

Requisition #: _____
Banner #: _____

Reference #: IER#0000138
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	Drone Technology: Our Next Generation Aircraft Fleet		
Requestor Name:	Cearley, Daniel Grover	Division:	PATH
Date Submitted:	10/07/2026	Discipline:	Noncredit Aviation
Type of Request:	A Replacement		

Describe the specific equipment requested.

Include model/specs if known. State whether this replaces existing equipment, upgrades current technology, or fills a new need.

This is a request for two professional drones and ancillary equipment. These aircraft will replace two older model drones that are experiencing end-of-lifespan issues. Our older models show battery life issues, software inconsistencies, and usage wear. We are using our older models as back-up but not as primary aircraft. These additional aircraft will complete a two-year process of moving to a new generation of aircraft that have longer life spans, extended battery life, and higher quality specifications. The equipment supports these aircraft.

KEY DEADLINES

Action	Deadline
IER form submitted to Division Dean	10/07/2026
Division Review of IER forms (Dean signature)	10/14/2026
IER due to Exec. Assistant, Administrative Services (with Dean & VP signatures)	10/21/2026

PRE-SUBMISSION CHECKLIST

- ☒ All fields in the form **MUST** be completed in full.
- ☒ Valid vendor quote* must be attached (include shipping, installation, and tax where applicable)
Do not split quotes or submit duplicates. For more details or assistance see Quote Requirements*
- ☒ IER form signed and submitted to Division Dean by the deadline, must include:
 - ☒ Quote (required)
 - ☐ New Vendor Application (if new vendor)
 - ☐ W-9 (if new vendor)

***Quote Requirements:** By law, purchases between \$ 30,000.00 and \$ 119,099.99 require 3 quotes from 3 different vendors. Purchases at or above \$ 119,100.00 require an RFP (bid) process and Board approval; if your request is approved, we provide further instructions via email. We are required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. For assistance with quotes, contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.

[More information on Instructional Equipment can be found here.](#)

IER RUBRIC: HOW YOUR REQUEST WILL BE SCORED

Criteria	Max Points	Strong Evidence	Adequate Evidence	Limited Evidence
Mission & Planning Priorities [Section 2]	5	4–5: Clear and compelling evidence/data that equipment fully supports LPC Mission and Planning Priorities.	2–3: Clear evidence/data that equipment supports LPC Mission and Planning Priorities.	0–1: Limited or no evidence/data.
Programmatic Impact & Institutional support [Section 3]	10	8–10: Clear and compelling evidence/data (from program review) of substantial instructional impact.	4–7: Clear evidence/data of substantial impact on program instruction.	0–3: Limited or no evidence/data.
Teaching & Learning Enhancement [Section 4]	10	8–10: Clear and compelling evidence/data that equipment provides much-needed enhancement to instruction.	4–7: Clear evidence that equipment provides enhanced instruction not met through current means.	0–3: Limited or no evidence/data.
Student Learning Outcomes [Section 5]	5	4–5: Clear and compelling evidence/data that equipment support course and/or program outcomes beyond current capability.	2–3: Clear evidence that equipment supports course and/or program outcomes beyond current capability.	0–1: Limited or no evidence/data.
Safety and/or Org. Effectiveness [Section 6]	5	4–5: Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	2–3: Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	0–1: Limited or no evidence/data.
Total	35			

Tip: Use specific data and evidence in each narrative section. Requests without evidence receive lower scores. Incomplete requests will not be ranked.

INSTRUCTIONAL EQUIPMENT: ALLOWABLE & NON-ALLOWABLE ITEMS

Allowable Items – Instructional equipment expenditures are eligible only when the equipment, library material, or technology is used for classroom instruction, student instruction or demonstration, or in the preparation of learning materials within an instructional program. All eligible items must function as durable assets with a useful life exceeding one year. Requests must fall within one of the five categories below (requests are not limited to the examples provided within the categories):

- 1. Equipment and Furniture:** Instructional equipment and furniture for primary use by students in instructional programs. Examples include, but are not limited to: classroom and laboratory equipment, such as, whiteboards, screens, projectors, lab instruments; and, instructional furniture, such as, desks, tables, podiums, chairs.
- 2. Information Technology:** Instructional IT equipment for student use in classrooms, laboratories and/or in direct support of student services. Examples include, but are not limited to: desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, and multimedia systems.
- 3. Adaptive Equipment:** Equipment for ADA/OCR-eligible students that assists them in a learning environment.

