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INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 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:
<http://grapevine/pbc/InstructionalEquipment.php>

Name of Requestor: William Eddy/Jason Craighead

Division/Unit : Physical Education / Athletics / Health / Wellness

Brief title of request (equipment or materials being requested must be similar, related or part of a system. Composite Collegiate Footballs

Request amount (unit cost and total cost including tax and shipping.

Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.):
This should come from the vendor quote

Item (s) cost	\$ <u>371.40</u>
Tax (.00975)	\$ <u>32.50</u>
Shipping	\$ <u>31.00</u>
Installation	\$ _____
Facilities Modification	\$ _____
Other	\$ _____
Total Cost	\$ <u>434.90</u>

Attach copy of quote(s), estimate(s) and requisition(s):

(Must attach quote & requisition; absence of either will delay processing)

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

Requesting 12 Wilson Composite Collegiate Footballs (Tackified)
They are to replace/supplement older balls that are worn, flat, unusable.
The footballs are for physical education flag football class.
Balls are the same as used in games.

Is this in your Program Review? Yes No

Incorporated in program review as part of our Athletics and PE men's and women's Flag Football class.
Necessary as part of our program review because the balls will be used when students are evaluated.
Allows students to achieve their transferable 1 unit of PE.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

We are looking to replace older balls that are lopsided, worn out, or not holding air.

They are also a big upgrade over the previous ones.

Technology has developed to create a ball with better grip, making it easier to throw and catch, and will withstand the elements better. Newer ball technology has 3 different air bladders to ensure consistent and optimal inflation.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

Instructional and Service Impact

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?

The addition of footballs will help the instructor have the proper number of balls per student to conduct drills and skills need for completing the class. Currently we have an insufficient amount of balls, and the ones we do have are in poor shape, making it difficult for the class to learn skills and participate successfully.

The newer balls will grip better for throwing and are softer and sticky for easier catching. The balls are also designed to handle the elements better (rain).

Our students have resorted to bring in their own balls from home to use in class as they are in better shape. I have allowed this since it is usually in the best interest of the class, except that students will form groups to make sure they are using the "better" balls brought from home.

This equipment will be for the instructor to use for demonstrations, and the students to use to learn and apply skills.

Impact on Enrollment

Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?

It has become discouraging to students to use the footballs presently in hand for the class. They are insufficient in number and quality. Each semester it becomes more and more difficult to keep students enjoying all aspects of the class, as the quality of the instructional equipment (footballs) deteriorates.

The class is always full, but students do participate more in classes where the equipment meets the expectations of the students.

Access

How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?

Technology is amazing throughout sports. They are able to create a ball that is easier to throw and catch, which is evident across the skill board, beginner to advanced.

The balls we have now are difficult to throw and even more difficult to catch, even for the most advanced students.

Outcomes

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

The class requires certain knowledge of skills and fundamentals to complete and also enjoy. Drills and skill learning are accomplished faster with at least a 3 - 1 student/ball ratio.

Without the footballs, certain levels of the game cannot be taught. The following are the SLO's that the equipment will directly enable/enhance:

- A. Demonstrate knowledge of the rules involved with the game of flag football;
- B. Demonstrate basic skills required in flag football, e.g. passing, receiving, etc;
- C. Demonstrate use of offensive and defensive strategies used in flag football;
- D. Understand and experience team cooperation and proper conduct (sportsmanship) commonly performed in the game of flag football;
- F. Understand the inherent risks involved with flag football and participate in a safe and wise manner.

The last SLO can be accomplished without the equipment, but would greatly discourage the class if they were not present:

- E. Develop and/or maintain a level of fitness needed to participate in the sport of flag football;

If the request is not funded, we will continue to rely on our student bringing their own equipment to class to allow us to participate in a minimal capacity.

