

**ISIT/FACILITIES/OTHER EQUIPMENT REQUEST 2018:**

Program or Service Unit:	Adult Education- South Kern
Submitter:	Endee Grijalva
Extension:	2064
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Funding Source or needs funding. Please explain	Adult Education Block Funding (Grant)- BC Main Allocation via KCCD
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**PLEASE NOTE: If you have multiple requests, please submit multiple forms.**

*Please share as many details as possible such as room location(s), type of equipment and/or software requested. If you have a cost estimate, that would be helpful, we will contact you for more details.*

*Please share as many details as possible such as room location(s), type of facilities request, remodel or construction request, safety concern, or furniture request.*

You will have an opportunity to present your request to the ISIT/FACILITIES OR CTE committee.

I am requesting the following:

<p><b>On behalf of the Adult Education program:</b></p> <p>- 25 laptops</p> <p><b>Explanation of Request:</b></p> <p>20 of the requested 25 laptops, headphones and mouse sets, along with the requested laptop cart and mobile printer, will be designated for mobile use in order to better serve the various sites within our service area of South Kern.</p> <p>The additional 5 sets will be designated for use at the Job Spot, where our Adult Team (South Kern), is primarily located. The laptops will be utilized for CASAS Testing which is state mandated via the funding requirement and additionally for Enrollment/ Matriculation services, including Accuplacer / DSPS supported assessment.</p> <p>All requested equipment will be BC tag but established within the KHSD BAS network per our MOU and similar to the equipment ordered last fiscal year. This will eliminated security issues and need for intrusive IT support from the BC side.</p> <p>The Adult Education team is not housed on main campus and through collaboration, stands to serve students on multiple sites which include BAS Job Spot and Mt. Vernon locations, Arvin, Lamont, Greenfield, and various community organizations. Having access to the requested equipment, would insure proper accessibility to required systems and improved student services through-out the</p>
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