NOTE: Each individual item must cost \$200 or more.

Non-Allowable Items – Equipment that serve administrative or non-instructional purposes. Examples are: Photocopiers, file cabinets, bookcases, computers used primarily for administrative functions, networking infrastructure for non-instructional use, and software licenses for administrative systems. Items that would be considered supplies or have a useful life of less than one year.

SECTION 1 — Location and Compliance Information

Equipment Location: Building #: 1000 Room #: 1061

If applicable, describe any legal requirement, mandate, or safety concern.

Cite specific regulations or compliance requirements.

SECTION 2 — Mission & Planning Priorities

Scored 0–5 points

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

- ☒ **Equity:** Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- ☒ **Student Success:** Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- ☒ **Health & Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Explain how this equipment supports LPC's Mission and the Planning Priority/Priorities checked above.

Strong responses provide clear and compelling evidence or data that the equipment supports the LPC Mission and Planning Priorities (e.g., specific program goals, student populations, or outcomes).

This request continues our effort to offer the most current, safe, and sufficient materials to support the students' completion of our courses and directly aid in full-filling LPCs mission. These drones offer students a educational experience that is accessible to all ability levels and are equal to industry standards. They will provide a "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." Our non-credit class are inexpensive, repeatable, and with this investment, students will be experiencing equipment that professionals use which can be a barrier to many.

This equipment will facilitate learning with more user-friendly software and extend battery life, nearly three times the previous versions. This means that students will have less interruptions in their exercises and extended practice time. All of this should assist in student success. In addition, these drones should outperform previous versions. The end of lifetime span should be longer and we will need less batteries than previous models.

Having a longer battery life has been a welcome change to our faculty. In previous models we would spend a considerable amount of time preparing our aircraft for our courses. This would involve setting up a large space for dozens of charging stations. These new models require less time to charge, maintain a longer charge, and require fewer batteries. All of this translates to less prep time for our instructors that equates to a happier, less stressed workplace.

SECTION 3 — Program Review & Programmatic Impact

Scored 0–10 points

Strong responses provide clear and compelling evidence or data from program review of substantial instructional impact. If this equipment was not included in your most recent program review, provide a clear explanation of the instructional need.

Specify the educational programs this equipment supports:

This request focuses on the Drone Technology 3 non-credit courses: NAVI 201, 202A, 202B. We offer 3 to 4 courses a semester that represent 45 – 97 students per semester since 2022. These are Career Technical Education focused courses that allow students to quickly learn to operate aircraft adeptly within an ethical and safe frame of mind.

The photographic oriented drones are available to the Applied Photography program, faculty and students have access to them. There is a process through which these drones can be utilized for student projects, independent study, and other activities.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review as evidence to support this request.

Quote or paraphrase relevant language directly from your Program Review. If not included in Program Review, explain why this need emerged outside the regular planning cycle.

This request is part of our ongoing effort to maintain industry standards in a technology driven sector that experiences frequent change. In Section 2. Please describe your most important challenges in year 24-25. "New technology requires periodic investment in aircraft, ancillary equipment, software, and training of personnel."

Section 4 — Teaching & Learning Enhancement

Scored 0–10 points

Provide clear and compelling evidence or data that this equipment enhances instruction and student learning beyond current capability. Strong responses demonstrate a much-needed instructional enhancement not met through existing means.

How does this equipment enhance teaching and the quality of instruction? Use evidence and data

Be specific about what instructors can do with this equipment that they cannot do now.

These aircraft represent a significant improvement over previous aircraft. Most notably, battery technology has doubled the flight time, allowing students to spend significantly more time practicing in the air. In contrast, our older models had a 15-minute flight time requiring up to 8-10 battery changes during a course session. The proposed aircraft have a 45-minute battery life that will allow for much fewer battery changes and be more cost effective for the college.

