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Respondent

22

Anonymous

67:32

Time to complete

Application Information

1. Name: *

Rebecca Hillquist

2. GCC Title/Position: *

Instructor / Department Chair

3. Department: *

Graphic Design

4. Campus: *

Verdugo

Garfield

5. E-mail: *

rebeccah@glendale.edu

6. Phone: *

818-240-1000 ext 3183 office or 818-434-8605 cell

7. Dean or Department Head's Name: *

Peter Green Division Chair

Project Proposal

8. Name of Project/Program: *

Check Out Laptops for Students Without Computer Resources in the Graphic Design Department

9. Please select which category best describes your project: *

- Arts & Culture
- Athletics & Fitness
- Career & Work Training
- College Operations & Facilities
- Humanities/Social Sciences
- Science & Technology

10. Amount requested: *

\$7481.37

11. What do you propose to do? *

To purchase 6 MacBook Air laptops that would be available for students to check out at the beginning of the term, for as long as they are enrolled in a graphic design course during the same term that they check out the laptop. They would be returned at the end of the term. These MacBook Air computers would help serve the needs of students who lack the resources to participate in the Graphic Design program and complete their assignments. This would be a pilot program, and if successful, more computers may be purchased to better meet the needs of these students.

12. Who will be involved in the project/program? *

IT would be responsible for managing computer checkouts, performing software updates, and conducting maintenance. Graphic Design Instructors would assess student needs at the beginning of each term, direct approved students to IT, and notify IT if a student drops the class that qualified them for a computer.

13. What are the benefits of this project/program to the students, college, and the community? *

Adding these resources for students who lack the means to participate in the Graphic Design courses at GCC would make the difference between being able to attend GCC and receive training to become a graphic designer and not being able to attend GCC at all. The benefit to the larger community could well be the difference between successful job placement and/or transfer to a four-year graphic design program and not.

14. How does this project/program support the College's Institutional Strategic Plan? *

View ISP at <https://www.glendale.edu/home/showpublisheddocument/68172>

To align with the three core tenets of the GCC Institutional Strategic Plan—Inclusion, Success, and Support—Inclusion: the laptop check-out program underscores the importance of providing access to underserved students who face financial barriers that prevent participation in the Graphic Design courses. Success is emphasized through real-world training opportunities that can lead to employment and continued academic achievement through transfer options. Support remains a fundamental goal of this program by ensuring students have full access to instructional staff, academic counselors, and all other resources GCC offers, fostering an environment conducive to their academic and professional growth.

15. Timeline for the project/program. *

Ideally, computers would be purchased, cataloged, and ready for check-out for the Fall 2026 term.

16. How do you propose to use the funds requested? Please include specific budget information. *

6, 13-inc MacBook Air: Apple M5 chip with 10-core CPU and 8_core GPU, 16GB, 512GB SSD.
 unit price \$999.00
 Total for laptops: \$5,994.00, with a \$24.00 recycling fee.
 and
 6, 3-year AppleCare+ for Schools 13-inch MacBook Air
 unit price \$139.00
 Total \$834.00

Subtotal \$6,852.00
 Estimated Tax \$629.37

Total \$7,481.37

17. Please list any other sources of funding you have applied for and include dollar amounts if already awarded. *

No other funding sources.

18. How will the Foundation's support be recognized? *

We could include an acknowledgment on the tracking sticker or add a smaller sticker next to the tracking sticker placed by IT when cataloging the laptops.

19. How do you plan to evaluate this project's success? *

Are the computers utilized (checked out at the beginning of the term)?
 By which students?
 Do these students graduate?
 What is their success rate by comparison with their counterparts within the Graphic Design Department?

20. If your project/program is successful, how will it inform your practice moving forward? *

Potentially 6 More Laptops to enhance the program.

21. Please provide a 2 – 3 sentence summary of your project proposal. *

- Purchase of 6 MacBook Air computers to support students lacking the financial resources or access to alternative computers for completing assignments within the Graphic Design program at GCC.
- Coordination and management in collaboration with GCC Graphic Design Instructors and the IT Department.

Signature and Acknowledgments

22. I hereby acknowledge/certify: *

- My Dean or department head is aware of this application and has authorized its submission.
- If my proposal involves the hiring of temporary/contracted professionals, I will obtain approval from Human Resources before proceeding and will provide documentation to the Foundation that the hiring/contracting has been reviewed and approved.
- If my proposal involves conference and/or other travel, I will complete the GCC travel approval process and adhere to GCC travel guidelines.