Total Cost of Ownership (This is an attempt 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?**

- a) With proper use the balls should last 5 - 7 years.
- b) The balls will be stored in the shed near the turf field or in a container near the grass field.
- c) There are no operating costs.
- d) The balls get checked weekly by instructors and PE/Athletics assistants to ensure balls have proper air and are not lopsided. 1 year shape and bladder guarantee from Wilson.

Visibility/Profile within Community

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?

N/A

Commitment to Sustainability

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

Ball is made of materials that can be recycled.

The ball is also designed to last twice as long as the balls currently in our class.

Health, Safety & Security

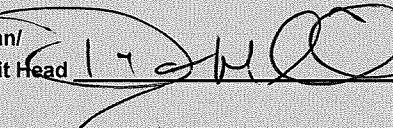
Does this equipment address any health, safety & security concerns? If so, please explain below.

This equipment will add to the safety of the class. Half of the balls that are designated for our class are not sufficient to catch and throw. Over the years they have become hard and slippery, setting up the students for possible injury (we have had numerous jammed fingers and one broken/dislocated).

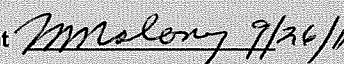
Signatures (required)

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

Requested by 

Dean/
Unit Head 

IT Department Signature _____

Vice President  9/26/11

LPC VP Business/President _____

LPC Business Office Use (Account Number) _____

TEAM SPORTS SOURCE

WILLIAM EDDY
 2033 San Ramon Vly. Bl.
 San Ramon, CA 94583
 Phone (925) 820-3263
 Fax (925) 820-3634

QUOTE

DATE	QUOTE #
8/30/11	72

www.TeamSportsSource.com

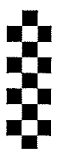
NAME / ADDRESS
WILLIAM EDDY EQUIPMENT MANAGER CAS POSITAS COLLEGE 3033 COLLIER CANYON RD LIVERMORE, CA 94551

DESCRIPTION	QTY	TEAM PRICE	TOTAL
WILSON 6ST COMPOSITE COLLEGIATE PATTERN FOOTBALL - STYLE WTF1780B -	12	30.95	371.40

FAXED
 AUG 30 2011
 By _____

* Prices good for 30 days. Freight will be added to all orders.
 *Terms are PREPAID unless prior approval for payment to be DUE ON RECEIPT. Please submit completed PAYMENT INFORMATION SHEET with order.
 *Please choose & size carefully. Returns on custom orders will be accepted for defective products only.
 *We accept VISA & MASTERCARD.

TAX	32.50
FREIGHT	31.00
TOTAL:	434.90



LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

SUGGESTED VENDOR **TEAM SPORTSOURCE**

FOR OFFICE USE ONLY

NAME OF STAFF MEMBER **Dyan Miller** DATE WRITTEN **21-Sep-11** DATE REQUIRED **30-Sep-11** DIVISION/DEPARTMENT **PE/HEALTH ATHLETICS** RETURN COPY OF REQUISITION TO: **Carolyn Smutry**

For inventory purposes include room # where

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER) UNIT QTY UNIT PRICE Air

INSTRUCTIONAL EQUIPMENT REQUEST

Composite Collegiate Footballs \$ 371.40

Vendor Information/ Remit To: Deliver To, include room # (optional):

TEAM SPORTSOURCE **Las Positas College**

2033 San Ramon Vly Bl. PE Complex Room PE 131 (Equipment room)

San Ramon, CA 94583 Attn: William Eddy or PJ Johnson

(925) 820-3263 3000 Campus Hill Drive

Fax (925) 820-3634 Livermore, CA 94551

(925) 424-1290

Subtotal \$ 371.40

Tax \$ 0.0875

Shipping (if available): \$ 31.00

INSTRUCTIONAL EQUIPMENT **BT#**

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

TOTAL COST \$ **434.90**

ACCOUNT # FUND ORG ACCT PROGRAM Business Office

APPROVALS *[Signature]* 9-23-11 *[Signature]* 9/23/11

Supervisor/Coordinator/ Director Dean/VP/President