

INSTRUCTIONAL EQUIPMENT REQUEST

Internal Use

RECEIVED

2016-2017

IE #: Fall 31

OCT 20 2016

Total \$: 4,284.91

VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

Requester Name: Don Hester, Moh Daoud

Division Name: CATSS

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Equipment for the Information Technology Classes

Equipment Location Building: 804A, 804B, 805 at Las Positas College

Room: 804, 805

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:

See attachment

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

Not Applicable



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:*

Staying current by teaching marketable skills.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Information Technology and related disciplines

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

The CNT program prepares students for a variety of career opportunities in the networking field. CNT classes prepare students for Cisco CCNA and CCNP certification tests, Microsoft MCSE and MCSA tests, Computer Forensics, WIFI, Penetration Testing, Wireshark, VMware and VoIP certifications, and CompTIA Network+, Security+, DHTI+, Linux+, and A+ tests.

SECTION 5: TEACHING AND LEARNING

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

The tools of the trade will be used by instructors to demonstrate their use in the work place.

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

By using current tools and equipment, the students will practice actual marketable skills.

Each academic year, this equipment will impact: $\frac{10}{2}$ # of classes/sections $\frac{300}{2}$ # of students

SECTION 6: OUTCOMES (SLOs)

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

SLO in CNT 52: Install, configure and maintain various home and business networks.

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

Students may miss some necessary skills that are in demand in the work environment.

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

What is the potential life span of the requested equipment?

10 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.)

Not applicable

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.)

\$ 100 per year.

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

This equipment produces no chemicals known to the State of California to cause cancer.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	3,913.16	
Taxes (9.5%)	371.75	
Shipping or Delivery Charge	0.00	
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	
Grand Total:	4,284.91	

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:	0.00	

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

Not applicable

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Not Applicable

Is this in their current scope of duties? Not Applicable

Indicate cost to train key operator (include in Initial Start-up Costs above): Not Applicable

Indicate amount of time per month key operator will use equipment: Not Applicable

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: IT Instructors

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: 16 hours

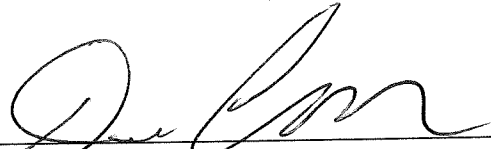
SECTION 8: APPROVALS

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.

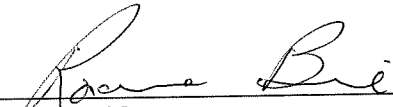
Signatures:


Requester

Oct 14, 2016
Date

IT Department (if required)

Dean/Manager

Date
10.20.16
Date


Vice President

10/24/16
Date

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & W# TAX ID#

SUGGESTED VENDOR **Amazon.com**

NAME OF STAFF MEMBER **Donald Hester**

DATE WRITTEN **17-Oct-16**

DATE REQUIRED **15-Jan-17**

DIVISION/DEPARTMENT **CATSS**

For inventory purposes include room # where equipment will reside: **804**

FOR OFFICE USE ONLY

RETURN COPY of REQUISITION TO:

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)

UNIT QTY UNIT PRICE

Air

Western Digital Elements 2TB USB 3.0 Portable External Hard Drive <http://amzn.to/2epxxo0> 40 \$ 76.99 \$ 3,079.60

Thermal Paste, 5 Pack ThermalCoolFlux(TM) High Performance Paste <http://amzn.to/2enTWgj> 4 \$ 6.57 \$ 26.28

Cybertech Cat6, Cat5e crimp connectors pack of 100 <http://amzn.to/2eA2IGR> 1 \$ 9.99 \$ 9.99

Falcon Dust-Off Professional Electronics Compressed Air Duster, 12 oz (<http://amzn.to/2eA4bIR>) 1 \$ 38.88 \$ 38.88

Endust LCD and Plasma Monitor Cleaner Pop-Up Wipes 70 ct - 6 Pack (11506F) <http://amzn.to/2dXttbc> 1 \$ 38.66 \$ 38.66

Metro Vacuum MDV-1BA DataVac Pro 4.5-AMP Computer Vac/Ble <http://amzn.to/2dXsJCY> 1 \$ 84.99 \$ 84.99

AMYAMY 53 in 1 Multi-purpose Magnetic Precision Screwdriver Set with Trox H <http://amzn.to/2dXuf0G> 3 \$ 13.88 \$ 41.64

Stanley Click & Connect 2-in-1 Deep Tool Box & Organizer STST19900 <http://amzn.to/2dKmiNT> 2 \$ 23.54 \$ 47.08

VELCRO Brand - ONE-WRAP Cable Management, Thin Self-Gripping C <http://amzn.to/2dKokLo> 1 \$ 65.81 \$ 65.81

Pomona Test Lead Holder, 10 Slots, Black, .320" Diameter <http://amzn.to/2e8gcAf> 5 \$ 9.23 \$ 46.15

UT Wire UTW-FCW12-BK 12-Foot Flexi Cable Wrap, Black <http://amzn.to/2d4B8k4Z> 7 \$ 7.63 \$ 53.41

Cable Organizer Metric USA Customizable Flexible Black or Red Cord M <http://amzn.to/2etUkK8> 2 \$ 7.50 \$ 15.00

Extech TG20 Wire Tracer/Tone Generator <http://amzn.to/2eT2FeS> 1 \$ 22.99 \$ 22.99

Printer stand <http://amzn.to/2evezZu> 1 \$ 167.76 \$ 167.76

Sunwin FTTH-TL09 Assembly Optical Fiber Termination Tool Kit With FC-6S Fil <http://amzn.to/2enWsdY> 1 \$ 156.99 \$ 156.99

Vendor Information/ Remit To: **2189** Deliver To, include room # (optional):

Amazon.com

Comments:

BT#

Subtotal

Tax \$ 0.0950 \$

Shipping (if available):

TOTAL COST \$ -

ACCOUNT #

FUND

ORG

ACCT

PROGRAM

Business Office

APPROVALS

Supervisor/ Coordinator/ Director

Dean/VP/ President



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