

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/cg/ResourceAllocationProcessRAP.asp](http://www.losmedanos.edu/cg/ResourceAllocationProcessRAP.asp)]  
☒ Program Maintenance [complete Sections A, B, C & F]  
☐ Permanent Classified Staffing [complete sections A, B, C, D, E & F]

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FEB 24 15

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: four Document Cameras

Department/Unit/Team: Brentwood Center

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

Total budget request = \$2405.00

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

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: 1/13

Initialed by Technology Systems Manager

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

1<sup>st</sup> level review by Supervising Manager: [Signature] 2-12-15  
Signature Date

2<sup>nd</sup> level review by Area Manager: [Signature] 2/13/15  
Signature (Senior Dean/VP/President) 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) Document Cameras are real-time image capture devices for displaying an object to a large audience. They are replacing older Overhead Projectors due to their versatility in being able to rotate around, magnify and project the images of actual, three-dimensional objects, as well as transparencies, and are now standard equipment on new Smart Podiums installed at LMC. The Brentwood Center has six "Smart" Classrooms but only two have Document Cameras.
  - 2) a. Adding Four Document Cameras will standardize the level of technology in all Brentwood Center Smart classrooms.  
 b. The equipment is easy to purchase, set up and have available for immediate use.  
 c. Document Cameras decrease the need for printed handouts  
 d. Faculty are increasingly relying on Document Cameras to enhance instruction with modern technology that produces sharper images with greater clarity.

## 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.



# LOS MEDANOS COLLEGE

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

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

Indicate type of staffing being requested:

- ☐ New permanent classified position  
☐ Increase to existing permanent classified position  
☐ 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 of a one-time purchase of four Document Cameras. Once installed in the Smart Classrooms, they will be ready for immediate use.

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...]	Four Document Cameras, Tax, Shipping	2405.00
Software [including taxes, S&H costs, etc...]		
Inter-program charges [e.g. copies, postage, etc...]		

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Travel		
Consultant/vendor fees		
Staffing <i>[include salary and benefits]</i>		
Classified – permanent (new or increase) <i>[calculate benefits at 21.238% of salary]</i>		
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		
TOTAL BUDGET REQUEST		2,405.00

# 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/sq/ResourceAllocationProcessRAP.asp](http://www.losmedanos.edu/sq/ResourceAllocationProcessRAP.asp)]  
☒ **Program Maintenance** [complete Sections A, B, C & F]  
☐ **Permanent Classified Staffing** [complete sections A, B, C, D, E & F]

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FEB 24 15

## IMPORTANT INFO:

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- 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: Smart AV Cart

Department/Unit/Team: Brentwood Center

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

Total budget request = \$3,288.62

If unit/team is submitting more than one proposal in this category, please indicate priority ranking of this request (1 = highest priority): 2

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) The acquisition of an additional "Smart Cart" will enable the Brentwood Center to offer Smart Room technology in more classrooms. The Brentwood Center has six "Smart" Classrooms, and seven "Non-Smart" classrooms. Smart Carts offer a portable solution to the growing demand by faculty for more "Smart Classrooms". They also provide back-up when a Smart room goes down. Faculty are increasingly relying on smart technology for classroom instruction for demonstrating D2L, on-line textbooks & tests, power point presentations, You-Tube, and other audio-visual formats used in the classroom today. The rolling carts carry a projector, laptop computer, speakers and document camera. Like Smart Classrooms, they greatly enhance instruction with modern technology that appeals to students.
  - 2) a. An additional Smart Cart will enable the Brentwood Center to offer Smart Room technology in 13 out of 14 classrooms.  
b. The portability of the equipment makes it easy to purchase, set up and have rolling for immediate use.  
c. Smart technology decreases the need for printed handouts.  
d. Smart Rooms have greater appeal to students of today's technological age, thereby improving learning.  
e. Students can check out the carts and use them for their own in-class presentations.

## 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;

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COLLEGE

#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  
☐ Increase to existing permanent classified position  
☐ 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 for a one-time purchase of equipment for a Smart Cart. Once the Smart Cart components are purchased and put together, it will be ready for immediate use in the classroom.



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

CATEGORY	DESCRIPTION	AMOUNT
Supplies <i>[including taxes, S&amp;H costs, etc...]</i>		
Equipment <i>[including taxes, S&amp;H costs, etc...]</i>	Cart, Document Camera, DVD/VCR, Laptop, Projector, replacement Lamp, Speakers, Tax	3,288.62
Software <i>[including taxes, S&amp;H costs, etc...]</i>		
Inter-program charges <i>[e.g. copies, postage, etc...]</i>		
Travel		
Consultant/vendor fees		
Staffing <i>[include salary and benefits]</i>		
Classified – permanent (new or increase) <i>[calculate benefits at 21.238% of salary]</i>		
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>3,288.62</b>