

Materials, Services, Facilities and Technology Fee Fiscal Year 2019-2020 Budget Request Form

DUE: Friday, January 25th, 2019

If you have questions about this form, please contact David Daniels at david.daniels@csuci.edu
For additional information please consult the MSFT web page

▼ Application

Project or Activity Title

Mission Centers Student Assistant

Requestor

Julia Balen

Requestor Phone Number

8054378435

Requestor Email

julia.balen@csuci.edu

Staff Support Member for Activity

Jeannette Edwards

Staff Support Member Email

Jeannette.Edwards@csuci.edu

Amount of MSFT Funding Requested

7200.00

Date Funding Needed By

8/26/2019

Are you a member of the Division of Student Affairs?

- No
 Yes

Please select your AVP/Dean

Perry, Jennifer - Program Chair and Associate Professor of Anthropology & Sociology

Require_DSA_AVP_Review

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 Mission Based Centers are requesting funding for a student assistant position. This position would increase student access to and benefits from the work of the mission centers.

The student's responsibilities include:

- Assisting with Social Media outreach for Mission Based Centers
- Assisting the with updating the webpages for the Mission Based Centers
- Assisting with gathering and organizing data related to the Mission Based Centers
- Assisting the Mission Based Centers with events
- Assisting with graphic design for promotional flyers
- Assisting with archiving Mission Based Centers files
- General filing and Inter-office pick up and deliveries

ü These are time-consuming projects. However, when completed it will provide students with more information about the

Mission Based Centers; what we offer, what we do, and how we can assist them to achieve living the University Mission.

ü Providing students with more opportunities to engage in service learning, multicultural, interdisciplinary and international experiences.

ü To provide information about integrative, multicultural, service learning, and international courses, and resources, and events available to CI students, it is essential to have an employee who can monitor and update the Mission Based Centers' social media accounts and webpages consistently.

ü These funds will provide the additional support given CI's growth and the expansion of duties for the Centers Coordinator.

ü The Mission Based Centers are helping CI students live the CI Mission by supporting service learning, multicultural, interdisciplinary and international courses, events and workshops for faculty that impact the students. As the Mission Based Centers develop and grow existing programs, courses, and opportunities on campus, this assistance is vital.

As the Professional Development program on campus continues to gain momentum, this assistance is vital. Many mission center workshops benefit our staff and faculty who deal directly with students or students as co-workers. The mission centers play an important role in building an educated and inclusive workforce, as we continue to offer workshops such as Cultivating Excellent Service, Cultural Appropriation v. Appreciation, Understanding Free Speech on Campus, as well as Communication, Diversity Trainings, Leadership and Team Building, just to name a few. Faculty are invited to attend any of these workshop opportunities to better equip them in the classroom environment.

The Centers Coordinator, whose position is the only analyst support for all four mission centers, has now been tasked with supporting the Academic Senate, itself easily a ¼- ½ time position. This reallocation of responsibilities inevitably means the centers are more limited in what they can produce than when we had the full-time support of this position. Students suffer as we are less able to do the outreach that otherwise might get done. This student support position will help to mitigate this change in responsibilities. The Center Coordinator will provide training and other internal resources for this student assistant to flourish.

The centers have space, desk, and computers, etc. in Ojai Hall to so no additional materials would be required.

Brief Project Description Additional Documents

Project/Activity Budget

Student Assistant (1)

15 hours per week @ \$13.00 p/h

35 weeks from August 26, 2019 – May 24, 2020 (need year-round support during the academic year)

Total Amount Requested: \$7,200.00 (We have padded hours to cover potential overages.)

Hiring a student assistant to monitor our social media accounts, assist with graphic design of our promotional flyers, and complete data collecting and archiving projects is less costly than hiring professional staff.

Project/Activity Budget Additional Documents

Project Assessment

The student assistant's supervisor will closely monitor the student's work on a regular basis to assess effectiveness of this position. They will monitor for increases in activity on social media accounts and participation in Mission Based Centers' courses and activities. This position promotes sustainability by creating and publishing flyers online via our social media accounts and other electronic formats of campus wide distribution. The supervisor will keep a list of projects and the amount of time they took to complete. The supervisor will assess what was needed to reach out to students to achieve the greatest participation and interest. The supervisor will utilize the data collected to monitor student interest and participation in Mission Based Centers' workshops and activities.

Project Assessment Additional Documents

Sources of Project Support

There are no additional sources of funding for this position.

Sources of Project Support Additional Documents

Accounting String to Fund Any Overage Above MSFT Award

834

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, transfers of funds, and all transactions 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 recommend approval of the MSFT Funds Request described on this page
- I DO NOT recommend approval of the MSFT Funds Request described on this page

Comments

As mentioned, the Centers Coordinator is also currently tasked with supporting Academic Senate. To amplify the importance of this request, providing adequate support to Academic Senate is more than a half-time position and really should be a full-time position. So long as the Centers Coordinator is tasked with Academic Senate, it is crucial that the Mission Centers Coordinator get the support of a part-time student worker to make this undesirable situation somewhat more manageable.