

INSTRUCTIONAL EQUIPMENT REQUEST 2018-2019

Internal Use
IE #: Fall-08
Total \$: _____

Requester Name: Deanna Horvath Division Name: A&H

SUMMARY INFORMATION

Title of Item: Photography and Video Equipment

Equipment Location Building: #700

Room: #703

Location Comments:

SECTION 1: EQUIPMENT DESCRIPTION

The equipment is: ☐ A Replacement ☐ An Upgrade ☒ New Equipment/Technology

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:

The request for photography and video equipment includes new equipment/technology that will upgrade and enhance the equipment students will have access to for class, labs and assignments.

The Canon DSLR kits will offer the students the option of using the Canon platform with upgraded equipment. Students will be able to practice their skills on Canon equipment and not just Nikon cameras. The Canon lights assist students in lighting projects.

The Aputure lighting equipment will allow students to train on new LED lighting on-location and in the studio. The lights accept special rechargeable batteries that allow for shooting on-location where there is no access to power.

The audio equipment including the Rode mics, Boom pole kit, mics and accessories will enable the recording of high-quality audio for video.

The still and video tripods will assist in recording stable video content.

The JVC camera is a 4K camera that will give superior quality video.

LPC - RECEIVED

SEP 28 2018

ADMINISTRATIVE SERVICES

SECTION 1: EQUIPMENT DESCRIPTION (contd)

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ **Accreditation:** Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ **Curriculum:** Provide necessary institutional support for curriculum development and maintenance.
- ❖ **Tutoring Services:** Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ **Professional Development:** Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Specify how the equipment supports *LPC's Mission Statement* and *Planning Priorities*:

By providing this equipment for student use we will be offering more opportunities for training, skill building and confidence building while using professional grade still and video cameras, lighting and related equipment in preparation for careers and completion of educational goals.

Having this enhanced equipment will help provide support for the students studying in the Photography curriculum.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment mainly supports the Photography Program, however we share curriculum and students with related programs such as Graphic Design/Digital Media and Mass Communications.

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

Securing new equipment is always in the Program Review.

Pulled From PR

Photography equipment needs to be updated to keep current with industry standards. Updating equipment will insure all students have access and training on relevant professional photography equipment. It's imperative that career-oriented students have access to the most up-to-date equipment for internship and job readiness.

Students have been requesting more variety of classes, including advanced classes in lighting, digital photography and alternative/traditional processes.

Replacing old/broken down equipment with up-to date equipment relevant to the Photography field to aid in teaching and learning for all students.

SECTION 4: TEACHING AND LEARNING

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

The addition of this equipment will improve the instructor's ability to teach using industry standard equipment. The teachers will be excited to share new information on the equipment to the students. Teachers will be encouraged to expand assignments to challenge the students abilities.

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

Having new updated equipment will capture the students interest and encourage learning. Students will be able to gain experience using Canon cameras, professional LED lighting and higher-end video equipment. Having access to this equipment will allow students to challenge themselves on class projects, improve skillsets and confidence while working with professional equipment.

Each academic year, this equipment will impact: 15 # of classes/sections 350 # of students

SECTION 5: OUTCOMES (SLOs)

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

Give students the opportunity to use professional equipment to complete projects. The equipment will enable the students to produce portfolios of work showing the skills built while in our program.

Some SLO's:

- Produce portraits using various poses, light patterns and light ratios.
- Successfully use an industry-standard digital video editing program to produce completed video projects combining video, sound, and titles.
- Successfully utilize field-recording equipment, such as off-camera microphones and audio mixers to improve sound quality of footage.
- Produce a portfolio of photographic prints demonstrating proficiency with film-based darkroom or digital, computer-based equipment.
- Create a printed hard-copy portfolio of class assignments.
- Create an online portfolio of photographic images from class assignments.

What are the consequences related to learning outcomes if request is not funded?

Make it more difficult to provide opportunities for hands-on practice with professional level equipment that would lead to completion of student learning outcomes.

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

What is the potential life span of the requested equipment?

Probably 5 years

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 new storage needed.

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.

We have secured storage in building #700 to house requested equipment.

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.)

No regular servicing.

