

# 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](mailto:david.daniels@csuci.edu)  
For additional information please consult the MSFT web page

## ▼ Application

### Project or Activity Title

T06 Information Technology Services 06 - Miscellaneous

### Requestor

Heliodoro Garcia

### Requestor Phone Number

8054373264

### Requestor Email

jerry.garcia@csuci.edu

### Staff Support Member for Activity

Liza Bruno

### Staff Support Member Email

liza.bruno@csuci.edu

### Amount of MSFT Funding Requested

18298.19

### Date Funding Needed By

7/1/2019

### Are you a member of the Division of Student Affairs?

- No  
 Yes

### Please select your AVP/Dean

Mosinskis, Peter - Interim Assistant Vice President for Information Technology Services

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 list the 4-digit MSFT sequence and Title

18.50 Information Technology Services 06 - Miscellaneous

**Please attach a copy of report**

T6\_report.pdf

---

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**

Technology use in the modern classroom directly supports the CSUCI mission statement by providing teaching and learning tools to facilitate the learning within and across disciplines through integrated technology approaches.

Full life expectancy of computers and other technology in the classrooms is not always guaranteed even with full manufacturer's warranty. It is crucial to have backup systems and spare parts for every technology equipment in the classroom. Having backup systems and spare parts, helps expedite the servicing or immediate replacement of any malfunctioning equipment, and helps minimized classroom downtime.

While general technology and instructional funding has been used for backup systems and spare parts in the past, currently the university does not have a dedicated source of funding for this purpose.

**Brief Project Description Additional Documents**

---

### Project/Activity Budget

Backup systems and spare parts priorities are listed and based on the opinion of ITS employees and their familiarity with the age, condition and usage of the locations affected.

### Project/Activity Budget Additional Documents

[T6\\_MSFT 19-20 Order.pdf](#)

### Project Assessment

The effectiveness of the project will be assessed and measured as follows:

1. Timeliness of installation and/or upgrade of affected computers.
2. Installation and/or upgrade process proceeds according to listed priority.
3. The rate of hardware failure in upgraded locations decreases or remains the same.

Student satisfaction with IT equipment will be gauged in a satisfaction survey. To acknowledge the use of student funds, small stickers may be affixed to each affected device as desired. In addition, ITS can create and post acknowledgement in rooms whose equipment has been upgraded, at the rate of ~\$50 per room.

### Project Assessment Additional Documents

### Sources of Project Support

MSFT is the only source of support for the project.  
MSFT is the only source of funding support for this project.

### Sources of Project Support Additional Documents

### Accounting String to Fund Any Overage Above MSFT Award

616903-GD925-990101

### 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.

 Heliodoro Garcia \_\_\_\_\_ 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

 Peter Mosinskis Jan 25 2019

**Information Technology Services 06 - Miscellaneous**

Request Type	Location	Comments	Quantity instructors	Quantity special laptop	Quantity apple laptop	Quantity dell laptop	Quantity lab desktop	Other
t6	N/A	2019-2020 - Spare/backup computers				2	2	
t6	N/A	Projector Bulb Inventory						\$ 3,000.00
t6	N/A	Classroom AV Emergency Maintenance and Repair						\$ 10,000.00
<b>Unit price</b>						\$ 1,507.00	\$ 1,142.10	
<b>Subtotal</b>						\$ 3,014.00	\$ 2,284.19	\$ 13,000.00
<b>Total</b>								\$ 18,298.19



	A	B	C	D	E	F	G	H	I	J
1	<b>MSFT Technology &amp; Communication / Misc 2015-2016 Submission: (in priority order)</b>									
2	<b>Area</b>	<b>BLDG/RM#</b>	<b>Quantity</b>	<b>Model to be purchased</b>	<b>Unit Cost</b>	<b>Subtotal</b>	<b>Notes: Replacing</b>	<b>MSFT COMMITTEE DECISION:</b>		
3	N/A	N/A	N/A	Projector bulbs for inventory	\$3,000	\$3,000	defective / broken			
4	N/A	N/A	N/A	Classroom AV Emergency Maintenance and Repairs	\$10,750	\$10,750	defective / broken			
5	N/A	N/A	2	Classroom Emergency Backup PC	\$1,200.00	\$2,400	defective / broken			
6	N/A	N/A	2	Classroom Emergency Backup iMac	\$1,900.00	\$3,800	defective / broken			
7	N/A	N/A	2	Classroom Emergency Backup laptop	\$1,600.00	\$3,200	defective / broken			
8										
9					<b>Total Cost</b>	<b>\$19,950</b>				
10										

