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

Belltower Art Classroom Furniture Refresh

Requestor

Luke Matjas

Requestor Phone Number

805-437-2705

Requestor Email

Luke.Matjas@csuci.edu

Staff Support Member for Activity

Hilda Ocampo

Staff Support Member Email

hilda.ocampo@csuci.edu

Amount of MSFT Funding Requested

17230.65

Date Funding Needed By

2019-12-16

Are you a member of the Division of Student Affairs?

● No
○ Yes

Please select your AVP/Dean

Kohli, Vandana - Dean of Arts & Sciences

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

(Please see attached)

Brief Project Description Additional Documents

art-msft-proj-descrit.docx

Project/Activity Budget

(Please see attached)

Project/Activity Budget Additional Documents

art-msft-budget.xlsx

Project Assessment

(Please see attached)

Project Assessment Additional Documents

art-msft-proj-assess.docx

Sources of Project Support

None at this time, though the program is prepared use Operations funds for any unforeseen overages.

Sources of Project Support Additional Documents

Accounting String to Fund Any Overage Above MSFT Award

760

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.

✏ Luke Matjas   Jan 26 2019

▾ 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

✏ Vandana Kohli   Jan 26 2019

CSUCI ART MSFT PROSAL -- January 25, 2019

Items	Details	Quantity	Vendor	Unit Cost	Shipping	Sub-Total	Total with Tax
Studio Tables	72" x 30" Woktop Table	6	Global Industrial	$ 484.95	$ 527.73	$ 3,437.43	$ 3,695.24
Chairs	Black Plastic Rolling	24	BKM	$ 263.22		$ 6,317.28	$ 6,791.08
Screen	70" Professional Display w/ mounting hardware	1	Spinitar	$ 3,993.62		$ 3,993.62	$ 4,293.14
Computer	Wall-mounted and secured	1	Apple	$ 1,146.00		$ 1,146.00	$ 1,231.95
Storage Cabinets	48 x 24 x 78 Locking	2	Global Industrial	$ 444.95	$ 244.28	$ 1,134.18	$ 1,219.24
MSFT REQUEST TOTAL							$ 17,230.65

MSFT 2019

Belltower Art Classroom Furniture Refresh

Brief Project Description

The Art Program is seeking MSFT funds to purchase new furniture in order to provide an improved classroom experience in our entry-level courses.

Since the earliest days of CSUCI, the Art Program has been fortunate to have a small "foundations" classroom situated at the east end of the Belltower in 1728. It's in this space that many freshmen take their first Art course – our foundation courses cover the fundamentals of drawing, painting, sculpture, and a host of other practices. BEL 1728 serves a significant number of students—typically 10 sections of Art 100 and Art 102, with each section enrolling 24 students.

As it now stands, this classroom space has not been updated, improved, or refurbished in the 16 years since this university opened. While many new facilities have been built around campus, and many new classroom spaces have received significant attention, BEL 1728 still resembles CSUCI's earliest days. In truth, it's a fairly sad scene. The tables installed in the space were makeshift placeholders – they are too small to spread out and work collaboratively. The storage at the back of the room is the original cabinetry from the hospital era, and is not set up for proper storage of the array of supplies needed in these classes. There is computer set up on a rickety cart, and its shoehorned into the front of the classroom so that an instructor can give lectures.

Considering the number of students that use this space (240 per semester), and the fact that this space has not received any attention since the university's initial opening, we are seeking funds to assist in replacing the furniture and upgrading the overall quality of the classroom. We seek to create an engaging space that will allow greater creativity, dialogue, and an improved boost in student morale. MSFT funds have helped us to do this with other classrooms in the past, and it has been successful. By adding larger moveable studio tables, students can work together, they can work larger, and can engage in more communal projects. The height of these tables is adjustable, making the workspace more accessible, allowing students to stand or sit while they work. In addition to tables, we are requesting the same moveable chairs that are found throughout the Belltower classrooms—the rolling chairs which allow students to move throughout the space, gather in groups, and find a comfortable place to work. The MSFT funds would also go towards a wall-mounted computer so that faculty can give proper lectures, and a large 70" screen which will be more easily viewed by students sitting further in the back of the class. Finally, this project includes a budget for improved storage at the back of the classroom. Considering the program spends a significant amount of student lab fees

on supplies, it seems appropriate to have them situated in a way that is organized and accessible.

MSFT 2019

Belltower Art Classroom Furniture Refresh

Project Assessment:

The goal of this project is to help provide a professional, creative experience for students enrolled in Art foundation classes. We foresee that upgrading this classroom will translate to a more positive environment, creating a space where students can collaborate and move about freely. Many of the students who enroll in these courses are freshmen, and for many of them, it will be their only Art class they ever take at the college level. The effectiveness of the upgraded space will be evident in the high quality work that is produced and more robust engagement with the materials and concepts that are presented. As we have done previously, we will readily acknowledge the support of MSFT funding by providing signage and any other appropriate information in the space.