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INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2012 (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: Pj Johnson

Division/Unit : PEAHW

Brief title of request (equipment or materials being requested must be similar, related or part of a system. Hurdle carts

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

Table with 2 columns: Item (s) cost, Amount. Rows include Tax (.0875), Shipping, Installation, Facilities Modification, Other, and Total Cost.

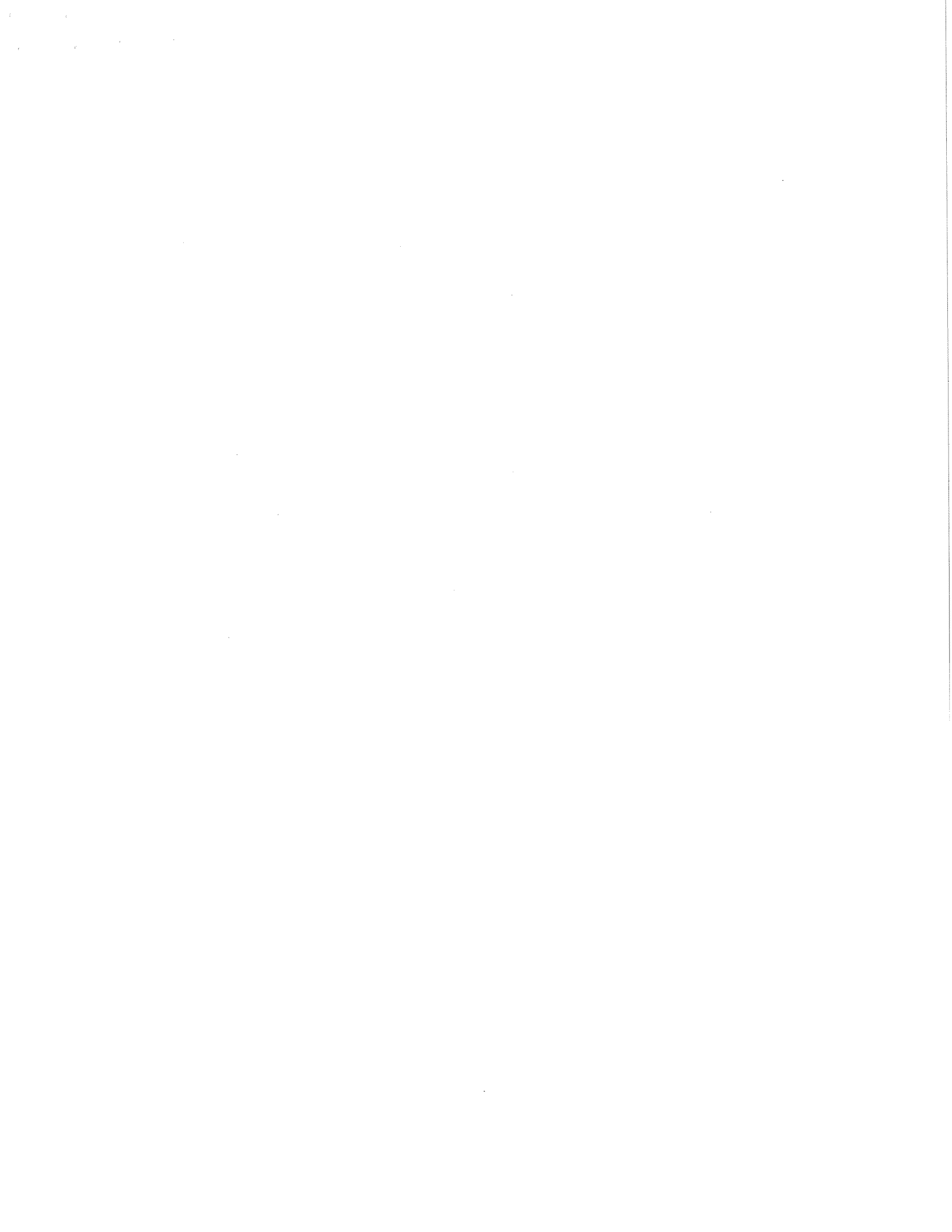
Attach copy of quote(s), estimate(s) and requisition(s): (Must attach quote & requisition; absence of either will delay processing)

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)

Five hurdle carts for the transport of the hurdles around the track.