In terms of cinegraphic performance, these aircraft also represent a wider array of photographic/videography modes. Instructors will be able to project images of the camera and of the controller screen in real time, so students can easily visualize the menu settings and different modes.

There are also improvements to memory and computer processing. This means that these aircraft are more stable in windy turbulent conditions, providing a gentler platform for learning and teaching. These improvements also increase quality of stills and video, allowing for different and more complex exercises.

How does this equipment directly improve student learning?

Consider engagement, accessibility, hands-on practice, preparation for transfer or employment, etc.

As mentioned previously, the increased battery life of these new aircraft allows more sustained learning. We currently have four of these aircraft. In our usage we have noticed that students are more relaxed and less inclined to be anxious about a decreasing battery level. In addition the increased stability of these aircraft is notable, which adds an additional level of confidence for students.

The next generation software enhancements are easier for students to learn and navigate. Software for cameras can be quite complicated, yet after a year of using this system students are able to acquire fluency faster than previous models. This is also important when considering the added complexity of pre-set flight modes and the addition of orchestrated movements.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	3	Estimated Number of Students Per Year:	45-90+
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SECTION 5 — Student Learning Outcomes (SLOs)

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports course and/or program outcomes beyond current capability.

Which course or program SLOs does this equipment support? List them.

Reference the relevant SLO language from your course outline or program.

This request focuses on the Drone Technology 3 non-credit courses:

NAVI 201 - Orientation to Drones and Unoccupied Aircraft Systems (UAS)

Safely operate a UAS and perform a controlled take-off, demonstrate basic flight controls, and execute a landing.

NAVI 202A - Drone Photography and Videography

Create and produce an original professional presentation to tell a story using aerial photography, Videography, and/or other remote sensing data set.

NAVI 202B - Drone Mapping and Survey

Analyze aerial photography and/or other remote sensing data sets to solve a problem.

How will this equipment enable measurable improvement of your current SLO attainment?

Consider how the equipment addresses gaps in current instructional capability, student practice, or skill development.

This investment in equipment and associated resources will allow students to capture aerial photography/videography in a safe and controlled manner with additional benefits for gaining fluency in a faster timeframe than previous models. The increased flight time and more stable platform will increase skill acquisition. The more user-friendly controller and software interface will allow students more capture time and less software onboarding. All of these attributes will increase a student's ability to produce more complex, polished, and professional work.

SECTION 6 — Safety & Organizational Effectiveness

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports safety and/or organizational effectiveness beyond current capability.

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

These new aircraft have some of the more advanced safety features available on the market. They have an increased ability to recognize obstacles in all directions with an additional sensor in comparison to our older models. The sensors are more “omni” directional since they use fish eye lens technology to remove blind spots. These drones also will return to their starting point with greater accuracy and with the ability to navigate around obstacles. They have other features which allow for improved situational awareness by receiving real-time feeds from surrounding aircraft traffic.

SECTION 7 — Total Cost of Ownership & Sustainability

How does this equipment meet or exceed LPC’s [Sustainability Efforts](#)?

Consider energy efficiency, reduced waste, longevity, and end-of-life disposal plan.

Unfortunately, this type of technology that drones utilize has a relatively short life span with few industry built-in sustainable pathways for recycling, replacement parts, or reuse. It is difficult to ascertain a data driven timeframe number, however similar technologies like computers, digital cameras, and previous drone models reflect a life span, that with care, can range from 3-5 years. The life of some equipment can be extended further.

The batteries are a weak link, these are LiPo batteries which have a relatively short lifespan or battery charge cycles. The exact number is unclear, 100 - 200 cycles. A consistent battery management process will extend the life of this equipment. The number of hours in flight creates wear on the moving parts. Our experience has shown that the gimble is a part that requires periodic calibration. Other moving parts like the motors, collapsible arms, and other aspects seem to be more robust. With this said the actual maintenance process is not well defined by the manufacturer, nor is there a maintenance schedule that would be comparable to other types of aircraft. This may be changing as new FAA policy is being debated that may address this issue.

Does the new equipment replace older equipment?

If yes, will you retire/surplus the old equipment? If not, where will it be stored and what are the storage costs?

