<table>
<thead>
<tr>
<th>2010 Program Review: Other Non-Instructional Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Basic Skills English</td>
</tr>
<tr>
<td>Counseling</td>
</tr>
<tr>
<td>Credit ESL</td>
</tr>
<tr>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>Health Center</td>
</tr>
<tr>
<td>Noncredit ESL</td>
</tr>
<tr>
<td>Nursing</td>
</tr>
</tbody>
</table>
Non-Instructional Requests

Part I : Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1 Classes</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Classroom computer and updated Aldata Program for vehicle look-up

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2,000.00</td>
<td>$180.00</td>
<td>$50.00</td>
<td>$2,230.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program:  (Include any shared expenses)

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

Students need to research vehicle disassembly and assembly procedures.

Students need to look up specifications while working on vehicles. Because of the vast amount of information it is no longer possible to store it in a book as previously done. Information is updated daily with on-line services. Today technicians use on-line sources to find information about how to repair vehicles. In order for students to enter the work force, they need to be proficient in the use of on-line retrieval systems such as All Data. At the present time we do not have this system available.

2. How will access for students be improved?

Students will be able to plan the work for the conversion projects.
Non-Instructional Requests

Part I: Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair

COUN-2010

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>all Students</td>
<td>Office Supply Budget</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Counseling Dept Administrative Asst. puts through PO's as needed

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?
All counselors (permanent and temporary) will have access to all supplies requested. In the past, our department has relied on categorical monies to help us with regular office supplies (ink cartridges for printers, use of xerox copies, reams of paper, reprinting calling cards, duplicating excerpts of the GE patterns and graduation requirements for students. This year, 2010-2011, the Counseling Department was not given a budget for any supplies and consequently had to ask either Nick Chang or Greta Siegel, our Dean, to find money elsewhere to help us pay for these necessities. I am asking for a permanent supply budget which can be expected each year.

2. How will access for students be improved?
The use of printed materials to give to students continues to improve access to education for ALL students.
Non-Instructional Requests

Part I : Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

Credit-ESL-2010

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>12 Classes</td>
<td>Faculty Computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
3 Faculty computers and 3 monitors for Barbara Bonander (Chair), Wendy Walsh, and Blaze Woodlief

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$1,150.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,450.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

This request was made in program review 2008 and 2009, but not yet funded. In 2009, two of the computers died and were replaced with old but functioning computers on an emergency basis. These computers are so old that is difficult to have a number of windows open at one time.

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?
   FT faculty: Barbara Bonander (Chair), Wendy Walsh, and Blaze Woodlief

2. How will access for students be improved?
   When faculty have access to modern technology, the access for students naturally improves.
## Non-Instructional requests

Part I: Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>600 Students</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

### Type

**Replacement**

**Status**

Previously funded ongoing expense

### Description and part number for ordering:

Office desktop PC

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Peggy Dodge office computer maintenance agreement expired June 2008 and IT has recommended replacement.

### Item to be shared with the following Department/Program:

(Include any shared expenses)

### Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

   Computer essential to program coordinator functions, including program advising for students. Also necessary to access Banner functions including budget and grading. Used to maintain websites for students to access instructor notes and other resources for classes.

2. How will access for students be improved?

   Websites currently maintained to augment instruction in face-to-face classes give students opportunity to access class content for review. One fully online ECE class has been developed and taught in Fall 2010, with 37 students enrolled to access the class online. Access is also improved for students who are interested in a career in ECE and contact the program coordinator for program advising.
Non-Instructional Requests

Part I : Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, Health-Center-2010

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>all Students</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

Type | Status
---|---
New | None

Description and part number for ordering:

Front office computer with latest Windows program and Microsoft Windows 2010 for Kentfield and IVC Health Services office; need to have the capabilities to run statistics software, have at least 200 GB, DVD player and writer, 4 front USB ports; supports wireless mouse and keyboard. DVD player and writer; At least 200 GB hard drive; four front USB ports.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
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<td>$150.00</td>
<td>$100.00</td>
<td>$3,250.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Existing equipment is unable to download or operate statistics programs; unable to open some shared programs from other websites.

Item to be shared with the following Department/Program: (Include any shared expenses)

This equipment will not be shared. Contains student health information.

