

# Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

If you have questions about this form, please contact Gina Matibag at (805) 437-3320

For additional information please consult the MSFT web page

## ▼ Application

### Project or Activity Title

Aliso Hall Acoustical Panels

### Requestor

Catherine Hutchinson

### Requestor Phone Number

805-437-8403

### Requestor Email

catherine.hutchinson@csuci.edu

### Amount of MSFT Funding Requested

17263.30

### Date Funding Needed by

Spring 2018

### Please select your AVP/Dean

Meriwether, James H - Interim Dean of Arts & Sciences

### Will you receive funds from any other source(s)?

- ☒ No  
☐ Yes

### Has this project or activity previously received MSFT funding?

- ☒ No  
☐ Yes

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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 files as needed (applicants may be requested to meet with the committee to discuss proposals)

#### 1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed

project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

## 2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

## 3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

## 4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

### Brief Project Description

Arts and Sciences seeks funding for acoustical panels to be hung in the hallways on the first and second floors of Aliso Hall. Currently, science student research posters are hung on the walls with tape. Unfortunately, after we take down the posters to replace them with new ones the tape is pulling the paint off the wall. We have tried using putty to hang the posters, but it's not strong enough to keep the posters on the wall, as the posters are on display year-round. After consultation with Facilities they recommended purchasing the acoustical panels and having them as a permanent fixture on the walls. The panels are already being used in other buildings on campus and therefore keeps in line with the campus standards. Please see attached photo. That way we will be able to hang the posters with thumbtacks. The panels will also keep us from damaging the walls and will allow us to change out the science student posters easily. Also, as the Biology and Chemistry Programs grow so will the number of students performing research, and by having acoustical panels on the first and second floors this will allow us to be able to hang and display more posters than we currently do. We are looking to implement this project in Spring 2018. This will give Facilities time to

### Brief Project Description Additional Documents

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### Project/Activity Budget

Please find attached the estimated work order provided Facilities for purchasing and installing acoustical panels on the first and second floors of Aliso Hall. We are requesting an additional 10 percent contingency for the project since this is construction and item prices may increase before the project is started.

### Project/Activity Budget Additional Documents

[aliso-acoustic.xlsx](#)

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### Project Assessment

The best measure of effectiveness will be the student science posters on display on both floors of the building. Usage will be determined by direct observation. Additionally, the Biology and Chemistry Programs will post posters from their Independent Research classes and from conferences that the students have presented at. A sign will be placed near the panels that will promote student fees made this possible.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only funding source for this project.

Sources of Project Support Additional Documents

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.

 Catherine Hutchinson Oct 9 2017

▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 James Meriwether Oct 14 2017