

MEMORANDUM

Apr 17, 2006

TO: Corina Gardea, Ike Ledesma, Anna Chieffo, Carmen-Aguilera-Goerner, J. B. Carrica, Molly Morris, Sylvia Nickerson, Susan Roberts, Mary Sletten, Carolyn VanderGiesen, John Walker, Jerry Welch, Fred Lillibridge, John Paulman, Lori Allen, Kelly Brooks, Kathy Reddington, Kathe Stark

FROM: Margie Huerta, Executive Officer
Andy Burke, Finance Officer

SUBJECT: 2006-07 Equipment Request Process (*Due April 28, 2005*)

As was mention at our Administrative Council meeting at the beginning of the month, it is time to prioritize our equipment needs for the coming fiscal year. We have set-aside **capital outlay funds** to make major equipment purchases. *Please note that our funding sources will not allow for software purchases to be made from capital outlay this year.* Following is a list of the dollars available for each allocation pool. These amounts can be used as a tentative allocation to set priorities. Additional funds will be set-aside for equipment purchases for the East Mesa Phase 2 construction project.

1. Instruction	\$ 150,000
2. Academic Support including Library and Media	10,000
3. Student Development	10,000
4. Workforce and Community Development	20,000
5. Institutional Support	12,000
6. Computer Support (<i>Network & Open Labs</i>)	32,000
7. Facilities Support	8,000
8. New Positions (<i>Microcomputers</i>)	<u>8,000</u>

Total Allocation **\$250,000**

Please prepare a single list of equipment in priority order including the information as shown on the attached **WordPerfect form**. Although you may want to request programs/units to submit equipment needs to you using this form, please forward only one prioritized form for each major division or unit of the college.

Please submit your request to Andy Burke by April 28 to allow for review and so the college can obtain any necessary external approvals. Refer to the next page for guidelines to consider when prioritizing your equipment requests.

- A. Generally, equipment requests should include individual items costing \$1,000 or more.
- B. Please use the following price estimates for information technology equipment requests:

Office Computer	\$1,250
Classroom Computer	\$1,500
B&W Office Printer	\$1,800
B&W Classroom Printer	\$2,500
Data Projector with ceiling mount	\$3,000
Data Projector with doc camera	\$2,500
Document Camera	\$2,000

For additional information and to ensure compatibility with our network environment, contact our Computer Support Director, Lori Allen.

- C. The college Information and Technology Advisory Committee (ITAC) will be forwarded information technology equipment requests from your individual list for review. Do not submit a separate ITAC request.
- D. If the replacement of computers is necessary, please suggest plans, if any, for the computers being replaced (*trickle-down plan*).
- E. A written cost estimate should be obtained to verify the cost of items that are not purchased regularly and attached to your request. (i.e. some health and technical equipment)

After review and approval of the requests by the Executive Team, you will be sent a printout showing what account number to use for specific equipment items. Purchase orders can be processed in June for delivery of equipment **after** July 1.

E-mail Copy to Dept. Chairs / Program Directors

Equipment Purchases 2006 - 2007 By Unit

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
ADULT BASIC EDUCATION - NICKERSON, SYLVIA											
<i>INSTRUCTION OFFICE</i>											
PC for Classroom at Central Campus	48	21	1,250.00	26,250.00	400709	2006 Local GO Bond	Instruction				
NCS Scanner to Score TABE for Central Campus	49	1	3,000.00	3,000.00	400709	2006 Local GO Bond	Instruction				
PC for Maria Molina at Gadsden Center	50	1	1,250.00	1,250.00	400709	2006 Local GO Bond	Instruction				
PC for ABE Coordinator Able Chavarria at Gadsden Center	51	1	1,250.00	1,250.00	400709	2006 Local GO Bond	Instruction				
Printer for Data specialist at Quintana Learning Center	52	1	1,800.00	1,800.00	400709	2006 Local GO Bond	Instruction				
Printer for Admin Secretary A. Noonchesterat QLC	53	1	1,800.00	1,800.00	400709	2006 Local GO Bond	Instruction				
<i>INSTRUCTION OFFICE Total</i>				<u>\$35,350.00</u>							
ADULT BASIC EDUCATION Total				<u>\$35,350.00</u>							

