = 1 point)

Is this a "flagship" item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

No, they are hand tools which are required for the program.

Commitment to Sustainability (Total = 1 point)

If the equipment exceeds basic sustainability goals or provides renewable resources to the College, provide specific details:

This does not apply, they are hand tools.

Access (Total = 1 point)

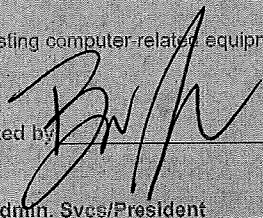
Provide evidence that the requested equipment is consistent with universal design* and will ensure access above and beyond standard capability.

The tools are not only engraved with sizes but also carry special markings which make them easier to identify them by feel and not just by reading the size. This has been an improvement made in just the last 4 years.

**Universal design is an approach that addresses and redresses the primary barrier to making expert learners of all students. Some examples include: light switches with large flat panels rather than small toggle switches; buttons and other controls that can be distinguished by touch; bright and appropriate lighting, particularly task lighting; auditory output redundant with information on visual displays; visual output redundant with information in auditory output; contrast controls on visual output; use of meaningful icons with text labels; clear lines of sight to reduce dependence on sound; volume controls on auditory output; speed controls on auditory output; choice of language on speech output. Items incorporating the principles of universal design feature: equitable use; flexibility in use; simple and intuitive; perceptible information; tolerance for error; low physical effort; and size and space for approach and use. (Wikipedia)*

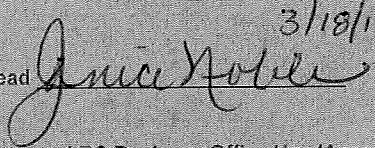
Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is required.)

Requested by: 

LPC VP Admin. Svcs/President

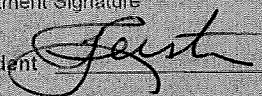
Dean/
Unit Head

 3/18/11

LPC Business Office Use (Account Number)

IT Department Signature

Vice President



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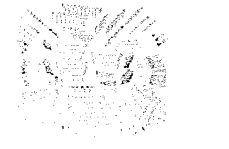
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\$629.99



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Savings: \$80.00
\$719.99



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[Layaway Questions?](#)

Yes, I'd like to put some or all of my eligible items on layaway

Item Quantity Price Total Arrival Method



Craftsman 256 pc. Mechanics Tool Set with Lift Top Storage Chest
Sold by Sears Sears item# 00935255000 Mfr.model # 35255

24
Reg Price: \$299.99
Savings: \$100.00
\$199.99
Ship or Pick Up-
4,799.76
Pick Up
Ship

When will it arrive? Shipping times vary by location. The anticipated arrival date is reflected on the shipping options page during checkout.

No Interest if paid in full in 6 months on qualifying item. NO INTEREST IF PAID IN FULL WITHIN 6 MONTHS On tool purchases over \$149.99 when you use a qualifying Sears card.. [See Details](#)

Online Only! Extra 5% off tool items \$79.99 to \$199.99! Applies to items Sold by Sears.

Item Total \$ 4,559.76



Craftsman 21 pc. Drive Tool Accessory Set
Sold by Sears Sears item# 00942283000 Mfr.model # 42283

12
\$69.99
Update
Remove

\$39.88 This item will be shipped to you. When will it arrive? Shipping times vary by location. The anticipated arrival date is reflected on the shipping options page during checkout.

Item Total \$ 839.88



Craftsman 45 pc. Standard Metric 12 pt. Combination Wrench Set
Sold by Sears Sears item# 00944048000 Mfr.model # 44048

12
\$199.99
Update
Remove

\$179.99 This item will be shipped to you. When will it arrive? Shipping times vary by location. The anticipated arrival date is reflected on the shipping options page during checkout.

No Interest if paid in full in 6 months on qualifying item. NO INTEREST IF PAID IN FULL WITHIN 6 MONTHS On tool purchases over \$149.99 when you use a qualifying Sears card.. [See Details](#)

Online Only! Extra 5% off tool items \$79.99 to \$199.99! Applies to items Sold by Sears.

Item Total \$ 2,051.88



Craftsman Can-CARD281 Scan Tool Set with PC Software & Optional Repair Solutions
Sold by Sears Sears item# 00920899000 Mfr.model # 20899

5
\$299.99
Update
Remove

1,499.95
Ship or Pick Up-
Pick Up
Ship

When will it arrive? Shipping times vary by location. The anticipated arrival date is reflected on the shipping options page during checkout.

Is this a gift?
[Add a Gift Option for this item](#)

No Interest if paid in full in 6 months on qualifying item. NO INTEREST IF PAID IN FULL WITHIN 6 MONTHS On tool purchases over \$149.99 when you use a qualifying Sears card.. [See Details](#)

Online Only! Extra 5% off tool items \$200 to \$299.99! Applies to items Sold by Sears.

Online Only! Extra 5% off tool items \$79.99 to \$199.99! Applies to items Sold by Sears.

Item Total \$ 1,353.70



Craftsman Scan Tool - Can-CARD
Sold by Sears Sears item# 00920890000 Mfr.model # 89000

5
\$179.99
Update
Remove

899.95
Ship or Pick Up-
Pick Up

20890

Remove

Ship

Is this a gift?

Add a Gift Option for this item

When will it arrive? Shipping times vary by location. The anticipated arrival date is reflected on the shipping options page during checkout.

No Interest if paid in full in 6 months on qualifying item. NO INTEREST IF PAID IN FULL WITHIN 6 MONTHS On tool purchases over \$149.99 when you use a qualifying Sears card.. See Details

Online Only! Extra 5% off tool items \$79.99 to \$199.99! Applies to items Sold by-\$45.00 Sears.

Item Total \$ 854.95

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Estimated Pre-Tax Total: \$9660.17
Enter zip code to estimate sales tax
Subtotal: \$ 9,660.17
Standard Shipping \$479.06

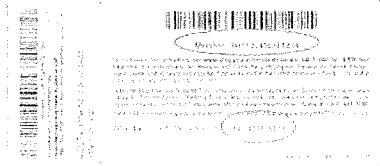
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Est. Pre-tax Total:\$ 10,139.23
Total Savings: \$539.25

Where can I find my Rewards numbers?

Enter your Member # below beginning with 7081.



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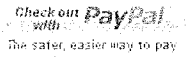
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