

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

Academic Advising-Commuter Lounge

Requestor

Ernesto Guerrero

Requestor Phone Number

8054378514

Requestor Email

ernesto.guerrero@csuci.edu

Staff Support Member for Activity

Aurora Kewald

Staff Support Member Email

aurora.kewald@csuci.edu

Amount of MSFT Funding Requested

16109.34

Date Funding Needed By

2019-07-01

Are you a member of the Division of Student Affairs?

- No
 Yes

Please select your AVP/Dean

Dang, Hung Dich - AVP for Enrollment Management

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

This project is in partnership with Student Affairs and seeks to make functional use of an underutilized space in Bell Tower located at the corner where the Academic Advising corridor meets the corridor that leads to the front entrance of the building, the Peer Advising Center and University Outreach. It is a high traffic area situated close to a main entrance to Bell Tower. Currently this space has soft seating for four people including a two-person couch, two chairs, and one small coffee table. Academic Advising uses it as a waiting area for workshops that take place in an adjacent room, but it is also a general use lounge, albeit with limited seating.

The plan for the area is to make it a more comfortable and inviting space for students to study and work, with an intent to market it specifically to commuter students (please see attachment A for the proposed layout). To increase the functionality of the space, the plan calls for doubling the existing seating from four to eight, adding six individual functional tables that students can use to place laptops or tablets, adding a standing computer station, and relocating an existing copier/printer from BEL1565 to this space so it is accessible to all. To make it more inviting, we plan to install carpeting, paint an accent wall, and install a television for digital signage and emergency alerts. If this request is approved, the existing coffee table and two chairs will be repurposed in the Academic Advising front office or another common area in Bell Tower for student use.

As the campus continues to grow, lounge space for students will become increasingly scarce and this refresh will provide a flexible and accessible location for students in a high traffic area. The addition of more flexible indoor furniture will provide a destination that encourages students to study and build community. Providing these comfortable and inviting spaces for students will help them feel at home and stay on campus, particularly in an area that provides useful resources and engagement opportunities. Since CI serves a commuter student population of 77%, it is imperative that we provide comfortable and flexible spaces where students can go to relax, eat, study, and socialize between classes. Finally, this project serves as an example of a how cross-divisional partnerships can work to further the goal of student success.

Brief Project Description Additional Documents

[Attachment A Layout.pdf](#)

Project/Activity Budget

Please see attachment B for the project budget, attachment C the quote from the furniture vendor, attachment D for the quote from facilities, and attachment E for the quote for the monitor. The digital signage package is a standard package provided by ITS and includes ITS support with installation and implementation.

Priority of requested items:

If only a portion is funded, we would prioritize them in the following way: furniture (\$7,170.77), Facilities Services work to include carpet, paint, and electrical work (\$4,297.83), television monitor (\$2040.74) and digital signage package (\$2,600). Please note that these figures include a 5% contingency to account for inflation between receiving the quote in January 2019 and placing an order in/around July 2019.

Cost efficiencies:

In preparing the budget for this request, we consulted our campus furniture vendor, BKM to find furniture options that were feasible for the area and that maintained campus furnishing standards. We also relied on the expertise of Courtney Ellis in Student Affairs, a Staff Resource Specialist who has vast experience in furniture usage for student spaces, having planned the Mission Lounge project. As previously mentioned, we are using existing soft seating as well as two chairs. The Division of Academic Affairs utilized one-time, roll over funds to begin the project and this request would provide an opportunity for a larger campus contribution to providing comfortable spaces for our students to relax and study.

Project/Activity Budget Additional Documents

[Attachment C Furniture Quote.pdf](#)

[Attachment D Facilities.pdf](#)

[Attachment B Budget.pdf](#)

[Attachment E Monitor.pdf](#)

Project Assessment

We will assess the effectiveness of this project through observations of student usage in the area. As the space is already a high traffic corridor, we expect that usage as a lounge and study area will be grow with the improvements. The project will acknowledge use of student funds through posting a notice that the refresh was funded by MSFT funds, and through a 'grand reopening' reception held in the space and hosted by the Academic Advising and Commuter Services. This project also promotes sustainability at CI by providing a lounge area that will encourage and entice students to remain on campus between classes, which would conserve transportation costs/impacts. In addition to providing resources such as a standing computer station, a copier/printer, and workspace, this updated space will allow students to engage and interact with each other in a causal setting.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only source of support for this project. If the project is not funded, we still plan to relocate the existing copier printer to this space and potentially adding the standing computer station.

