

# #12

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, December 20, 2023 5:54:58 PM  
**Last Modified:** Wednesday, December 20, 2023 5:59:45 PM  
**Time Spent:** 00:04:46  
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Page 1: Please review the following:

## Q1

Contact Person:

Name	<b>Michelle Garcia</b>
Email Address	<b>michelle.garcia@gcccd.edu</b>

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## Q2

Department:

Biology

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## Q3

Title of Request:

Incubator replacements for Cell Molecular Biology and Paramedical Microbiology Courses

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## Q4

Location of Request:

Biology Micro/Cell Prep Room (second floor H-Building)

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## Q5

Type of Request (Select one):

**Equipment: Tangible property with a purchase price of at least \$200 and a useful life of more than one year. Technology related items such as hotspots, computers, tablets should be requested through the College Technology Committee**

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**Q6**

Description of Request: Please provide a description of the supplies, equipment, furniture or other request. When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

The two incubators are to replace failing incubators that are well over 15 years old. They both serve Bio 230 and Bio 152 and do not have any service agreements, but do have a limited manufacturer's warranty.

There are a total of 8 incubators in the labs and all are 15 years old. The goal is to replace two per year over the next four years.

Currently, the two incubators I am requesting to be replaced are failing.

**Q7**

Estimated Cost:

5,855.37 for two incubators (each incubator is \$2,717.11)

**Q8**

Please attach quote, if available

**VWRQuotation\_8032281801.pdf (23.8KB)**

**Q9**

Total Cost of Ownership: Your requested item may incur ongoing expenses. What are the ongoing expenses associated with your request? If there are ongoing expenses, please detail how you plan to support these costs with your existing budget by completing the text boxes below.

Initial Cost of Item	<b>5,855.37</b>
Service Agreements/Warranties	<b>0</b>
Maintenance	<b>0</b>
Upgrades	<b>0</b>
Impacts to Staffing	<b>0</b>
Replacement Costs	<b>0</b>
Other	<b>0</b>
<b>Total</b>	<b>5,855.37</b>
Amount available in department budget to support this request	<b>0</b>
Remaining requested amount	<b>5,855.37</b>

**Q10**

Justification of Request: The justification of the request is a key area to focus on. The ROC encourages you to strengthen your request by providing a robust rationale detailing all relevant criteria. When writing the rationale, keep in mind that those reviewing the justification may not be familiar with your department and needs. Providing detailed information and context can help clarify the need for your request. Please select the applicable criteria(s) and provide the details of how the criteria(s) relate to your request.

**Critical need,**

**Program expansion,**

**Impact on student success and access,**

Provided details::

The acquisition of two new incubators is essential for conducting laboratory exercises and experiments vital to both Bio 152 and Bio 230. The current incubators, aged beyond 15 years, are experiencing malfunctions, compromising the functionality of these crucial classes. Bio 152 is integral for students pursuing pre-Allied Health pathways, while Bio 230 is essential for those in the Biology pathway. The absence of operational incubators jeopardizes students' access to these courses, hindering their ability to successfully complete the curriculum and adversely affecting their prospects for seamless transfer.

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**Q11**

Program Goal: Please identify the program goal(s), as stated in your current annual or comprehensive program review, that this request would help your program achieve. Provide a brief explanation of how it would do so.

Procuring the incubators aligns with both of our department goals. For Goal 1, aimed at expanding access to Major-level classes, and Goal 2, which focuses on enhancing success rates in 100-level courses; the absence of these incubators would impede our ability to furnish students with the essential microbial organisms required for laboratory components in both Bio 152 and Bio 230. Given our program's expansion, with the addition of an extra Bio 230 each semester and the high demand for Bio 152, securing the incubators becomes an urgent and critical necessity for sustaining and expanding our program.

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