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


The cameras have rechargeable batteries helping improve energy efficiency.

SECTION 6: TOTAL COST OF OWNERSHIP (contd)**Part A: Initial Start-up Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	14,493.60	
Taxes (9.5%)	1,376.80	
Shipping or Delivery Charge	0.00	
Installation Costs *	0.00	
Miscellaneous Costs:		
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Storage	0.00	
Other: _____	0.00	
Vendor Discount		
Grand Total: \$ 15,870.40		

*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	0.00	
Estimated Parts Replacement Per Year	0.00	
Outside Standardization or Calibration Costs	0.00	
Storage Costs	0.00	
New Supply Costs	0.00	
Miscellaneous Costs:	0.00	
Maintenance & Repair Labor	0.00	
Other: _____	0.00	
Annual Operating Costs: 		

Indicate the source of funding for on-going annual operating costs:

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SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: D. Horvath or L. Casseli

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: 5-10 hours

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: L. Casseli

Is this in their current scope of duties? Yes

Indicate cost to train for maintenance and repairs: None

Indicate amount of time per month maintenance will be required: 1 hour

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 must be reviewed by the LPC IT Department.

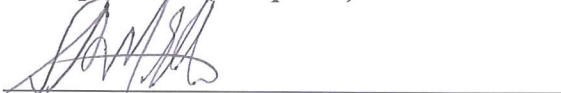
Signatures:



Requester

9/12/18
Date

IT Department (if required)

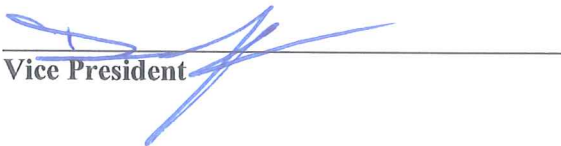


Dean/Manager

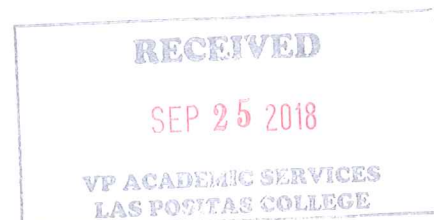
Date

9/21/18
Date

Vice President



9/27/18
Date



LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.				TAX ID#		FOR OFFICE USE ONLY	
SUGGESTED VENDOR B&H Photo and Video, 420 9th Ave, New York, NY 10001				DIVISION/ DEPARTMENT A&H		RETURN COPY of REQUISITION TO: D. Horvath 1209	
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	ASAP	12-Sep-18	#703	UNIT	QTY
DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)							
JVC GY-HM170UA 4KCAM	B&H #JVGYHM170UA - Mir #GY-HM170UA						1
JVC QAN0067-003 mic free with camera	Free						1
SanDisk 64GB Extreme PRO SDXC UHS-1 Memory card							10
Impact air cushioned light stand (10')							3
Aputure Light Dome Mini (27")							
Rode Video Mic Pro with Rycote Lyre Shockmount							1
Sennheiser MKE 600 Mic kit	B&H #SEIMKE600K2						2
Canon Speedlite 430 III-RT	B&H #CA430EX3 - MFR #0585C006						1
Porta Brace Rig Carrying Case	B&H #PORIGLS300 - MFR #RIG-LS300						1
Dracast 90Wh Compact Li-Ion B&H #DRBA90SC - MFR #BA-90SC							1
Aputure LS-mini20 Bi-Color 3-Light kit w. stands	B&H #APMIN20CCCS - MFR #MINI20CCCSWSTNDS						1
Aputure Light Storm C300d LED light kit with v mount battery plate	B&H #APLSC300DVK - MFR #LSC300DVKIT						1
Aputure Light Storm LS C120d Light Kit with v mount plate	B&H #APLSC120DVKT - MFR #LSC120DVKIT						1
Dracast Dual Charger with Two 90Wh V-Mount Batteries	B&H #DR90S2CK - MFR #DR-2X90S-1XCH2						2
Manfrotto MT055XPRO3-3W Aluminum Tripod	B&H #MAK055XPRO3 - MFR #MK055XPRO3-3W						2
Magnus VT-4000 Tripod System	B&H #MAVT4000 - MFR #VT-4000						2
Rode NTG2 Battery or Phantom mic	B&H #RONTG2 - MFR #NTG2						1
Canon EOS Rebel T6 DSLR Camera with 18-55mm and 75-300mm Lenses Kit	B&H #CAEDRT6L1 - Mir #1159C008						10
SanDisk 16GB Extreme UHS-I SDHC memory card	Free						10
Corel PaintShop Pro 2018 Ultimate (DVD with Download Card)	Free						10
Deliver To, include room # (optional):							
Las Positas College, 3000 Campus Hill Drive, CA							
94551, bldg #700, room #703							
<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED SEP 25 2018 VP ACADEMIC SERVICES LAS POSITAS COLLEGE </div>							
<div style="border: 1px solid black; padding: 5px;"> Comments: </div>							
Subtotal						\$ 14,493.60	
Tax						\$ -	
Shipping (if available):						\$ -	
TOTAL COST						\$ 15,870.40	