Sources of Project Support Additional Documents

Accounting String to Fund Any Overage Above MSFT Award

619801-GD901-825

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.

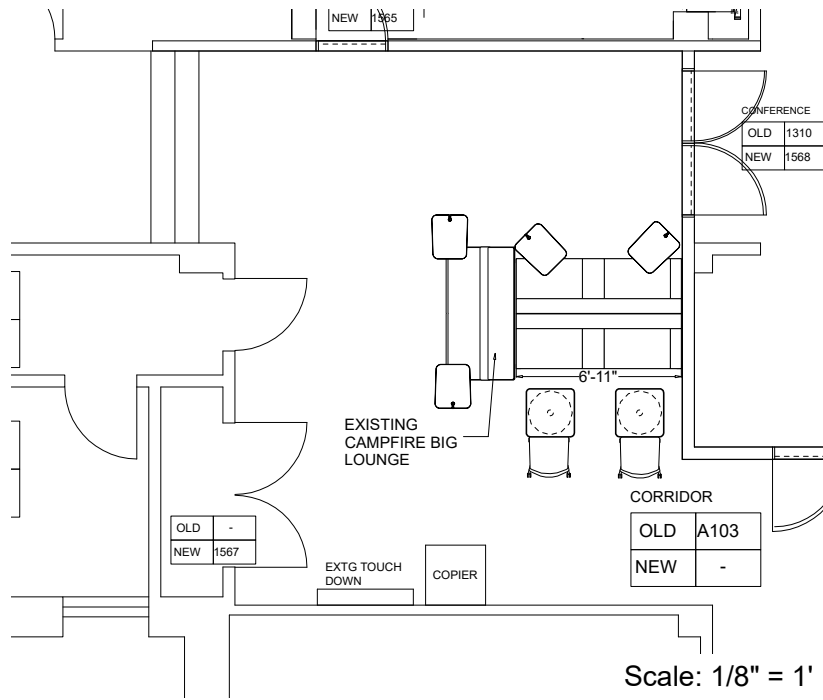
 Ernesto Guerrero Jan 25 2019


▼ 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

 Hung Dang Jan 25 2019



 <p>816 Via Alondra Camarillo, CA 93012 Phone: 805.339.6388 Fax: 805.339.9131</p>	<p>DRAWING TITLE: CSUCI BELL TOWER</p>	<p>CONTACT: BROOKE VOORHEES</p>	<p>DRAWINGS ARE PROPRIETARY AND NOT FOR PUBLIC USE. NOT TO BE SHARED WITH OTHER FURNITURE VENDORS OR MANUFACTURERS WITHOUT WRITTEN APPROVAL FROM BKM. DESIGN CHARGES MAY APPLY.</p>
	<p>PROJECT NAME: ACADEMIC ADVISING- STUDY AREA</p>	<p>SCALE: NTS</p>	
		<p>DATE: 1.9.19/1.18.19</p>	
		<p>FOR CONCEPTUAL USE ONLY</p>	
		<p>DRAWN BY: AB</p>	
	<p>QUOTE#:</p>		

Advising-Commuter Student Lounge

Vendor Name	Project	Quote Amount + 5% contingency
BKM	New furniture for Advising-Commuter Lounge	7,170.77
SPINITAR	55" monitor, mounting bracket and cables	2,040.74
BrightSign	Digital signage package	2,600.00
Facilities Services	Work order to install carpet, remove 3 sound panels, patch and paint, paint accent wall and pull power and data for monitor and copier	4,297.83
	TOTAL	16,109.34



816 Via Alondra
 Camarillo, CA 93012
 877.256.1256 p
 805.339.9131 f

Quote 34076

Quote Date 01/21/19
 Customer Num CAL300
 Terms BALANCE NET 30 DAYS
 bkm Account Representative BROOKE
 VOORHEES

Bill To

CALIFORNIA ST. CHANNEL ISLANDS
 ONE UNIVERSITY DRIVE
 Camarillo CA 93012





Ship To

Aurora Kewald
 CALIFORNIA ST. CHANNEL ISLANDS
 aurora.kewald@csuci.edu
 Bell Tower, Outside 1568
 Camarillo CA 93012

