

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

**DUE: Friday, January 19, 2018**

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

Bell Tower Hallway Bench Seating

### Requestor

Doreen Hatcher

### Requestor Phone Number

8054373156

### Requestor Email

doreen.hatcher@csuci.edu

### Amount of MSFT Funding Requested

4626.67

### Date Funding Needed by

July 1, 2018

### Are you a member of the Division of Student Affairs?

- ☐ No  
☒ Yes

### Please select your Student Affairs reviewer

DeBoni, Toni Rae - Associate Vice President for Student Affairs/Dean of Students

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

- ☒ No  
☐ Yes

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

- ☒ No  
☐ Yes

---

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

Student Transition and Engagement Programs (STEP) seeks funding for install of bench seating in the Bell Tower 2nd floor hallway between rooms BEL 2565 and BEL 2598. Funds will be used to purchase and install modern concrete benches (10, 6-foot concrete benches).

When walking on the 2nd floor of the Bell Tower it is not uncommon to see students seated in the hallway due to a lack of seating options in the central and east end of the building. Students may find seating near classrooms in almost every other area of the Bell Tower; however, there are no close, indoor options for students outside of the classrooms and DSA (Division of Student Affairs) offices in the hallway.

Providing seating options may allow for students to prepare for class individually or convene in pairs or triads. Seating may also promote collaboration among peers and classmates. Furthermore, dedicated seating options may alleviate the need for students to sit on the floor and will promote greater compliance toward ADA accessibility within the hallway.

At the present time, there is no hard deadline. Ideally the benches will be in place prior to the commencement of the fall 2018 academic year. Conservative lead times from vendors suggest June 29 as the ideal "order-by" date to accommodate the 6-7 week lead time needed by the vendor.

#### Brief Project Description Additional Documents

[BEL Hallway.png](#)

#### Project/Activity Budget

\$4,406.35 for the concrete benches (quote attached)  
\$220.32 (5% included in case the price increases between now and funding)

Priority A: Installation of bench seating, 10 units  
Priority B: Installation of bench seating, 6 units

Belson Outdoors provides bench seating options at a far lower price point than other vendors. If partial funding is granted, the current proposal could be amended to request four less benches in the hall for a total of six benches.

**Project/Activity Budget Additional Documents**

[Belson Outdoors - Quote WQ 214098 \(Option 1\).pdf](#)

**Project Assessment**

The best measure of effectiveness will be student usage of the bench seating. Usage will be monitored informally by direct observation. Signage in the area will be provided to inform students of the use of MSFT fee funding. Additionally, digital marketing in the Mission Lounge will reiterate this information. The satisfaction survey will also highlight the source of funding.

**Project Assessment Additional Documents**

**Sources of Project Support**

There are no additional sources of support 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.

 Doreen Hatcher Jan 18 2018

▼ Student Affairs Review

☒ I approve of this MSFT Fee Application

 Toni DeBoni Jan 18 2018

▼ VP Student Affairs Review

☒ I approve of this MSFT Fee Application