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

ACCOUNT #

FUND

ORG

ACCT

PROGRAM

Business Office

APPROVALS

Supervisor/ Coordinator/ Director

Dean/ VP/ President



420 Ninth Avenue, New York, NY 10001 • Fax: 212.239.7770

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1-800 947-9950

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VIDEO 1-212 444-5000
1-800 947-9910

PRO AUDIO 1-212 444-5070
1-800 947-1183

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The Professional's Source

www.bhphotovideo.com

Federal ID: 13-2769071

Prices Are Valid Until:

09/27/18

Quote No.: 760082660

Sold To: Deanna Horvath
Laf Positas
1
Attn: Deanna Horvath
LIVERMORE, CA 94551

Bill Phone: (925)424-1285
Fax Phone: (925)443-0742 Ext.:FAX

Date	Customer Code	Terms	Salesperson	Ship Via	
09/13/18	28127560	N/A	3V7	MULTIPLE	
Qty	Ord	Item Description	SKU# MFR#	Item Price	Amount
1		JVC GY-HM170 4KCAM CMPCT UHD CMCRDR/HANDL/REG	JVGYHM170UA (GYHM170UA)	1,199.00	1,199.00
1		JVC XLR MICROPHONE/REG	JVQAN3 (QAN0067003)	90.00	90.00
		Free item when purchased with JVGYHM170UA			-90.00
1		SENNHEISER MKE-600 SHOTGUN MIC COMPLETE HD SLR KIT/REG	SEMKE600K2 0	449.00	449.00
		CONSISTS OF:			
		1 SENNHEISER MKE 600 SHOTGUN MICROPHONE/REG	SEMKE600 (606463)		
		1 AURAY UNIV.SHOCK-MNT 1/CAMERA SHOES/BOOM PLS/REG	AUDUSM1 (DUSM1)		
		1 AURAY PRO MATRIXWINDSHIELD 20mm DI/ 14 cm DP/REG	AUWSS2014 (WSS2014)		
		1 AURAY BOOM POLE ALUMINUM 5-SEC 9' BOTTOM CBL/REG	AUABP59B (ABP59B)		
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Federal ID#: 19-2709071

Quote No.: 760082660

Date	Customer Code	Terms	Salesperson	Ship Via	
09/13/18	28127560	N/A	Slsm	MULTIPLE	
Qty	Ord	Item Description	SKU# MFR#	Item Price	Amount
		1 KOPUL PREMIUM CBL/ XLR/M to /F R/A NT-20'/BK/REG	KOM3020R (M3020R)		
		1 KOPUL XLRF - 3.5" ST RA CABLE - 1.5'/REG	KOXRSM015B (XRSM015B)		
		1 AURAY BOOM POLE BAG 1/34"CLOSED BOOMS/S-GUN/REG	AUBPB34 (BPB34)		
		1 AURAY GRIP - UNIVERSAL MIC HAND GRIP/REG	AUGRIP (GRIP)		
		1 KOPUL PREMIUM CBL/XLR/M to /F R/A -1.5'/BLK/REG	KOM3001.5R (M30015R)		
2		CANON SPEEDLITE 430EX III - RT/REG	CA430EX3 (0585C006)	225.00	450.00
1		PORTA-BRACE RIG CARRYING CASE/JVC GY-LS300/BLACK/REG <i>This Is A Special Order Item, And Is Not Returnable.</i>	PORIGLS300 (RIGLS300)	190.00	190.00
1		DRACAST 90WH/14.8v COMPACT V-MT BATTERY/REG	DRBA90SC (BA90SC)	149.00	149.00
1		APUTURE LS-MINI 20 BC 3-LT FLIGHT KIT w/STNDS/REG	APMINI20CCCS (MINI20CCCS)	789.00	789.00
		CONSISTS OF:			
		1 Lightweight Fresnel LED kit (CX3)/			
		1 Compact light stand (x3)/			
1		APUTURE LSC300DVKIT DAYLIGHT LED LIGHT/REG	APLSC300DVK (LSC300DVKIT)	925.00	925.00
Continued on Next Page ...					