Phone 8054378468
 8054378414

Phone +1 (805) 437-8571

CSUCI BT Academic Advising Stu

Description	Quantity	Unit Price	Extended Price
STUDY AREA			
1 HS4AS6 - Regard; Arm-Single sided, 20D x 5 1/2W  INNER: 5S25 GRAPHITE OUTER: 5S25 GRAPHITE STE Tag For STUDY AREA AS	2	163.11	326.22
2 HS4BD83 - Regard; Back-Double sided, 15D x 82 1/2W  INNER: TM64 GRANITE OUTER: 5S25 GRAPHITE ATTCHOPT: *OPT:ATTACHMENT OPTION FOR SCREEN ATTACH: FOR SCREEN ATTACHMENT STE Tag For STUDY AREA BDS83	1	1,173.13	1,173.13
3 HS4FD83 - Regard; Base-Frame assembly, Double sided, 55D x 82 1/2W  BASIC: 7207 BLACK STE Tag For STUDY AREA 55/83	1	898.65	898.65
4 HS4H33 - Regard; Cushion-Seat, 20D x 33W  SEAT: 5S25 GRAPHITE STE	4	211.88	847.52

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.


ACCEPTED BY _____ TITLE _____ DATE _____



816 Via Alondra
 Camarillo, CA 93012
 877.256.1256 p
 805.339.9131 f

Quote 34076

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Description	Quantity	Unit Price	Extended Price
4 Tag For STUDY AREA SC20/33			
5 HS4S83G - Regard; Screen-Glass, 82 1/2W x 14H  BRACKET: 4799 PLATINUM METALLIC STE Tag For STUDY AREA SG/83	1	580.25	580.25
6 HS4TL11 - Regard; Arm-In line, Table, 20D x 11W x 18H  OUTER: BR01 BLACK ONYX PLASTIC: 6527 MERLE CUTOUT: *OPT:POWER CUTOUT OPTIONS NO PW CU: STD:NO POWER CUTOUT STE Tag For STUDY AREA TI	2	266.04	532.08
7 TS4TBASE22 - Base, 22 dia  BASE: 7207 BLACK STE Tag For STUDY AREA TB	2	144.44	288.88
8 TS4THR2424 - Top-Table, Square, 1 1/8 thick, High pressure  laminate, 24D x 24W EDGE: 6036 MEDIUM CHERRY TOP-SURF: 2422 MEDIUM CHERRY STE Tag For STUDY AREA 24/24	2	115.01	230.02
9 TS4TST - Campfire; Skate table, 18D x 22W x 24 7/8H  BASIC: 7207 BLACK TOP OPT: *OPT:TOP SELECTION HPL TOP: HPL TOP TOP-SURF: TOP SURFACE LAMINATE: *TOP-SURF:LAMINATE FINISHES 2422: MEDIUM CHERRY EDGE: EDGE PLASTIC: *EDGE:PLASTIC 6036: MEDIUM CHERRY STE	4	288.25	1,153.00

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.


ACCEPTED BY _____ TITLE _____ DATE _____



816 Via Alondra
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 805.339.9131 f

Quote 34076

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Description		Quantity	Unit Price	Extended Price
9	Tag For STUDY AREA 18/22			
10	 490410C - Move; Chair, Plastic back, No arms, Casters FRAME: 0835 BLACK SHELL: 6205 BLACK UPHLS TRY: 5S25 GRAPHITE CASTER: *OPT:CASTERS HARD CST: STD:HARD CASTERS STE Tag For STUDY AREA MOVE	2	168.95	337.90
Sub Total				6,367.65
VENTURA COUNTY 7.25%				461.65
Total				6,829.30

THIS QUOTE IS NOT PRICED AT PREVAILING WAGE. PLEASE INFORM SALES PERSON IF PREVAILING WAGE IS NECESSARY.

Quote Totals	
Sub Total	6,367.65
VENTURA COUNTY 7.25%	461.65
Grand Total	6,829.30

Select Images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample.

End of Quote

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE _____ DATE _____



01/18/2019
EWO 100772

ESTIMATE Work Order



100772

Location	002-1560	BELL TOWER CENTRAL, 1ST FLOOR, CORRIDOR, ROOM 1560	Room	1560
Equipment			Requester	COURTNEY ELLIS
Serial No.			Contact	COURTNEY ELLIS
PM Number		PdM Number	Phone	2091
Account	PENDING		Subtype	

Request **QUOTE FOR THE FOLLOWING:**

- 1. INSTALL CARPET**
- 2. REMOVE 3 SOUND PANELS**
- 3. PATCH AND PAINT**
- 4. PAINT ACCENT WALL**
- 5. PULL POWER AND DATA IN TWO PLACES FOR TV AND COPIER**

Status WTAPPR	Open Date 1/14/2019	Procedure
Priority 1	Complete Date	Craft PAI
Assigned ROGELIO MENDOZA	Target Start Date 1/14/2019	Crew
	Target End Date 1/21/2019	

