



**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: Professional Development Student Assistant

Name of organization requesting funds: Human Resources Date: 1-18-17

Requestor: Wendy Olson Contact Phone Number: (805) 437-8553 E-mail:
wendy.olson@csuci.edu

Amount of MSFT Funding Requested: \$4725

Date Funding Needed by: As soon as funds become available

Will you receive funds from any other source(s)? YES NO X
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

The Professional Development and Personal Enrichment Program is requesting funding for an undergraduate or post-bac student to serve as an assistant to the Professional Development Specialist. The student's primary duties will focus on training coordination for our professional staff and student employees. As the Professional Development program is in its start-up phase for campus-wide employee development, this assistance is vital to maintaining momentum with the program and to provide the necessary training in various formats to all of our campus staff.

In an educational setting, effective professional development affects students. It is increasingly seen as a systemic process that includes the development of all individuals involved with student achievement. Staff training is essential to the progress of our campus community and filters out to the students by having a quality trained, professional staff supporting various areas of the campus and continuing to incorporate their newly learned skills on their job with a greater understanding of student needs.

Many of our workshops benefit our staff that deal directly with students or students as co-workers, and is helping build an educated and inclusive workforce, as we offer such courses as Cultivating Excellent Service at CI, Helping Students of Concern, Understanding Unconscious Bias, LGBTQ safety, Understanding Free Speech on Campus, as well as Communication, Leadership and Team Building courses, just to name a few. Faculty are also invited to attend any of these workshop opportunities to better equip them in the classroom environment.

MSFT funds will be used to pay the salary of the student worker during the 2017-2018 academic year. This student support person will be responsible for coordination, communication and scheduling of professional development and personal enrichment activities. This assistant will indirectly benefit our student population by supporting the Professional Development projects and curriculum development, which will in turn educate and engage staff that either directly or indirectly deal with CI students and faculty.

This student will be working 15 hours per week, 15 weeks per semester, for two semesters. \$10.50/hour (Skill level 1).

2. Project/Activity Budget.

Undergraduate/ Post-Bac CI Student Employment:

30 weeks (15 weeks per semester Spring 17; Fall 17)

15 hours/week

\$10.50/hour (Skill level 1)

Total Salary: \$4725

3. Project Assessment.

Professional Development has a standard metrics assessment that reviews the needs of our campus for the various workshop curriculum developed, relevance to their development needs, quality of instruction, how many participants attend each year and from what divisions/departments participants are housed in. We make comparisons yearly on annual reporting for the Division through a Qualtrics campus-wide satisfaction survey, with the results available to all. From these surveys, new goals will be established for the following year to meet the professional development needs for our campus community.

4. Sources of Project Support.

MSFT is the only source of support for this funding in the 2017-18 year. With this being a start-up program, budget has not been allocated for assistance as of yet.

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.

Requestor

Signature

Date

AVP / Dean

Signature

Date