Is this in your Program Review? Yes [checked] No []

In Program Review to help necessitate the instructor with class instruction by allowing the equipment to be transported easily around the track and is also included on the equipment request list. Phase III Physical Education design and development is almost complete (February 2011), and includes a Track and Field stadium which is also accommodate football, lacrosse, and soccer, with an adjacent field house for storage and rest rooms. The curricular offerings within the department are heavily reliant on the use of equipment. This includes a wide variety of exercise equipment as well as large numbers of game balls, net, jerseys and other sports equipment necessary to properly instruct classes. Proper techniques as defined in course outlines cannot be taught without the requisite equipment.



Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

New track and field facility

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?

Will have a positive impact by allowing for more instruction time and less time having students and/or instructors retrieving equipment from distant storage containers. Both students and instructors can benefit from portability of equipment.

Impact on Enrollment

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

The most difficult aspect of not having the hurdle carts is a incomplete facility and lack of standard equipment that is found, used and maintained at every track facility. Will have a positive impact by allowing for more instruction time and less time having students retrieving equipment from distant storage containers.

Access

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

The hurdle carts

a) provides flexibility in the ways information is presented, in the ways students respond or demonstrate knowledge and skills, and in the ways students are engaged

b) reduces barriers in instruction, provides appropriate accommodations, supports, and challenges, and maintains high achievement expectations for all students, including students with disabilities and students who are limited English proficient

Outcomes

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

The SLOs are enhanced and will have a positive impact on student learning. This piece of equipment for the track allows for more portable of class need equipment to certain event areas on the track allowing for more instruction time and less time having students retrieving equipment from distant storage containers which can be an unnecessary class disruption.

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) 20 plus
- b) yes, in storage container up on track
- c) no operating cost
- d) no upkeep or maintenance required

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?

Yes, The Track and Field will be a brand new addition to the PEAHW Division. The community has expressed an interest in using the track and many local high schools and agencies have expressed renting the facilities.

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?

The longevity and zero operational costs makes this a sustainable item.

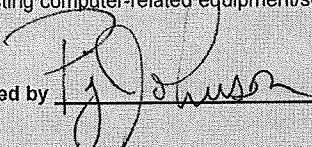
Health, Safety & Security

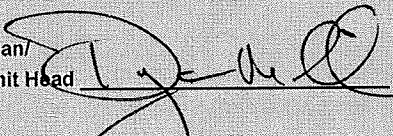
Does this equipment address any health, safety & security concerns? If so, please explain below.

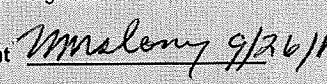
Allows for the safe transport multiple pieces of class equipment greatly reduce the chance of injury for instructor and students.

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) _____

GILLTM

ATHLETICS

GILL ATHLETICS, INC.
2808 Gemini Court
Champaign, IL 61822 USA
Telephone: (800) 637-3090 Fax: (217) 367-8440

Bid ID: 15983

Bid Date: 9/12/2011

From: NCL

To: PJ Johnson
Las Positas College
Livermore, CA 94551

Phone: 925-424-1291

Fax:

RE: pjohnson@laspositacollege.edu

Please find the listed below price quotation on specified equipment. This quotation is valid for 60 days. Please contact me at (800) 637-3090 if more information is needed.

Item No	Quantity	Description	Price	Extended Price
733630	5	GILL FLIGHT HURDLE CART 41	\$317.00	\$1,585.00
CA SALES TAX	1	CA SALES TAX	\$138.69	\$138.69

Subtotal: \$1,723.69

Freight: \$223.17

Total: \$1,946.86

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

SUGGESTED VENDOR **GILL ATHLETICS, INC**

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 Smutny

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
INSTRUCTIONAL EQUIPMENT REQUEST					\$ 1,585.00
Hurdle carts					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Vendor Information/ Remit To:	Deliver To, include room # (optional):				\$ -
GILL ATHLETICS, INC.	Las Positas College				\$ -
2808 Gemini Court	PE Complex Room PE 131 (Equipment room)				\$ -
Champaign, IL 61822	Attn: William Eddy or PJ Johnsn				\$ -
(800) 637-3090	3000 Campus Hill Drive				\$ -
Fax (213) 367-8440	Livermore, CA 94550				\$ -
	(925) 424-1290	Subtotal			\$ 1,585.00
		Tax		\$ 0.0875	\$ 138.69
		Shipping (if available):			\$ 223.17
INSTRUCTIONAL EQUIPMENT					
TOTAL COST					\$ 1,946.86

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

ACCOUNT #

FUND _____ ORG _____ ACCT _____ PROGRAM _____

Business Office

APPROVALS

[Signature]
Supervisor/ Coordinator/ Director

9-23-11

[Signature]
Dean/ VP/ President