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Federal ID#: 13-2768071

Quote No.: 760082660

Date	Customer Code	Terms	Salesperson	Ship Via
09/13/18	28127560	N/A	Slsm	MULTIPLE
Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
2	APUTURE LIGHT STORM C120D LED D/L LT KIT/REG	APLSC120DVKT (LSC120DVKIT)	559.00	1,118.00
10	SANDISK EXTREMEPRO SDHC 64GB - 95MB/s V30 CARD/REG	SAEPSD64GV3G (DXXG084GQM4)	32.17	321.70
3	IMPACT 10' AIR-CUSHIONED LIGHT STAND - BLK/REG	IMLS10ABI (LS10ABI)	39.00	117.00
1	APUTURE LIGHT DOME MINI f/ COB120/300/REG	APLDM (MINIDOME)	89.00	89.00
5	RODE VDMIC PR/RCT SSPNS MT/DEAD CAT WND SHL/REG	ROVMPRQ 0	199.00	995.00
	CONSISTS OF:			
	5 RODE VIDEOMIC PRO W/RYCOTE LYRE SUSPENS MT/REG	ROVMPR (VIDEOMICPROR)		
	5 RODE DEAD CAT WIND MUFF f/VIDEOMIC PRO-R/REG	RODEADCTVMPR (DEADCATVMPR)		
1	DRACAST 2x 90S V-MNT BATTERY w/ 1x CHARGER KIT/REG	DR90S2CK (DR2X90S1XCH2)	539.00	539.00
2	MANFROTTO MK055XPRO3-3W ALM 3-SEC TRIPD/3-WAY HD/REG	MAK055XPRO33 (MK055XPRO33W)	329.00	658.00
2	MAGNUS VT-4000 TRIPOD w/2 WAY FLUID VID HEAD/REG	MAVT4000 (VT4000)	136.00	272.00
1	RODE NTG-2 SHOTGUN CONDENSER MICROPHONE/REG	RONTG2 (NTG2)	199.00	199.00

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Date	Customer Code	Terms	Salesperson	Ship Via
09/13/18	28127560	N/A	Slsm	MULTIPLE
Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
10	CANON EOS DIG REBEL T6 18-55+75-300 KIT/REG	CAEDRT6L1 (1159C008)	459.00	4,590.00
10	COREL PAINTSHOP PRO 2018 ULTIMATE (DVD)/REG	COPSP2018U (PSP2018ULENM)	84.95	849.50
	Free item when purchased with CAEDRT6L1			-849.50
10	SANDISK EXTREME 16GB SDHC U3 UHS-1 R90/W40MB/s/REG	SAESD16GBC (SDXNE16QNCIN)	11.54	115.40
	Free item when purchased with CAEDRT6L1			-115.40
PLEASE NOTE: ----- *****UPCOMING SCHEDULE CHANGE ***** We will reopen Thursday Sept 20th at 9:00 AM ***** We will be closing on Sunday September 23, at 1:00 PM We will remain Closed through Tues Oct 2nd and will reopen Wednesday October 3rd at 9:00 AM ***** **** Please reference your quote number on all PO's **** Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.				
Payment Type -			- Amount	Sub-Total: 13,049.70
NO PAYMENT TYPE SELECTED				Shipping: Free STND
				Total: 13,049.70

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