

# 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

Improvements to Vestibule by BEL 1621

### Requestor

Doreen Hatcher

### Requestor Phone Number

8054373156

### Requestor Email

doreen.hatcher@csuci.edu

### Amount of MSFT Funding Requested

8546.33

### 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

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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

Student Transition and Engagement Programs (STEP) seeks funding for the addition of student lockers in the currently unused vestibule, BEL 1630. STEP proposes this amenity to help facilitate students' ability to more freely navigate the physical campus and engage in the collegiate experience. Improvements to this space include installation of 88 lockers and 2 benches for seating; relocation of electrical power outlets; and installation of a vinyl wrap (wall art) that will feature an excerpt of the university alma mater to encourage/reinforce campus pride.

Students who commute to CSU Channel Islands (CSUCI) approach school differently than students who live on campus; they have unique concerns from arranging transportation to knowing where to eat and finding a place to relax before, between, and after classes.

When walking the campus, it is not uncommon to see students carrying bulky backpacks and totes to and from the parking lots on the perimeters of campus. Conversations with students illuminate the fact that our commuting population often do not have the time, nor the luxury, of being able to leave or forget an item at home or in their personal vehicles. We understand that commuting has many challenges and through this MFST application, we want to help alleviate one potential obstacle in the student experience.

Academic literature firmly supports the benefits of co-curricular involvement on college campuses. Research also suggests that students who commute less frequently participate in co-curricular opportunities including community service, study abroad, and internships, not to mention student organizations, service-learning experiences, and recreational programs. Centralized storage offerings will allow commuting students greater access to participate in these opportunities.

At the present time, there is no hard deadline. Ideally lockers 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.

## Brief Project Description Additional Documents

[Bench Seating Specs.pdf](#)

**Project/Activity Budget**

STEP would like to request a total of \$33,174.91 for the addition of the locker units, seating, power upgrades, and a vinyl wall application. Attached: locker quote, bench seating quote, vinyl wall application quote and mock art, digital layout of the space.

The costs include shipping, sales tax and a 5% allowance for price increases (current quotes may expire prior to committee review). If there are no price increases or adjustments are less than 5%, any unspent balance would be returned to MSFT.

Locker Proposal for Bell Tower Vestibule, BEL 1630  
Option 1: w/ Seating Provided by Belson

Lockers: BKM \$28,393.15  
Bench Seating: Belson Outdoors \$1,594.70  
Spirit Wall Vinyl Wrap: Big Shots Digital \$607.30  
Electrical Work: CI Facilities Services \$1,000.00

Total \$31,595.15  
Total with 5% added for possible price increase between now and funding: \$33,174.91

Priority of project items if not fully funded:  
Priority A: Installation of Lockers and Relocation of Electrical Power Supply  
Priority B: Installation of Seating  
Priority C: Installation of Vinyl Spirit Wall

BKM is a long time vendor that has worked with our campus. We investigated options that would provide the greatest functionality to ours students. Belson Outdoors provides bench seating options at a far lower price point than other vendors.

**Project/Activity Budget Additional Documents**

[Bench Seating Quote.pdf](#)  
[Locker Quote.pdf](#)  
[Vinyl Wall Art Quote.pdf](#)

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**Project Assessment**

The best measure of effectiveness will be student usage of the lockers. Usage will be tracked by direct observation once daily for the 2018-2019 academic year by department staff. Additionally, STEP will conduct an annual satisfaction survey of students to determine the effectiveness of storage offerings throughout the campus.

**Project Assessment Additional Documents**

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**Sources of Project Support**

Currently, MSFT is the only funding source for this project.

**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.

 Doreen Hatcher

Jan 18 2018

▼ Student Affairs Review

☒ I approve of this MSFT Fee Application

 Toni DeBoni

Jan 19 2018

▼ VP Student Affairs Review

☒ I approve of this MSFT Fee Application

 Genevieve Evans-Taylor

Jan 19 2018