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

These computers will be used by health center staff only for program planning, record keeping, statistical analysis, and medical research and health education.

2. How will access for students be improved?

We will be able to provide students with the latest medical information. Students will be able to access sites that will provide some self diagnosis tools.

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>all Students</td>
<td>Office Software</td>
</tr>
</tbody>
</table>

Type | Status
---|---
New | New and will be ongoing

Description and part number for ordering:

Statistical software program for ongoing record keeping and trend analysis. Information from these analysis are sent to the state chancellor's office.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,500.00</td>
<td>$150.00</td>
<td>$20.00</td>
<td>$1,670.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program: (Include any shared expenses)
Can be shared with other departments. Health records statistics program are program specific but may be able to used for other stats.

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment? 
Health Services will use statistics to direct the program objectives.

2. How will access for students be improved?
Care will be improved for students by knowledge of certain trends in types of diseases, illnesses and their treatments. This information will be disseminated via brochures in English and Spanish and other languages as necessary.

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>all Students</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
TV screen and DVD player to provide closed circuit relevant health education information for students in our waiting room. As students are in the waiting room.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$400.00</td>
<td>$40.00</td>
<td>$50.00</td>
<td>$490.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

n/a

Item to be shared with the following Department/Program: (Include any shared expenses)

n/a

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment? 
Housed in Health Services only.

2. How will access for students be improved?
Relevant health information will be streaming during office hours. Healthier students tend to stay in school.
Non-Instructional Requests
Part I: Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>80 Students</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Computer, keyboard, and mouse

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,000.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$1,100.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Computer in Coordinator office was 8 years old. Replaced with newer loaner but old computer. Request new computer to handle academic planning and instruction.

Item to be shared with the following Department/Program:
Not a shared computer.

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment?
Coordinator of Medical Assisting

2. How will access for students be improved?
Recruitment of students into program, preparation materials for classes.

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>50 Students</td>
<td>Faculty Computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
The part-time faculty in the discipline require a computer to plan and offer classes.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,000.00</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$1,150.00</td>
</tr>
</tbody>
</table>
If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

the faculty need a computer to plan and offer classes.

Item to be shared with the following Department/Program: (Include any shared expenses)

4 part time faculty share computer

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

   pat time faculty

2. How will access for students be improved?

   Preparation of materials for recruitment, and classes in the program. This industry has moved to the electronic health record and the program must have equipment to support this technology.
Non-Instructional Requests

Part I: Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>400 Students</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

27" iMac, 8GbRAM/1TbHD and 5 year Applecare maintenance for Michael Irvine, Lab Technician and Music Librarian - FA180

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

existing 6 year old eMac is underpowered, does not perform necessary multitasking. Grinds to a halt quite frequently. Michael needs a larger screen which supports views of multiple windows simultaneously and adequate speed, memory and storage to support his multitudinous tasks.

Item to be shared with the following Department/Program: (Include any shared expenses)

used for Music Department work as well as for FA315 Digital Arts Lab which additionally supports Photography, Architecture and Film.

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

This is where Michael Irvine does all of his testing of lab software, video and audio editing of department concerts, departmental database design/editing, creation of inner department flyers, posters, documents, as well as general office work. Also to be used in the future for remote desktop control of the Digital Arts Lab, currently housed in FA225, which will move to the new Fine Arts building. Current computer is underpowered and can not perform to the demands of his work.

2. How will access for students be improved?

Michael spends much of his time waiting for the current computer to respond. This holds the departmental work up on many levels. He has less time to spend personally assisting students and the necessary databases can not be effectively maintained to better serve the students in searching for recordings, sheet music and reference materials in the music library. The new computer would additionally provide remote access maintenance capabilities to better assist and support student work in the Digital Arts Lab.
I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>all Classes</td>
<td>Faculty Computer</td>
</tr>
</tbody>
</table>

Type | Status
--- | ---
Replacement | Previously funded ongoing expense

Description and part number for ordering:
21.5-inch: 3.06GHz iMac,4GbRAM/500gbHD for Tara Flandreau, Performing Arts Department co-chair, and music coordinator, FA73

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,200.00</td>
<td>$110.00</td>
<td>$0.00</td>
<td>$1,310.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:
I need a Mac computer and monitor with LCD screen. I currently have an 17" E-mac all-in-one monitor/computer. I have vision problems and cannot use the CRT monitor I have now. Also the screen is too small to enlarge email big enough for me to read it without scrolling right to left on every line. I have had a long history of vision problems which have become a problem again since I had to trade out my old PC for a MAC. The old PC had a great LCD screen, which had been bought for me for these same vision reasons, but the used MAC they gave me has a CRT. I am having a lot of eye pain and need a new monitor, and with this all-in-one unit, I cannot just replace the monitor.