We will maintain our previous models to allow for the expansion of the program and provide of back-up when needed. The manufacturer of our previous models is not providing periodic software updates, and issues related to batteries, gimbals, and camera calibration are becoming more frequent.

SECTION 7 – Total Cost of Ownership & Sustainability *(continued)*

Operator		Maintenance & Repair	
Primary Operator	Daniel Cearley	Who will perform maintenance & repairs?	Daniel Cearley
Does the work align with current position duties?	Yes	Does the work align with current position duties?	Yes
Cost to train primary operator:	0.00	Cost to train for maintenance and repairs:	0.00
Estimated hours equipment will be used per month:	25-35	Estimated hours per month:	1-3

Comments:

Maintenance involves periodic updates, evaluations of wear, and parts replacement.

FOAP (Budget) for Recurring Costs: _____ - _____ - _____ - _____
Fund Org Account Program

Estimated Lifespan of Equipment: 3-7 years

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$9,600.69	
Shipping & Delivery	\$0.00	
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$984.07	Tax
Discounts (enter as positive)	\$0.00	
Subtotal	\$10,584.76	
Part B: Annual Operating Costs	Cost (\$)	Notes
Service / Maintenance	\$0.00	
Part Replacement	\$0.00	
Software Licensing	\$0.00	
Supplies	\$0.00	
Vendor Calibration / Standardization	\$0.00	
Storage	\$0.00	
Other	\$0.00	
Subtotal	\$0.00	

Overall Cost (Start-Up + Annual) \$10,584.76

APPROVALS & SIGNATURE ROUTING

Before signing below, please confirm all fields are completed, the information is correct, and the request is for allowable items. A vendor quote must be attached **before** the form is submitted.

1  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:	<i>Daniel Grover Cearley</i>	10/07/2026
Division Dean:	<i>Michael A. McQuiston</i>	10/09/2026
Vice President:	<i>Nan Ho</i>	10/12/2026
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/14/2026
M&O Director:	<i>John Seybert</i>	10/21/2026
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/26/2026

REFERENCE: IER Process Flow

1	Requestor submits completed packet 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 request; forwards to M&O and IT for technical review
5	RAC reviews and scores requests
6	Executive Assistant compiles final rankings for RAC review
7	RAC Co-Chairs meet with College President to discuss ranked requests
8	President issues approval memo to RAC
9	RAC notifies requestors of approved requests and any additional steps (e.g., additional quotes, board packet)
	<i>For requests that meet the board threshold, Purchasing will initiate the RFP (bid) process in collaboration with the requestor. Purchasing will notify the requestor of the winning bid/vendor. Bid process takes approximately 6 weeks.</i>
10	Requestor submits Requisition with updated quote(s) (itemization not required on Reqs for IERs) see example
11	Business Office reviews and enters requisitions into Banner; forwards requests to Purchasing*
	<i>*For board requests, bid process must be completed first, then requisition submitted to Business Office for entry into Banner, then Division submits board packet with copy of req entered into Banner (note Banner Doc # on packet).</i>

Questions? Contact the [RAC Co-Chairs](#) or the [Executive Assistant, Administrative Services](#).



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1-212 444-6600
1-800 947-9950



1-212 444-6700
1-800 947-9978



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



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

To Inquire About Your Order Tel: 212.239.7765 - 800.221.5743 • Fax: 212.239.7549 - 800.947.2215

