

# 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

Communication Assistant

### Requestor

Kristin Steiner

### Requestor Phone Number

805-437-1689

### Requestor Email

kristin.steiner519@csuci.edu

### Amount of MSFT Funding Requested

6600.00

### Date Funding Needed by

August 2018

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

- ☒ No  
☐ Yes

### Please select your AVP/Dean

Ipach, Nichole - Vice President for University Advancement

### 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

Under the direction of Communication & Marketing, the Communication Assistant will assist with the retrieval of campus postings materials from the Multicultural Dream Center, coordinate postings of approved material to campus bulletin boards and remove expired or unapproved postings. Specific duties include the following:

- pick up submitted postings from the Multicultural Dream Center, stamp approved items and organize into packets for posting
- Inventory the bulletin boards on campus and remove expired or unapproved postings
- Assist with maintaining current content and managing the layout of bulletin boards
- Record submissions on a weekly basis for tracking purposes

This position supports campus communication efforts by keeping 45 bulletin boards up to date and free of unapproved content. It provides the campus community with access to current campus events, promotions and academic activities.

### Brief Project Description Additional Documents

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### Project/Activity Budget

\$6,600 for a student assistant (will work approximately 20 hrs/week at a rate of \$11/hr; for 30 weeks over the course of the academic year). This is a less costly approach and will employ a current or prospective CI student. Communication & Marketing will provide the materials needed for posting and will provide training for the position.

### Project/Activity Budget Additional Documents

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## Project Assessment

The Communication Assistant will record submissions on a weekly basis to track the volume of postings we are receiving. Additionally, hours will be tracked for comparison purposes, to see how much time is being spent on compiling packets vs. posting to bulletin boards. This data will be compiled into a report and available to the MSFT committee by midyear. This position allows the campus bulletin boards to continue being utilized by the campus community as well as be monitored on a more regular basis to ensure content quality matches campus standards.

## Project Assessment Additional Documents

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## Sources of Project Support

MSFT will be the source of funding for this project. However, Communication & Marketing will provide training and support to the student assistant, as well as ongoing best practices for campus postings and campus communication standards.

## Sources of Project Support Additional Documents

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### 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.

 Kristin Steiner Jan 18 2018

## ▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 Nichole Ipach Jan 19 2018