

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

Modular Study Room Spaces and Furniture for Study Study Areas

Requestor

Debra Hoffmann

Requestor Phone Number

437-2701

Requestor Email

debra.hoffmann@csuci.edu

Amount of MSFT Funding Requested

198000.00

Date Funding Needed by

July 1, 2018

Are you a member of the Division of Student Affairs?

- ☒ No
☐ Yes

Please select your AVP/Dean

Wallace, Amy E - Dean Library & AVP Cont. Improvement

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 John Spoor Broome Library seeks funding for the installation of modular study spaces and furniture for four student study spaces in the Library. The Library seeks to increase the number of enclosed group study rooms on the second floor of the library, as well as add additional quiet/individual study seating, also to the second floor of the Library. The Library seeks to increase open study seating geared toward laptop/group work on the first floor of the Library. The Library seeks to add (1) handicap-accessible table to Broome classroom 1756.

For the second floor, the Library is seeking (14) four-person modular study room spaces, to facilitate group study work. We are also seeking (12) individual study carrels to facilitate quiet, individual study for students, bringing the total to 52 individual study carrels on the second floor. For the first floor, the library seeks to purchase (8) large group study tables for one designated study space that will facilitate group work and students' abilities to use laptops and spread out as needed. These tables will have electrical outlets for equipment use. Lastly, the Library is seeking (1) handicap-accessible classroom table for students attending classes in Broome 1756.

Justification: The Library has seen a steady increase in student usage, reflecting the campus' significant growth in FTE. Each semester, the Library receives consistent and repeated requests from students for more open/group study spaces (especially enclosed study rooms) as well as more dedicated quiet study spaces. The Library's informal accounting from Fall 2017 shows that throughout the semester, and particularly during the last week of classes and finals week, between 300-500 students were studying in the Library at any given time. The furniture that the library is requesting will increase open and group study seating by 72 spaces, and will increase the number of enclosed study rooms for students to a total of 21. Second-floor quiet study seating will increase to 52 individual study spaces. As to our request for an accessible table for Broome classroom 1756: currently, students needing an accessible table in 1756 have had to sit at a separate table in the room, preventing them from sitting with classmates and participating in shared activities. This table will allow students to sit with their peers in the classroom.

Physical Improvements: Facilities Services on campus will need to install additional electrical outlets to accommodate equipment usage in these areas of the Library. A cost estimate for this work is attached.

Timeline: The Library seeks funding by July 1, 2018. The Library seeks to have Facilities' work completed and the furniture in place when students return for the Fall 2018 semester.

Brief Project Description Additional Documents

Project/Activity Budget

Attached please find the budget estimates for this project :
#31006: Modular study rooms; furniture; study carrels—Broome 2720; 2360; 2320
#31005: Open study tables/chairs—Broome 1660
#31019: Handicap-accessible table—Broome 1756
Facilities WO: Broome Library MSFT FY 18-19

Furniture cost estimates were provided by BKM, a campus-approved vendor. Costs estimates for electrical work were provided by CI's Facilities Services.

Project/Activity Budget Additional Documents

[Q31005amended.pdf](#)

[Facilities Broome MSFT est sheet FY 18-19 2018-0117.xlsx](#)

[Q31006 BroomeLibrary Rm232027202360 FURN.pdf](#)

[Q31019 Broome Library Rm 1756 Akira Rnd Table \(002\).pdf](#)

Project Assessment

The best measure of effectiveness will be student usage of the new study spaces and furniture in these areas. Usage will be determined by direct observation. Additionally, the Library administers an annual survey to students, as well as meets annually with Student Programming Board and Student Government-questions related to usage can be asked at these times. The Library will acknowledge and promote that student fees made the new study spaces and furniture possible.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only funding source 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.

▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 Amy Wallace Jan 18 2018