Equipment Purchases 2006 - 2007 By Unit

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
BUSINESS OFFICE - BURKE, ANDY											
<i>BUSINESS OFFICE</i>											
PC for New Human Resource Specialist Position	77	1	1,250.00	1,250.00	400578	I & G Equipment	New Position				
PC for Julie Salinas in Personnel	65	1	1,250.00	1,250.00	400578	I & G Equipment	Institutional S				
B & W Printer for Business Office	64	1	1,800.00	1,800.00	400578	I & G Equipment	Institutional S				
	<i>BUSINESS OFFICE Total</i>			<u>\$4,300.00</u>							
	BUSINESS OFFICE	Total		\$4,300.00							

Equipment Purchases 2006 - 2007 By Unit

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
COMPUTER SUPPORT - ALLEN, LORI											
<i>BUSINESS OFFICE</i>											
Server. Replace Jupiter (dual 1GHz)	1	1	6,000.00	6,000.00	400578	I & G Equipment	Computer Su				
Power Strips (25) & Network Cables (50) for EM Phase II Building	91	1	375.00	375.00	400709	2006 Local GO Bond	East Mesa				
Mounting Kits for EM Phase II Building	90	1	800.00	800.00	400709	2006 Local GO Bond	East Mesa				
Projector-portable for EM Phase II Building	89	1	1,700.00	1,700.00	400709	2006 Local GO Bond	East Mesa				
Projector-mounted for EM Phase II Building. Rooms 102, 203, 201, 202, & 204	88	5	2,000.00	10,000.00	400709	2006 Local GO Bond	East Mesa				
PC-for Teacher Station Located at EM Phase II Building. Rooms 202/204	85	2	1,250.00	2,500.00	400709	2006 Local GO Bond	East Mesa				
Servers-Ghost/Sophos/License, Share Point	2	1	4,000.00	4,000.00	400578	I & G Equipment	Computer Su				
Printer for Office Located at EM Phase II Building	84	1	2,300.00	2,300.00	400709	2006 Local GO Bond	East Mesa				
Printers for Classroom located at EM Phase II Building. Rooms 201, 203 & 103	83	3	2,845.00	8,535.00	400709	2006 Local GO Bond	East Mesa				
PC-for Classroom located at EM Phase II Building-Rooms 201/203	82	42	1,706.00	71,652.00	400709	2006 Local GO Bond	East Mesa				
PC-Notebook for EM Phase II Building	86	1	2,000.00	2,000.00	400709	2006 Local GO Bond	East Mesa				
Computers for Open Lab DAMA 85	3	5	1,500.00	7,500.00	400578	I & G Equipment	Computer Su				
Mac Computers for EM Phase II Building for Creative Media Program	87	1	3,390.00	3,390.00	400815	Carl Perkins Creative	East Mesa				
			<i>BUSINESS OFFICE Total</i>	<u>\$120,752.00</u>							
			COMPUTER SUPPORT Total	<u>\$120,752.00</u>							

Equipment Purchases 2006 - 2007 By Unit

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
FACILITIES SUPPORT - REDDINGTON, KATHY											
<i>BUSINESS OFFICE</i>											
Floor Machine for Sunland and Gadsden Education Centers	26	2	1,088.00	2,176.00	400578	I & G Equipment	Facilities Sup				
Gantry Crane for East Mesa	25	1	1,311.00	1,311.00	400803	Minor Cap Out - East	Facilities Sup				
Carpet Extractor, Walk Behind	27	1	2,550.00	2,550.00	400578	I & G Equipment	Facilities Sup				
Carpet Extractor, Self Contained	28	1	1,764.00	1,764.00	400578	I & G Equipment	Facilities Sup				
<i>BUSINESS OFFICE Total</i>				\$7,801.00							
FACILITIES SUPPORT Total				\$7,801.00							