Item to be shared with the following Department/Program: (Include any shared expenses)
Not a shared computer - this is in Tara Flandreau's faculty office, the department chair, which has letters and files on it which should not be able to be accessed by students or other programs.

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment?
Tara Flandreau will use the computer. I am an instructor, Performing Arts co-chair, and Music Department coordinator. I have vision problems and cannot use the CRT monitor I have now. Also the screen is too small to enlarge email big enough for me to read it without scrolling right to left on every line. I need to have a MAC which will work with our music software, and will also be able to access the college's systems.

2. How will access for students be improved?
This is a faculty office computer. I need it to do all my jobs at the college. The current computer is a health hazard for me and I cannot function well with it. It is a private computer in the office of the department chair, and will not be used by students or anyone else, except perhaps occasionally by the administrative assistant for performing arts. It will help me get my job done more efficiently, with fewer misreading mistakes, and less eye damage and pain.
Description and part number for ordering:
Copy Machine maintenance agreement

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$475.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program: (Include any shared expenses)
The copy machine is used by the Performing Arts Office, which covers the disciplines of Music, Drama and Dance.

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment?
The copy machine is used primarily by the music faculty and the Administrative Assistant for the Performing Arts Department. This is an annual maintenance agreement for $475.00.

2. How will access for students be improved?
The copy machine supports all student classes in the Performing Arts.

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>48 Classes</td>
<td>Office Supply Budget</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
General office supplies: pens, paper, printer ink cartridges, note pads, file folders, etc.; supplies for copy machine: ink, toner, etc.; Our general supplies budget is $1,151.00 per year, but our Copy machine expenses take up that entire budget, leaving

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$2,300.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:
This office supply budget needs to be doubled from last year's budget of $1,151. Due to increased expenses with our copy machine, our expenses are twice that of our budget, which left us $1,150.00 short last year.

Item to be shared with the following Department/Program: (Include any shared expenses)
The office supplies and copy machine are used by all disciplines in the Performing Arts - Music, Dance & Drama, but primarily Music. The Music office is also the Performing Arts office, run by the same person, and doing office work for all three disciplines.

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment?
The office supplies and copy machine are used by all disciplines in the Performing Arts - Music, Drama & Dance, but primarily Music. The Music Office is also

2. How will access for students be improved?
The office supports all the students in all the disciplines of Performing Arts -- Music, Drama & Dance.

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>500 Students</td>
<td>Office Software</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Apple Remote Desktop Software for remote control of Music Department and new FA315 computer labs - Unlimited Managed Systems edition: administrator (MC172Z/A)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>$499.00</td>
<td>$44.91</td>
<td>$0.00</td>
<td>$543.91</td>
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</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program: (Include any shared expenses)
Photography, Architecture, Multimedia Studies and Dance

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment?
This will be used by Lab Technician Michael Irvine to remotely control the computers of the Music Department and the new Digital Arts Lab FA315. This will allow remote ghosting of computers, installation of software, maintenance and troubleshooting, esp

2. How will access for students be improved?
Ghosting, maintenance and troubleshooting issues will be more easily and rapidly accomplished.

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>400 Students</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Apple 13” MacBook Pro laptop with 5 year Applecare

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,400.00</td>
<td>$126.00</td>
<td>$0.00</td>
<td>$1,526.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program: (Include any shared expenses)

N/A

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

This will be used by Lab Technician/Librarian Michael Irvine as a portable inventory tool to enter Music Department holdings into a central database. Many items are difficult to transport and therefore this eliminates entering the data twice (paper and th

2. How will access for students be improved?

A more complete database of Music Department materials will allow the students, faculty and staff informational access to essential curriculum tools: Instruments, musical parts and scores and musical recordings.
Non-Instructional Requests

Part I: Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

ESL-Noncredit-2010

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>5000 Students</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

Type: Replacement  Status: None

Description and part number for ordering:

1 new computer with at least 1GB of memory and one monitor (17"

to be used in the College Skills Office.

