

# INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 18

Total \$: 596.01

**Requester Name:** Titian Lish **Division Name:** Theater Arts

## SECTION 1: SUMMARY INFORMATION

**Brief Title of the Request:**

Mobile White Board

**Equipment Location Building:** 4000 **Room:** 4128

## SECTION 2: 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:**

We are just asking for a replacement of an existing board. The new mobile board is 30'x40' and has two sides on which to write.

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

The 4000 bldg blackbox is used as a teaching station for multiple classes each semester. As it was primarily designed as a performance space, there is no permanent white board in the room. We have been using a mobile board for many years, but it has begun breaking down and has had to be repaired many times. It no longer locks in place when rotated (meaning the board is always slightly tilted at a forward angle) and the wheels and legs have had to be replaced and no longer lock to prevent the board from rolling.



### SECTION 3: 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:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

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

Our mission states that we will provide educational support for students. Having functional instructional support like whiteboard speaks to that mission in a very specific way.

### SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

All theater courses and the speech course, Readers Theater.

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

It is not. The program review requests were reserved for larger programmatic equipment. We see this as replacing a broken part of the room.

### SECTION 5: TEACHING AND LEARNING

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

The board would be accessible, manageable, and more reliable than the current board.

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

Students will have a reliable white board for instructional information, reminders, or other general information in the teaching space.

Each academic year, this equipment will impact: 10 # of classes/sections 300 # of students



## **SECTION 6: OUTCOMES (SLOs)**

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

Students will have a reliable white board for instructional information, reminders, or other general information in the teaching space.

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

Information delivery will be less reliable if the board breaks again.

## **SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)**

What is the potential life span of the requested equipment?

5+ years

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "Part A: Initial Start-up Costs" section below.)

No storage is needed.

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.)

None

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

It is a non-consumable teaching product and meets sustainability by being reusable.





### Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	463.76	
Taxes (9.5%) <span style="float: right;">9.5%</span>	0.00	none listed in quote <span style="float: right;">44.06</span>
Shipping or Delivery Charge	88.19	
Installation Costs *	0.00	
Miscellaneous Costs:	0.00	
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other: _____	0.00	
Vendor Discount	0.00	
<b>Grand Total:</b>	<del>551.95</del>	<b>596.01</b>

### 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	
<b>Annual Operating Costs:</b>	0.00	

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





**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: Instructors

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): None

Indicate amount of time per month key operator will use equipment: Daily

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: M & O

Is this in their current scope of duties? Yes

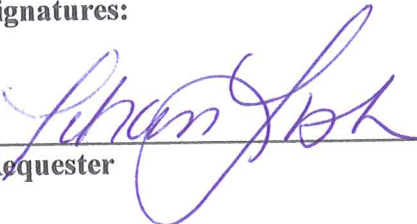
Indicate cost to train for maintenance and repairs: None

Indicate amount of time per month maintenance will be required: None


**SECTION 8: 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

10/14/16  
Date

IT Department (if required)  
  
Dean/Manager

10/17/16  
Date

  
Vice President

10/24/16  
Date





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**balt 669RU-FD Platinum Mobile Reversible Board**



Zoom



(Images 16)



balt 669RU-FD  
Projection Plus/ Porcelain Markerboard - 30x40

0 reviews

Read Reviews (0) | Write Reviews

**Features**

- Get up to twice the functional space of a wall-mounted board with a versatile and mobile Platinum Reversible Board
- Panel is trimmed with modern anodized aluminum, rotates 360° on a pivot hinge, and locks into place with the turn of a knob
- Trim includes a full-length accessory tray with perforated panel for style and stability
- Smallest size ships UPS to save you time and money
- Wide base design for stability includes molded bumpers to protect walls, and 3" locking casters
- TAA compliant

**Standard Pricing**

List Price: ~~\$874.83~~

Standard Price: \$463.76

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Paul  
Product Specialist



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	Product Name	Edit Type	Price	
<input type="checkbox"/>	<b>669RU-FD</b> Projection Plus/ Porcelain Markerboard - 30x40	Standard Price	\$463.76	<input type="radio"/>
<input type="checkbox"/>	<b>669RG-DC</b> Porcelain Markerboard/Natural Cork - 4x6	Standard Price	\$580.97	<input type="radio"/>
<input type="checkbox"/>	<b>669RG-DD</b> Porcelain Markerboard both sides - 4x6	Standard Price	\$688.03	<input type="radio"/>
<input type="checkbox"/>	<b>669RG-FC</b> Projection Plus Markerboard/Natural cork - 4x6	Standard Price	\$588.21	<input type="radio"/>
<input type="checkbox"/>	<b>669RG-FD</b> Projection Plus Markerboard/Porcelain Markerboard - 4x6	Standard Price	\$653.49	<input type="radio"/>



# LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

## Dance Equipment International

NAME OF STAFF MEMBER Titian Lish	DATE WRITTEN 10/17/2016	DATE REQUIRED 6/1/2017	DIVISION/ DEPARTMENT THEATER/ALSS	FOR INVENTORY PURPOSES INCLUDE ROOM # WHERE EQUIPMENT WILL RESIDE: Plenum	FOR OFFICE USE ONLY RETURN COPY OF REQUISITION TO:
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DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	EXTENDED COST
DANCE DECK MODULAR FLOOR TILES	ea	1735	\$ 5.95	\$ 10,323.37
MALE TRANSITION EDGE	ea	81	\$ 3.99	\$ 323.19
FEMALE TRANSITION EDGE	ea	81	\$ 3.99	\$ 323.19
CORNER	ea	4	\$ 2.45	\$ 9.80
STORAGE CART	ea	2	\$ 695.00	\$ 1,390.00
				\$ -

Comments:

Subtotal	\$	12,369.55
Tax	\$	1,226.64
Shipping (if available):		\$1,259.72
<b>TOTAL COST</b>	<b>\$</b>	<b>14,855.91</b>

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