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 1565 Office Conversion

Requestor

Ernesto Guerrero

Requestor Phone Number

8054378514

Requestor Email

ernesto.guerrero@csuci.edu

Amount of MSFT Funding Requested

8814.94

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 goal of this project is to upgrade and expand the function of BT 1565. This is currently used by Academic Advising as a space to house graduate student interns and our staff refrigerator. The space currently has two workstations, the refrigerator and a small table with chairs in the middle. It is also a shared space which houses a copier and recycling bins that are used by multiple offices. The two workstations are side by side and do not allow for two private, individual appointments to be conducted at the same time, thereby limiting the functionality of the space.

With the addition of cubicle-style office partitions not only can we have appointments go on simultaneously, we can add a third workstation and still have space for the shared elements of the office. This will benefit CI students because it will allow for additional student appointments with graduate interns and peer advisors. This expansion would also provide the space for three additional full-time advisors. The hiring of additional full-time advisors is in line with the recommendations made by the CSU's Graduation Initiative 2025.

Brief Project Description Additional Documents

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 creating two private workstations rather than three.

Project/Activity Budget Additional Documents

Quote#31075 Bell Tower Rm 1565 Advising.pdf

Project Assessment

The effectiveness of these upgrades will be gauged by the numbers of additional appointments we are able to schedule and by the student satisfaction surveys we administer each semester. Additionally, signage will be added in the office 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 19 2018

▾ AVP/Dean Review

☑ I approve of this MSFT Fee Application

✎ Hung Dang   Jan 20 2018