

## 17-18 MSFT SUMMARY REPORT:

- [#17.12](#) Student Assistant - Professional Development

***Provide a summary report of your submission and how MSFT funding has helped improve resources and experiences for students at CI? If your submission has a sustainability element, how has this contributed to CI's sustainability efforts? Feel free to add photos.***

Our MSFT granted Professional Development student assistant has assisted in organizing workshop trainings, such as New Employee Welcome, Title IX Diversity/Inclusion series, wellness, communication, customer service and HR basics for our staff and student employees. The Professional Development student assistant supported our campus-wide 2017 event "Hard Things I'm Learning to Say" a conversation with Kelly Corrigan, which was open to all campus community (students/faculty/staff) and local community members, which included a book signing and photo opportunity as well as an interactive "expression" installation for the campus community to express their thoughts. We had over 150 in attendees.

[https://www.flickr.com/photos/ci\\_events/albums/72157686714074151](https://www.flickr.com/photos/ci_events/albums/72157686714074151)

Our student assistant was very valuable in metric and data assistance - tracking attendee data and customer satisfaction survey results and compiling to show our results to senior administrators. As we transitioned into coordinating the continuous improvement program, she took on coordination of training announcements, emails and data tracking for green belt information.



***Provide a summary of the status of your budget. Were you within budget? Was the entire allocation spent by end of FY? Overspent? An extension requested due to scope/materials change?***

Our entire budget allocation was spent by year- end. We went over budget by \$12.00.

### ***Final Comments?***

Thank you for the opportunity to use this funding to improve our employee and student development at CSUCI. It was a valuable asset to our program and outreach to the campus community.

I think value would be added in a better governance process over the awardees in making sure the funding details are attended to. I believe reminders should be sent a few months prior to end of grant to make sure monies are being spent out. If the budget overseer notices no movement of funding in the account by mid-spend timeframe, an alert should be sent to the awardee to see if they understood how to shift monies or if they are not using the grant funding. Awardees are not always skilled in budget transfer information and how that happens when issued the award.

***Additional Statements:***

Without this funding, the Professional Development program would have lost valuable momentum as we transitioned a new PD trainer. Very grateful.