



# Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Continuing Excellence in Print Media
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/09/2024	IER forms due to Division Dean
10/16/2024	Division review of IER forms (Dean & VP signature)
10/23/2024	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

## Checklist

- ☒ All IER form fields complete
- ☒ Valid quote attached to submission (must be attached before submitting form)
  - **Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
  - **IMPORTANT:** To comply with state law, purchases between \$ 30,000.00 and \$ 114,499.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
  - Purchase requests of \$ 114,500.00 or more must go out for bid\* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
  - For assistance with quotes, please contact Bill Pagano at [bpagano@clpccd.org](mailto:bpagano@clpccd.org) or (925) 485-5271.
- ☒ IER form, with quote, signed and submitted to Division Dean including:
  - Quote (required)
  - [New Vendor Application](#) (if new vendor)
  - Copy of [W9](#) (if new vendor)

**\*Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

## IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

# Instructional Equipment Definitions

## Allowable Items

**Allowable Items:** Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
  - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
  - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

## Non-Allowable Items

**Non-Allowable Items:** Administrative or non-instructional purposes including equipment being used for administrative or non- instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

## IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>LPC Mission &amp; Planning Priorities</b> [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
<b>Educational Items: Programmatic Impact and Institutional Support</b> [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
<b>Teaching &amp; Learning</b> [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
<b>Outcomes</b> [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

# Instructional Equipment Request Form

Name of Requestor: Korber, Melissa

Division: A&H

Discipline: Journalism and Media Studies

This Equipment Request is: New Equipment or Technology

## SECTION 1: Equipment Description

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:

### Equipment Location

Building #: 2400

Room #: 2409

### Comments:

Library Material: Print 2024 Naked. Print and Bind 2025 Havik. They will be stored briefly in 2409 before distribution and sales. Archives will be maintained in 2409 (and online).

### If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

Not applicable.

## SECTION 2: LPC Mission Statement and LPC Planning Priorities

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

### LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

The funding for the magazine and journal ensures that these award-winning publications will be printed, benefiting students who learn to produce, edit, and distribute them to the wider LPC community. These resources allow students to acquire skills and complete requirements of the program's two degrees and one certificate and requirements for related programs. The magazine's mission is to "strip away the layers" to tell the stories beneath the surface relevant to LPC. The journal accepts and publishes creative work from around the world with over 50% of the work coming from local contributors. Both the magazine and journal have received state and national awards for excellence from journalism organizations.

### SECTION 3: Educational Items | *Program Review*

#### Specify the educational programs the equipment supports:

Journalism and Media Studies, Photography, and English (directly)

The publications are used in many classes and other activities (camps, club meetings, outreach events). They directly support the Journalism and Media Studies Program, the English Program, the Photography Program, and many other programs indirectly. Both the JAMS and English programs offer a transfer degree, an A.A. degree, and a certificate. The Photography program offers an A.A. degree and a certificate. Student media outlets are a vital part of the LPC campus community, benefiting the wider Las Positas College community.

#### Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

These costs will be part of the upcoming Program Review. These costs are also expressly anticipated in the 2023-24 JAMS Program Review. The Program Review states: "Funding for publications and websites created ongoing challenges, exacerbated by the rising printing costs, less advertising revenue, and ongoing digital costs such as website maintenance, updates, and repairs." Payments are made by cobbling together various sources of funding, including grants, co-curricular funds, donations and sponsorships, ad sales, and fundraisers. This is extremely time-consuming, which is also noted in the 2023-24 JAMS Program Review.

### SECTION 4: Teaching and Learning

#### Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

It is crucial for journalists and media creators to know how to produce audio, video, photography, and print publications. As set forth in "How To Become a Journalist: Steps, Skills, and Career Data," updated by Forbes Advisor in 2024, familiarity with technology is an important skill for journalists. "From cameras to microphones to video editing software, journalists require a firm understanding of the technology used every day to tell their stories," the article states. At the same time, despite many dour predictions, print media remains vital, according to the "Global Print Media Market Forecast – Top Trends, Growth Drivers And Lucrative Segments As Per The Business Research Company's Print Media Global Market Report 2024." The report states that "print media market size has grown steadily in recent years" with compounded growth of at least 2.5% globally through 2028. Growth can be attributed to increasing ebook sales; increased print growth because of environmental concerns about electronic technology; resilience of print media after the pandemic; increased reliance on data; and global expansion of the print market.

At LPC, the three print publications are an important part of the JAMS program with Havik, Naked, and The Express all earning high honors from the Associated Collegiate Press, a national/international organization. For the past three years, Havik has been recognized as the top journal at the ACP Conference, which includes two-year and four-year colleges from around the country. Naked was honored as the second place Best of Show two-year feature magazine at the ACP Conference. Both Naked and The Express earn have earned dozens of awards from the Journalism Association of Community Colleges in California.

#### Detail the impact the equipment has on learning:

This funding will allow students to produce quality print publications for distribution through current student media outlets. LPC media is distributed via the three print publications — The Express, Naked, and Havik — as well as through LPCEXpressNews.com, The Express Podcast Network, The Express Newsletter, and the Havik and Naked websites. Students will be able to use funding to produce multimedia content and print content for distribution to the wider LPC community.

All services will facilitate creation of media and allow students the opportunity to learn new skills at every step of the production process. The impact on learning will be tremendous because of the new skills acquired.

