

# LOS MEDANOS COLLEGE

Please indicate which type of request you are submitting:

- ☐ Program Improvement & Development [complete Sections A, B, C, D, E (if applicable) & F]  
☐ Perkins [check this box and follow all required steps to request Perkins IV funds. Eligibility criteria and application forms are available at [www.losmedanos.edu/sg/ResourceAllocationProcessRAP.asp](http://www.losmedanos.edu/sg/ResourceAllocationProcessRAP.asp)]  
☒ Program Maintenance [complete Sections A, B, C & F]  
☐ Permanent Classified Staffing [complete sections A, B, C, D, E & F]

RECEIVED

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**IMPORTANT INFO:**

- Use one form for each proposal/project
- It is the responsibility of the requestor to ensure that the forms are complete and all necessary signatures are obtained prior to being submitted
- In order to be considered for 2015-16 funding, RAP requests are due to the LMC Director of Business Services by 5:00 p.m. on Friday, February 27, 2015

LMC BUSINESS  
OFFICE

## SECTION A – REQUEST OVERVIEW

Project (Objective)/Request Title: Two Desktop Computers for Center for Academic Support, Room 13

Department/Unit/Team: Brentwood Center

Submitted by: Sharen McLean 66902 2-5-15  
Name Extension Date

Total budget request = \$2,400.00 2405 00

If unit/team is submitting more than one proposal in this category, please indicate priority ranking of this request (1 = highest priority): 3

For Program Maintenance, specify type of request:

[check one]

- ☐ Administrative/Instructional software  
☐ Media Equipment  
☒ Other Equipment  
☐ One-time Non-Equipment Purchase  
☐ Classroom/Student Services Furniture  
☐ Increase to Operating Funds  
☐ Facilities Modification

## SECTION B – REVIEW/SIGNATURES

For all staffing requests, the accuracy of salary and benefits figures must be confirmed with the LMC Business Office:

Initialed by Director of Business Services

For all technology-related requests (e.g. computers, software, A/V or media equipment, etc.) costs and compatibility must be confirmed with the LMC IT Department:

Initialed by Technology Systems Manager

IT/HR comments: \_\_\_\_\_

1<sup>st</sup> level review by Supervising Manager: [Signature]  
Signature

2-12-15  
Date

2<sup>nd</sup> level review by Area Manager: [Signature]  
Signature (Senior Dean/VP/President)

2/13/15  
Date

## SECTION C – PROJECT/POSITION OBJECTIVES

Provide a description of the project being proposed, including:

- 1) clear details about the scope of the project, as documented in the "Objectives" section of your department/team Program Review and planning document; and
- 2) a listing of quantifiable (benchmarked) desired outcomes and defined project timelines.

- 1) We are requesting two additional computers for the Brentwood Center for Academic Support (CORE) located in Room 13. The CORE is our Peer Tutoring - Reading/Writing Lab. There are currently only two computers in that lab. An additional Pay-for-Print station is being installed this semester. The additional two computers will better meet the needs of the Faculty Consultants, Tutors and Students using that lab.
- 2) a. The Center for Academic Support is trying to establish a more solid presence in Brentwood with additional signage, hours and increased services for students.  
b. Adding two computers in Room 13 will meet increased demand.  
c. Adding computers will help with program expansion.

## SECTION D – PROJECT/POSITION RATIONALE

Explain how this project/position contributes to the achievement of College goals and/or positively impacts student success. Using the information documented in the "Activities" section of your Program Review and planning documents, include:

- 1) details about how the project/position will support department goals and College strategic goals/directions;
- 2) any research data (qualitative/quantitative) or assessment results that support the need for this project/position; and
- 3) a listing of the type of program improvements/enhancements that will result from this project.

If the request is submitted by Instructional/Student Services programs, identify how it will support enrollment growth, maintain enrollments, or reverse enrollment declines.

Goals Supported by this Request:

Program Review Objective: Strategic Priority #1 – Increase and Accelerate Student Program Completion

Districtwide Strategic Plan Goal #1 – Student Learning and Success

LMC Education master Plan Goals:

#1 Improve the Learning of Students;

#2 Create an education environment in which all people have a chance to develop their potential and achieve their education goals.

## SECTION E – STAFFING REQUEST

Proposed Position Title: \_\_\_\_\_

Proposed Department/Program or Reporting Relationship: \_\_\_\_\_

Indicate type of staffing being requested:

\_\_\_\_\_ New permanent classified position



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\_\_\_\_\_ Hourly classified  
 \_\_\_\_\_ Faculty (hourly, reassigned time, or stipend)  
 \_\_\_\_\_ Student assistant(s)  
 \_\_\_\_\_ Consultants/Professional Expert(s)

Estimated FTE needed for position (e.g. number of hours per week, months per year, full-time/part-time, etc...):

\_\_\_\_\_

\_\_\_\_\_

Provide a justification for the position request, including:

- 1) historical staffing levels for the department/program (reference existing budgets for hourly or permanent staff, if applicable);
  - 2) specific responsibilities to be assigned to this position (Including existing job classification)
  - 3) how this position will address long-term staffing issues or operational problems.
- \_\_\_\_\_
- \_\_\_\_\_

**SECTION F – BUDGET**

Indicate duration of funding request:

☒ One year  
 \_\_\_\_\_ Two years  
 \_\_\_\_\_ Ongoing  
☒ Other (please specify One Time Purchase)

Provide an explanation of the budgetary needs associated with this project/position, including how the funding will be used to support the project and yield a successful outcome:

\_\_\_\_\_

We are requesting funding to purchase two Desktop computers for the Center for Academic Support.

Once installed they will be ready for immediate use by students and faculty.

Provide a line item budget for the request (be sure to include each element in the narrative above):

CATEGORY	DESCRIPTION	AMOUNT
Supplies [including taxes, S&H costs, etc...]		
Equipment [including taxes, S&H costs, etc...]	Two Computers, Software, Tax, Shipping	2405.00
Software [including taxes, S&H costs, etc...]		
Inter-program charges [e.g. copies, postage, etc...]		
Travel		
Consultant/vendor fees		
Staffing [include salary and benefits]		
Classified – permanent (new or increase) [calculate benefits at 21.238% of salary]		
Classified – hourly [calculate benefits at 9.467% of salary]		

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Classified – hourly <i>[calculate benefits at 9.467% of salary]</i>		
Faculty – hourly <i>[calculate benefits at 7.267% of salary]</i>		
Faculty – re-assigned time or stipend <i>[contact LMC Business Office for details]</i>		
Health Benefits (medical, dental and vision) (Estimated at mid-tier: \$30,518.76/yr)		
Student assistant(s) <i>[calculate benefits at 1.767% of salary]</i>		
Other		
<b>TOTAL BUDGET REQUEST</b>		<b>2,405.00</b>