Equipment Purchases 2006 - 2007 By Unit

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
GENERAL STUDIES - AGUILERA-GOERNER, CARMEN											
<i>INSTRUCTION OFFICE</i>											
PC for English Program Classroom 88	30	21	1,250.00	26,250.00	400578	I & G Equipment	Instruction				
Projector w/ceiling mount for English Program for Classroom 171 (replacement)	31	1	2,000.00	2,000.00	400578	I & G Equipment	Instruction				
Projector w/ceiling mount for Math Program for Classroom 271 (replacement)	32	1	2,000.00	2,000.00	400578	I & G Equipment	Instruction				
PC for Amy Garcia in English Dept.	33	1	1,250.00	1,250.00	400578	I & G Equipment	Instruction				
Projector w/ceiling mount for English Program in computer lab room 88	29	1	2,000.00	2,000.00	400578	I & G Equipment	Instruction				
PC for New Math Faculty Position	73	1	1,250.00	1,250.00	400578	I & G Equipment	New Position				
PC for New Arts & Humanities Faculty Position	74	1	1,250.00	1,250.00	400578	I & G Equipment	New Position				
PC for V. Gonzales in English Dept.	34	1	1,250.00	1,250.00	400578	I & G Equipment	Instruction				
<i>INSTRUCTION OFFICE Total</i>				<u>\$37,250.00</u>							
GENERAL STUDIES Total				<u>\$37,250.00</u>							

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
INSTITUTIONAL EFFECTIVENESS - LILLIBRIDGE, FRED											
<i>INSTITUTIONAL EFFECTIVENESS</i>											
PC for Mary Beth Worley	63	1	1,250.00	1,250.00	400578	I & G Equipment	Institutional S				
PC for Fred Lillibridge	62	1	1,250.00	1,250.00	400578	I & G Equipment	Institutional S				
PC for New Grant Writer Position	76	1	1,250.00	1,250.00	400578	I & G Equipment	New Position				
<i>INSTITUTIONAL EFFECTIVENESS Total</i>				<u>\$3,750.00</u>							
INSTITUTIONAL EFFECTIVENESS Total				\$3,750.00							

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INSTRUCTION OFFICE - CHIEFFO, ANNA											
<i>INSTRUCTION OFFICE</i>											
PC for Luly Valencia-Glenn at Mesquite Learning Center	66	1	1,250.00	1,250.00	400709	2006 Local GO Bond	Instruction				
PC for New Dual Credit Secretary Position	81	1	1,250.00	1,250.00	400578	I & G Equipment	New Position				
<i>INSTRUCTION OFFICE Total</i>				<u>\$2,500.00</u>							
INSTRUCTION OFFICE Total				\$2,500.00							

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
LIBRARY & MEDIA CENTER - MORRIS, MOLLY											
<i>INSTRUCTION OFFICE</i>											
Notebooks for presentation kits for Central Library	47	2	2,000.00	4,000.00	400578	I & G Equipment	Academic Su				
PC for New Library Secretary Position	80	1	1,250.00	1,250.00	400578	I & G Equipment	New Position				
Projection System for Library	42	1	2,000.00	2,000.00	400578	I & G Equipment	Academic Su				
Bravo II Disc Publisher for TRC (All-in-one Disc Duplicator/Printer)	43	1	2,845.00	2,845.00	400578	I & G Equipment	Academic Su				
Projectors for Presentation Kits for East Mesa Library	44	2	2,200.00	4,400.00	400578	I & G Equipment	Academic Su				
Projectors for presentation kits for Central Library	46	2	2,200.00	4,400.00	400578	I & G Equipment	Academic Su				
Notebooks for Presentation Kits for East Mesa	45	2	2,000.00	4,000.00	400578	I & G Equipment	Academic Su				
<i>INSTRUCTION OFFICE Total</i>				<u>\$22,895.00</u>							
LIBRARY & MEDIA CENTER Total				<u>\$22,895.00</u>							