ESTIMATES Hours **38.00** Labour **2339.28** Material **1220.00** Service **533.89** Tools **0.00** Total **4093.17**

Estimate Tasks

Task No.	Description	Memo	Account
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Estimate Labour

Employee	Craft	Trans Date	Description	Account	Hours	LaborType
	PAI	01/18/2019	Remove acoustical panels, patch and paint walls including an accent walls	PENDING	14	REG
	CAR	01/18/2019	Install transition strip and new carpet	PENDING	8	REG
	ELE	01/18/2019	Run power and Data for TV and Printer	PENDING	16	REG
					38.00	

Estimate Material

Item No.	Description	Unit	Account	Quantity	Unit Price	Total Cost
	Paint and patching Materials	EA	PENDING	1	100	100
	ELE - Wire mold, wire, etc.	EA	PENDING	1	220	220
	Carpet and transitions strips	EA	PENDING	1	900	900

Estimate Service

ServiceCode	Description	Unit	Account	Quantity	Unit Price	Total Cost
CONT	CONTINGENCY	DLR	PENDING	1	533.89	533.89

Estimate Tools

Equipment	Description	Unit	Account	Quantity	Unit Price	Total Cost
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ACTUALS	Hours 0.00	Labour 0.00	Material 0.00	Service 0.00	Tools 0.00	Total 0.00
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Actual Tasks

Task No.	Description	Memo	Account
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Actual Labour

Employee	Craft	Trans Date	Description	Account	Hours	LaborType
					0.00	

Actual Material

Item No.	Description	Unit	Account	Quantity	Unit Price	Total Cost
						0.00

Actual Service

Service Code	Description	Unit	Account	Quantity	Unit Price	Total Cost
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Actual Tools

Equipment	Description	Unit	Account	Quantity	Unit Price	Total Cost
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Credit Summary

Account	Description	Amount
		0.00

Completion Remark:

<input type="checkbox"/>	By:	Date:	Hours:
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Equipment Meter	Meter Reading
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Department Approval:

Date:



QUOTATION 95973

SPINITAR
16751 Knott Avenue
Suite 100
La Mirada, CA 90638

BILL TO:		JOB LOCATION:	
COMPANY Cal State University Channel Islands	COMPANY Cal State University Channel Islands	DATE October 30,2018	
ADDRESS One University Drive	ADDRESS One University Drive	EXPIRY DATE November 29,2018	
Accounts Payable	Receiving Warehouse	SALES REP. Rob Ogulnick	
Camarillo, CA 93012	CAMARILLO, CA 93012	PHONE. (714)367-2956	
CONTACT Ciap@csuci.edu	CONTACT Chris Murphy	EMAIL. rob.ogulnick@spinitar.com	
PHONE (805)437-8400	PHONE (805)437-3111		

TITLE:
 CSUCI - AV EQUIPMENT QUOTE (SHARP, CHIEF, EXTRON). CUSTOMER TO INSTALL THEMSELVES

SCOPE OF WORK:

MANUFACTURER	PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Sharp	55" Professional HD Display w/Speakers, RS232	1.00	\$1,399.77	\$1,399.77
Chief	Micro-Adjust Tilt Wall Monitor Mount	1.00	\$221.42	\$221.42
Extron	6' Ultra 4K HDMI Cable, M-M	1.00	\$40.60	\$40.60
Misc	Electronic Waste Recycling for Flat Panels (Non Taxable)	1.00	\$7.00	\$7.00
Misc	Ground Freight (Taxable Item)	1.00	\$143.86	\$143.86
SUBTOTAL:				\$1,812.65
SALES TAX:				\$130.91
TOTAL:				\$1,943.56

IF YOU WISH TO ACCEPT THIS PROPOSAL, PLEASE SIGN AND RETURN

Buyer: _____ (Print Name)	Buyer Signature: _____	Date: _____
	Title: _____	

- Customer is responsible for structural, electrical & conduit requirements unless otherwise noted. System design is property of Spinitar and is copyrighted and confidential.
- Spinitar retains the right to substitute equivalent product for commercial or technical reasons without affecting the rest of the contract.
- Terms are either monthly progressive or 40% down at the time of order, 40% when system delivery begins, and final 20% at sign off.
- 1.5% / month interest on accounts 20 days past due. Cancelled orders will incur a 25% restocking charge or the total of all incurred charges, whichever is greater.
- Spinitar guarantees the price as quoted for thirty (30) days from the date of quotation, unless otherwise noted.