

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

Academic Advising Lounge Furniture Refresh

Requestor

Ernesto Guerrero

Requestor Phone Number

8054378514

Requestor Email

ernesto.guerrero@csuci.edu

Amount of MSFT Funding Requested

4950.33

Date Funding Needed by

August 2018

Are you a member of the Division of Student Affairs?

- ☒ No
☐ Yes

Please select your AVP/Dean

Dang, Hung Dich - AVP for Enrollment Management

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

The Academic Advising Office is seeking funding to replace the four chairs, two tables, and area rug outside of Bell Tower 1568 which is the classroom used for advising student workshops. Topics include study skills, graduation checks, probation, disqualification, etc. We serve over 1000 students per year in this room and the area outside is where students typically wait before the workshops start. It is also used as a general study and lounge area as this is a heavily trafficked hall near the main entrance of Bell Tower. The chairs, tables, and area rug have been in this space since the founding of the university and are sorely in need of an upgrade (see photo).

This project would benefit students by providing a welcoming and comfortable environment in which students can wait for workshops or study. It would also provide a modern and more aesthetically pleasing space that matches similar student lounge areas in Bell Tower.

Brief Project Description Additional Documents

[Advising lounge.jpg](#)

Project/Activity Budget

Projected costs are included below. We are using the campus approved furniture vendor, BKM and proposing use lounge furniture similar to throughout campus. If funding is not available for the entire project we would prioritize first the chairs, then the tables, with the area rug being the last priority.

Project/Activity Budget Additional Documents

[Quote#31074 - Bell Tower Advising Lounge.pdf](#)

Project Assessment

The effectiveness of these upgrades will also be gauged by student satisfaction surveys that we already conduct after each of our workshops. We will gauge it by measuring attendance in our workshops to see if there is an increase in the use of the room. Finally, signage will be added in the classroom noting that the improvements were provided with MSFT funds.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only source 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.

 Ernesto Guerrero Jan 20 2018

▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 Hung Dang Jan 20 2018