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
STUDENT SUCCESS - GARCIA, MOZELLA											
<i>INSTRUCTION OFFICE</i>											
PC for New Student Success Teacher Position	75	1	1,250.00	1,250.00	400578	I & G Equipment	New Position		_____		
				<i>INSTRUCTION OFFICE Total</i>					_____		
				STUDENT SUCCESS Total					_____		

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
TECHNICAL STUDIES - WELCH, JERRY											
<i>INSTRUCTION OFFICE</i>											
AC Variable Speed Drive for Automation Manufacturing P.O. #P0018506	9	1	4,440.00	4,440.00	400823	Carl Perkins Manufact	Instruction				
Microwave Communications for Electronics Tech	8	2	3,800.00	7,600.00	400818	Carl Perkins Electronic	Instruction				
Syncrowave Welder for Welding Tech.	7	1	3,602.00	3,602.00	400813	Carl Perkins Welding	Instruction				
AC Control Systems for HACR	6	1	12,500.00	12,500.00	400709	2006 Local GO Bond	Instruction				
EFI Demonstrator for Automotive Tech.	10	3	19,335.00	58,005.00	400824	Carl Perkins Automoti	Instruction				
Heathkit for Electronics Tech.	4	6	1,359.00	8,154.00	400818	Carl Perkins Electronic	Instruction				
Bosh ABS Demonstrator for Automotive Tech	14	2	18,695.00	37,390.00	400824	Carl Perkins Automoti	Instruction				
PC for New Technical Studies Secretary Position	79	1	1,250.00	1,250.00	400578	I & G Equipment	New Position				
Basic Trainer-Electrical for Apprenticeship Program	5	8	1,295.00	10,360.00	400578	I & G Equipment	Instruction				
Multiprocess Welder for Welding Tech.	11	2	2,973.00	5,946.00	400813	Carl Perkins Welding	Instruction				
Allen Bradley PLC for Automation Manufacturing P.O. #P0018507	13	1	4,566.00	4,566.00	400823	Carl Perkins Manufact	Instruction				
PC for Lab Tech in Automotive	35	1	1,250.00	1,250.00	400578	I & G Equipment	Instruction				
PC for Jim Thompson in Building Construction Tech.	15	1	1,250.00	1,250.00	400578	I & G Equipment	Instruction				
PC for Mike Adams in Electrical Apprenticeship	16	1	1,250.00	1,250.00	400578	I & G Equipment	Instruction				
PC for New Faculty in Welding Tech	17	1	1,250.00	1,250.00	400578	I & G Equipment	New Position				
PC for New Creative Media Faculty Position	69	1	1,500.00	1,500.00	400578	I & G Equipment	New Position				
PC for Mike Lang in Automotive Tech.	36	1	1,250.00	1,250.00	400578	I & G Equipment	Instruction				
Microscope, Brightfield for Water Tech.	12	2	1,845.00	3,690.00	400578	I & G Equipment	Instruction				
			<i>INSTRUCTION OFFICE Total</i>	<u>\$165,253.00</u>							
			TECHNICAL STUDIES Total	<u>\$165,253.00</u>							

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Item Description	Eq. ID	Qty	Approved Price	Approved Total	Account	Source of Funding	Allocation Pool	Vendor	PO Amount	PO Date	PO Number
WORKFORCE DEVELOPMENT - VANDERGIESEN, CAROLYN											
<i>INSTRUCTION OFFICE</i>											
PC for Classroom for Community Education Center EMC	55	21	1,500.00	31,500.00	400578	I & G Equipment	Instruction				
<i>INSTRUCTION OFFICE Total</i>				<u>\$31,500.00</u>							
WORKFORCE DEVELOPMENT Total				<u>\$31,500.00</u>							
Total				<u><u>\$542,192.00</u></u>							