Qty.  Unit Cost:  Tax:  Shipping:  Total:
1    $1,000.00  $45.00  $1,045.00  $2,090.00

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

The ESL office has two stations for the admin assistants. One computer is new. The computer for the second station is from 2001, has only 256 MB memory and a slow processor. We would like a replacement for this computer. The replacement computer should have at least 1GB of memory so that the admin. assistants can run at least 5 applications simultaneously.

Item to be shared with the following Department/Program: (Include any shared expenses)

The office serves the English Skills, Credit ESL, and Noncredit ESL programs. It is being requested in the credit ESL program review as well as this one.

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

The administrative assistants will use this computer. Since our office since the end of the spring semester has been tasked with doing all the A&R entry of our registrations into banner, it is vital that we have two computers that work efficiently in order to accomplish this task in a timely manner. We now have one new computer - but the other is still from 2001 and crashes constantly. When using this computer, often our administrative assistants have to close an application so that the computer can run more efficiently. This computer works very very very very slowly and it sometimes takes up to a half hour to get answers to student's questions.

2. How will access for students be improved?

The computer is used to enter student data and to register up to 2000 Noncredit ESL students each semester plus summer. It is also used to do contracts for over 35 noncredit teachers as well as to produce change orders etc for the credit parts of English Skills and credit ESL. It is used to sign up students for placement tests, write up purchase orders for the department and to communicate with over 60 faculty members.

Access will be improved because when a student comes in to ask a question, it won't take 30-40 minutes for the computer to come up with an answer...
I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>100 Classes</td>
<td>Faculty Computer</td>
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</tbody>
</table>

**Type** New  
**Status** None

**Description and part number for ordering:** Dell computers with monitors (17"

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
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<th>Shipping:</th>
<th>Total:</th>
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<tbody>
<tr>
<td>1</td>
<td>$1,000.00</td>
<td>$45.00</td>
<td>$1,045.00</td>
<td>$2,090.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:  
N/A

**Item to be shared with the following Department/Program:** Credit ESL

**Justification for Item (See Rating Rubric)**

1. Who will use these supplies or equipment?

This computer will be used by 35 part time ESL faculty to use in the ESL common room, PV1. PT teachers need to be able to access their email and MyCOM portal accounts.

2. How will access for students be improved?

Noncredit Faculty will be able to access their MyCom portals and college email accounts, print rosters, communicate with students, prepare lessons etc. Presently, teachers have no computer access on campus.
Non-Instructional Requests

Part I : Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

Outreach-2010

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, IPC and Budget.

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>2000 Students</td>
<td>Other</td>
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</table>

<table>
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<tr>
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<tr>
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<td>New and will be ongoing</td>
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</tbody>
</table>

Description and part number for ordering:

Supplies and materials to support Outreach events:

- $800 for mileage (school site visits, workshops, network meetings, college fairs, etc.)
- $2000 for promotional materials (e.g., t-shirts, flash drives, pens, etc.)
- $5000 for food, event supplies, transportation for 1-2 Outreach events

Total Request: $7800

<table>
<thead>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

N/A

Item to be shared with the following Department/Program: (Include any shared expenses)

N/A

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

Funding for Outreach events and ongoing school/community relations work includes mileage to attend college fairs, events, and site work, event supplies (food, promotional materials) and transportation support. Structural funding would allow for greater planning and strategic allocation of resources. As we target our efforts on under-served populations and sites through relationship- and community-building, we improve the impact and increase the preparedness of the prospective students.

2. How will access for students be improved?

Using a wrap-around approach of sustained points of contact we will deepen our relationships with schools and community organizations and raise awareness of the benefits of community college, and specific advantages at College of Marin. Prospective students and their families will have a stronger information pipeline that will assist them in their college planning process, ultimately resulting in a more informed decision. Building strong relationships with counselors, students, community organizations, etc. will provide deeper understanding of the access, support services, academic and career opportunities, financial aid and scholarship programs, and other resources available through COM.