Chabot-Las Positas Community College District
Equipment Request
Measure B Bond Program

__X__ Chabot College       ___ Las Positas College         ____ District Office

Account Code: __________________________________________________
To be provided by the District Office

Division/Unit: Learning Connection

Brief Title of Request (Project Name): Revitalizing Tutorials/Creating a Center for Teaching and Learning

Building/Location: Bldg. 2300; Room 2351

1 Canon image CLASS 2300 copy machine, Staples  2,000.00
6 Gateway laptop computers @ $1600/laptop =  9,600.00
1 table upon which laptop computers can be secured  500.00
Total cost:  $12,100.00

Tax + shipping: Since the district purchasing person is able to negotiate better prices than the retail prices noted above, the total cost above will most likely cover tax and shipping.

Total cost with tax and shipping becomes, at the most, $13,160.00

Description of the specific equipment or materials requested:
See above. Description of carpet, tiles, and copy machine to come

What educational programs or institutional purposes does this equipment support?
How does the request relate specifically to the Educational Master Plan? This equipment supports all Learning Connection learning support programs and the Center for Teaching and Learning.

Why is this equipment necessary?

___X___ Immediate health, safety, or security issues (copy machine enables staff to stay in area)

___X___ Increases enrollment (laptop computers attract students; patio furniture creates more space for more students; sidewalk signs contribute to marketing of Learning Connection programs.)

_____ Prevents further deterioration of facilities

_____ Replaces deteriorated equipment or facilities

_____ Shows cost advantage due to rising prices

_____ Provides visibility for the Bond Program

__X__ Is easily executed, in terms of time and money
Steve Piatetsky has been attempting to secure a copier for 2351 for many months. We can perhaps pay for laptops and the table from our current resources.

**Describe how the above criteria are satisfied:** See parentheses above. As we revitalize Tutorials, we need to revitalize the deteriorating/deteriorated facilities. No matter what program ends up in 2351, the carpet and tiles need to be replaced.

After just three semesters’ efforts to revitalize Tutorials, renamed PATH, we are seeing the student traffic increase; in Fall 2007, nearly 11,000 students logged into PATH. Seven computers aren’t enough to meet the needs of students who need computer access while they are in PATH. (We are requesting laptops because of the flexibility they provide for the space; we do not want to create more computer-dedicated space, but we do want students to have access to computers when they need them. Also, laptops can easily travel with PATH or other Learning Connection programs as facilities are renovated.)

A copy machine will allow staff to not have to leave the area unsupervised while they make copies, which occasionally are needed immediately as when we are completing hiring paperwork.

Without the computers, PATH will not be as well used as it will be with the computers since students and their tutors will have to find computers elsewhere on campus. This cuts into tutoring time. Leaving 2351 is not possible for drop-in tutors.

Without a copy machine, staff will continue to have to occasionally leave the center unsupervised when copies are needed immediately.

**What alternative approaches have been considered to meet programmatic demands for this equipment?** Computers are available to students in the Library and in the ASPIRE office; however, these computers do not have all the software that students working in 2351 need. Copiers in other areas are used.

**How many students will be impacted by the purchase of this equipment?** An estimated 700 students and tutors use the PATH and Language Center services each week. More use the services as tutors become available to assist them. We are also coordinating the PLTL and LA learning support programs from Room 2351. The space is growing increasingly busy we build the programs. Note that we haven’t made a big advertising effort yet because we are still piloting some programs and still working on infrastructure. Even so, we work with about 625 students per week in 2351.

Do students use this equipment? ___X__yes ______ no

Is this equipment a replacement? ______ yes ___X___ no

**Staffing requirements for new equipment** (number of staff, are they available, training, etc.): None

Will training be required? ______ yes ___X___ no

At whose cost? N/A
What are the estimated ongoing costs (for maintenance, etc.)? copier and computer upkeep costs.

Are there potential utility costs/savings? Unknown

Required signatures:

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Endorsed by the Board of Trustees:

Date:

Item #: 