#### Please state the number of classes and students the equipment will impact:

**Classes/Sections:** 15 in JAMS plus 3 cross-listed

**Students:** 200

## SECTION 5: Student Learning Outcomes (SLOs)

### **Document how the equipment will enable you to surpass your current Student Learning Outcomes:**

With the launch of SLOs in CurricuNet this year, lead faculty in JAMS will recreate and revise existing SLOs and PSLOs. Below is a list of classes for all SLOs that will be impacted. As explained above, the funding will facilitate student learning in the program. This will allow JAMS to meet and surpass existing SLOs (and will likely lead to new insights about refinements to SLOs and PSOs).

#### Courses:

JAMS 1 Intro to Mass Communications  
JAMS 2 Intro to Media  
JAMS 11 Intro Reporting & Newswriting  
JAMS 3 Intro to Public Relations  
JAMS 12/PHOTO 72 Introduction to Photojournalism  
JAMS 19A/ENG 19A Journal of Arts, Literature, and Academic Writing A  
JAMS 19B/ENG 19B Journal of Arts, Literature, and Academic Writing A  
JAMS 21A Express College Newspaper A  
JAMS 21B Express College Newspaper B  
JAMS 21C Express College Newspaper C  
JAMS 21D Express College Newspaper D  
JAMS 22 — Express Editorial Board  
JAMS 24A — College Magazine A  
JAMS 24B College Magazine B  
JAMS 23 Multimedia Reporting  
JAMS 29 Independent Study, Journalism and Media Studies

#### Programs (PSLOs)

Journalism Associate in Arts for Transfer (AAT) Journalism Certificate of Achievement (CA) Journalism and Media Studies Associate of Arts (AA)

Plus related programs that include JAMS courses, including English and Photography.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

**Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?**

Both will be used to create newer editions. Copies of Naked are distributed on campus and in the community. Copies Havik are sold and distributed at the publication ceremony and sent to contributors and sponsors. Archives of both publications are stored in the Media Lab.

**Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):**

The number of copies of both publications is directly linked to distribution of both with a few extra copies maintained in the lab as archives. Electronic distribution is also achieved through archives and digital distribution. Both vendors listed specialize in small runs, which can be tailored to fit the specific needs of the program and cut down on waste.

**How does the equipment provide renewal resources to the college?**

Not applicable. (Archives are maintained, and the magazines are used for years to come.)

**Operator**

Primary operator:	Korber, Melissa		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	20-240		
Comments:	The magazine will be distributed to the campus community, sponsors, and advertisers. The journal will be distributed to contributors, sponsors, and purchasers.		

**Maintenance and Repairs**

Who will perform maintenance and repairs?	Not applicable.		
Estimated hours per month:	0		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability (cont'd)*

**Lifespan of Equipment:** Approximately 10 years; archives kept longer.

**FOAP (Budget) for Recurring Costs:** \_\_\_\_\_

Vendor Name:

Fund

Org

Acct

Program

Spotlight Design & Printing and Prepress, Inc.

<b>Part A: Initial Start-Up Costs</b>		
Type	Cost	Comments
Equipment or Materials	10,289.60	Spotlight: \$3200.00, Prepress: \$7089.60
Shipping & Delivery Fees	0.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	1,002.69	Sales Tax Spotlight: \$276.00, Prepress: 726.69
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	11,292.29	
<b>Part B: Annual Operating Costs</b>		
Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
<b>Annual Total</b>	0.00	
<b>Overall Cost:</b>	11,292.29	

## Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>Melissa Korber</i>	10/08/2024
Division Dean:	<i>Amy Mattern</i>	10/09/2024
Vice President:	<i>Nan Ho</i>	10/11/2024
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/14/2024





**Prepress**

2203 Newcomb Ave  
San Francisco,  
California 94124  
www.prepress.com

Melissa Korber  
Las Positas College  
3000 Campus Hill Drive  
Livermore, CA 94551  
(925) 424-1242

**No. 052423040551**

Oct 07, 2024

Your estimated cost for this project is **\$29.54 per book. Price valid until June 30, 2025**

240 books: \$7089.60  
Sales Tax: \$ 726.69  
Shipping: pick up by client  
Total: \$7816.29

**Due upon receipt and a purchase order from Las Positas College**

Project name: **Havik 2024**

Quantity of Books to Print: **240**  
Number of Pages: **252**  
Inside Pages Paper Stock: **70 lb Text**  
Book Size: **8.5 x 11**  
Binding Method: **Perfect Bound**  
Orientation: **Landscape**  
Cover Printing: **Color 1 Side**  
Cover Paper Stock: **12pt Cover Weight**  
Soft Touch Lamination: **Yes**  
Turnaround Time: **5-7 Business Days**

Manufacturing Notes: Prices are based on PDF print-ready files supplied by client. For guidelines on creating PDF files from native application files such as QuarkXpress or Indesign, please contact a customer services representative. One round of digital press proofs included in pricing. Creative services, design, layout, digital photography, scanning, color corrections, photo retouching, copy-writing and other publishing services are also available if needed for additional charge @ \$120.00/hour.

Spotlight Printing

725 Bryant Street  
San Francisco, CA 94107  
Tel: 415-856-0955  
Fax: 415-856-0959

# Estimate

DATE	ESTIMATE #
10/7/2024	448

NAME / ADDRESS
Las Positas College Naked Magazine 3000 Campus Hill Drive Livermore, CA 94551 510-541-9669

PROJECT

DESCRIPTION	TOTAL
500 copies 8.5"x11" booklets, 48 pages, 4/4, saddle stitch "Naked Magazine Fall 2024" Cover: 100# gloss cover Inside: 100# gloss text Sales Tax	3,200.00T  276.00
<b>TOTAL</b>	<b>\$3,476.00</b>