



**Materials, Services, Facilities and Technology Fee
Fiscal Year 2017-2018 Budget Request Form***

DUE: Friday, January 20, 2017 @ 5:00 P.M.
Please return completed requests via email to gina.matibag@csuci.edu

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page.

Project or Activity Title: Academic Support Student Assistant

Name of organization requesting funds: Academic Affairs

Requestor: Gina M Matibag Contact Phone Number: (805) 437-3320 E-mail:
gina.matibag@csuci.edu

Amount of MSFT Funding Requested: \$3700

Date Funding Needed by: As soon as funds become available

Will you receive funds from any other source(s)? YES X NO
*If yes, please detail amount requesting from other source(s) as well as your total request for
fiscal year 2016-2017 (including request from MSFT).*

Has this project or activity previously received MSFT funding? No
If yes, please attach copy of report

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional pages and materials (applicants may be requested to meet with the committee to discuss proposals):

1. Brief Project Description

Academic Support is requesting supplemental funding for a student assistant position.

The student's responsibilities include:

- Pre- & Post- Semester classroom checks & Ongoing Semester Classroom/Building Checks
- Assisting with Academic Senate Staff on meeting notes, copies, web, etc.,...
- Assisting with IRA Staff on meeting notes, copies, web, etc.,...
- Assisting with MSFT Staff on meeting notes, copies, web, etc.,...

- Assisting with Faculty Affairs during the annual Faculty Recruitment period
- Assisting Academic Affairs during AA events when available
- Usual General Clerical, Filing, & Inter-Office Runs

As a result of campus growth, the salary line of \$7500 has remained unchanged since 2010 (per hour rate at that time was \$8.50 per hour)

MSFT funds will help to supplement the additional salary needs for students working at current rates of \$10-\$11 per hour while maintaining the 131 instructional/lab/research spaces throughout campus.

- 2010 - instructional/lab/research areas ... 76 spaces with 43.42% of the 76 located in Bell Tower Central
 - pay rate of students \$8.50 per hour
 - salary allocation for the FY \$7500
- 2017 – instructional/lab/research areas ... 131 spaces with 25.19% of the 131 located in Bell Tower Central while 22.14% of the 131 spaces are in Sierra Hall
 - pay rate of students \$10-\$11 per hour
 - salary allocation for the FY \$7500

The increase of space from 76 to 131 amounts to 41.98% more additional areas, equipment, and items to check while the salary amount has remained the same at \$7500.

2. **Project/Activity Budget.**

Academic Support Student Assistant:

\$ 7,500 FY BUDGET

\$ 3,700 MSFT REQUEST

\$11,200 TOTAL

3. **Project Assessment.**

The supplemental funding will provide the additional support given CI's growth and the expansion of duties for this position. Any unused balance will be returned to MSFT.

4. **Sources of Project Support.**

MSFT is the only source of this supplemental request for funding in FY 2017-2018

Fiscal Management: Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.