www.bhphotovideo.com



Order No.: 919902118

Bid No.: 21002-FCCC-P

Bill To: LAS POSITAS COLLEGE
DANIEL CEARLEY
3000 CAMPUS HILL DR
LIVERMORE, CA 94551

Ship To: LAS POSITAS COLLEGE
3000 CAMPUS HILL DR
LIVERMORE, CA 94551

Bill Phone: (925)424-1203
Work Phone: (510)965-2800

Ship Phone: (925)424-1203

Invoice Date	Terms		Order No:	Order Date	PO NUMBER	Customer Code	Ship Via	
			919902118	10/06/26		B8295637	FDX GROUND	
Qty Ord	Qty Ship	Qty Bko	Item Description			SKU#/MFR#	Item Price	Amount
1	1		DJI MAVIC 3M MULTISPECTRAL DRONE Salesperson Code: WB			DJMVC3M (CP.EN.00000445.06)	\$4,351.18	\$4,351.18
2	2		LEXAR 512GB PROF SLVR PLUS MICROSDXC MEM CR Salesperson Code: WB			LE512PSPMSD (LMSSIPL512G-BNANU)	\$156.23	\$312.46
2	2		HOODMAN 3' DRONE LAUNCH PAD Salesperson Code: WB			HOHDLP3 (HDLP3)	\$66.75	\$133.50
1			DJI MAVIC 4 PRO FM CMB-DJI RC 2/CPEW15000 Salesperson Code: WB			DJM4PFMCRC2J	\$2,516.33	\$2,516.33
1	1		CONSISTS OF: DJI MAVIC 4 PRO FLY MORE COMBO(DJI RC \$0.00			DJM4PFMCRC2		
1	1		CPS 1YR EXTND WRRNTY F/ITEMS \$2500-34 \$0.00 Manage online at https://client.cpscentral.com/register Salesperson Code: WB			CPEW13500		
1	1		NANUK 925 HARD CAS F/DJI MAVC 4 PRO KIT GRP Salesperson Code: WB			NA925MAV4PGP (925S-080GP-0A0-C2301)	\$170.84	\$170.84

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1-212 444-6600
1-800 947-9950



1-212 444-6700
1-800 947-9978



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



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

To Inquire About Your Order Tel: 212.239.7765 - 800.221.5743 • Fax: 212.239.7549 - 800.947.2215

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			919902118	10/06/26		B8295637	FDX GROUND	
Qty Ord	Qty Ship	Qty Bko	Item Description			SKU#/MFR#	Item Price	Amount
2	2		DJI MAVIC 4 PRO INTELLIGENT FLIGHT BATTERY Salesperson Code: WB			DJM4PIFB (CP.MA.00000845.01)	\$158.74	\$317.48
2	2		LEXAR 512GB 633X MICROSDHC/MICROSDXC CARD Salesperson Code: WB			LEMSD512GBA (LSDMI512BBNL633A)	\$130.19	\$260.38
1	1		COLORADO DJI MAVIC 3 PORTBL RAPID CHARGING Salesperson Code: WB			COCD3M3US (CDCM3US)	\$786.63	\$786.63
1	1		DJI MAVIC 4 PRO PARALLEL CHARGING HUB Salesperson Code: WB			DJM4PPCH (CP.MA.00000839.01)	\$109.00	\$109.00
3	3		BELKIN USB-C TO USB-C BRAIDED CABLE-3.3'-BL Salesperson Code: WB			BEUCUCBC33BK (CAB004BT1MBK)	\$11.24	\$33.72
1	1		PEARSTONE .5X6" TOUCH FASTENER STRAP(10-PK) Salesperson Code: WB			PES050610B (S0506-10-B)	\$5.24	\$5.24
1	1		SILICON 4TB SSD PCIE 4.0 2280-R/W:5000/4800 Salesperson Code: WB			SI4KGP44UD95 (SU04KGBP44UD9005BH)	\$515.38	\$515.38
1	1		OWC EXPR 1M2 PRTB NVME THNDRBLT USBC/4 SSD Salesperson Code: WB Regular Price: \$119.55 Instant Savings: -\$31.00 Exp. 10/29/26			OWS4EXP1M2 (OWCUS4EXP1M2)	\$88.55	\$88.55

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PHOTO 1-212 444-6600
1-800 947-9950

DIGITAL PHOTO 1-212 444-6700
1-800 947-9978

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

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		919902118	10/06/26		B8295637	FDX GROUND

Qty Ord	Qty Ship	Qty Bko	Item Description	SKU#/MFR#	Item Price	Amount
			Please Remit: 10,584.76 PLEASE NOTE: ----- **** Please reference your quote number on all PO's **** **** ALL PRICES ARE LISTED IN USD ****			

Payment Type	Card/Check Number	Amount	Sub-Total:	\$9,600.69
			Tax:	\$984.07
			Total Order:	\$10,584.76
			Total Payment:	\$0.00
			Balance:	USD \$10,584.76

Customer Copy

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