

# 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

Santa Rosa Island Research Station - Student Technology Equipment Improvements

### Requestor

Robyn Shea

### Requestor Phone Number

805-437-1653

### Requestor Email

robyn.shea@csuci.edu

### Staff Support Member for Activity

Robyn Shea

### Staff Support Member Email

robyn.shea@csuci.edu

### Amount of MSFT Funding Requested

5200.00

### Date Funding Needed By

2020-01-01

### 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
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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 Santa Rosa Island Research Station (SRIRS) serves to expand interdisciplinary activities, support student inquiry and experiential-based education, and advance community outreach between CI and its public partners like the National Park Service. In the 2018-19 fiscal year we expect to see about 1,753 CSU user days that primarily consist of CI students in a variety of disciplines across campus. When CI students and classes visit the SRIRS, they often require a projector, scanner, and/or printer to present their island focused research to peers, upload data to collaborators off island, or submit safety documentation. Because of expanding needs of CI students, we request to use MSFT funds to purchase a replacement projector, two scanners, and one small printer.

Projectors are vital to educational presentations that occur during student visitation on the island. The bunkhouse kitchen becomes a multi-purpose learning environment when we set up the projector for both informal and formal teaching presentations or research and networking talks after dinner. Many visiting researchers, faculty, and outside participants will use the projector to give presentations to CI students on interdisciplinary educational subjects. This environment of nightly presentations and hands-on experiential discovery can benefit when technology is used to enhance a presentation or improve research projects. Our current projector is the original and only projector we have on island since the inception of the SRIRS. With a new projector, we will be prepared to accommodate increased use and have a contingency plan when the current 5-year-old projector breaks down. Having a new replacement projector will allow us to have functional and reliable equipment available at all times. The SRIRS also hosts numerous Field Method Courses throughout the calendar year where a functioning projector is a necessity.

With a scanner in the office on campus and one on the island, we will be able to streamline student related processes, like logistics and safety, by relaying information more quickly and efficiently. Students that conduct research on Santa Rosa Island for their capstones or independent study generally need to submit and enter data in a timely manner to ensure data quality and reduce the risk of losing vital information. Having a scanner on island and on campus to upload data to collaborators will greatly improve project accuracy, security and efficiency.

By purchasing a small office printer, we will also be able to improve efficiency of paper work and documents that pass between station users, the majority of those being CI students. The Station facilitates vital environmental long-term monitoring projects, cultural and natural resource management research, and interdisciplinary collaborations between students and our community partners. To provide feedback and support student involvement in these endeavors, printers and scanners are necessary equipment.

This academic year alone, there are twelve ESRM, and two Anthropology capstone students working on projects on Santa Rosa Island, while numerous other CI classes and students participate in service learning experiences and data collection for several long-term monitoring projects while on island. In the future, these numbers will likely grow due to increased program staffing stability and demand. The items purchased by the proposed MSFT funds will help the SRIRS better serve students

and the overall station mission by stream lining processes on and off island, providing technology available for student researchers, and maximizing educational time on island with new, faster technology.

## Brief Project Description Additional Documents

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### Project/Activity Budget

We request \$5200 for 1) a new replacement projector for the SRIRS bunkhouse, a replacement projector bulb, and cables or adaptors as needed, 2) two scanners, one for the campus office and one for the island office, 3) a new printer for the campus office and replacement toner, 4) If ITS concludes that they need to travel to the island to install and configure equipment we have included boat transportation and if not used will be returned to the MSFT fund. This technology equipment will be directly and indirectly serving student needs while they visit or conduct research on Santa Rosa Island. We were recommended the specific items below by Information Technology Services (ITS) staff and will be using their purchasing process.

Table 1 Technology Support costs for the SRIRS recommended by ITS

Item in descending order of priority	Cost per Item w/tax & fees	Quantity	Total Cost
Projector, Epson	\$3,000.00	1	\$3,000.00
Replacement projector bulb	\$200.00	1	\$200.00
Connection USB, HDMI, etc. cables, adaptors*	\$200.00	N/A	\$200.00
Scanner, Fujitsu ScanSnap iX500	\$500.00	2	\$1,000.00
Printer, HP OfficeJet Pro 8210	\$150.00	1	\$150.00
HP OfficeJetPro Toner	\$200.00	2	\$400.00
Boat Transportation to Island for ITS staff*	\$114.00	2	\$228.00
Total MSFT funds needed:			\$5,178.00

\*May or may not be needed depending on ITS guidance

## Project/Activity Budget Additional Documents

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### Project Assessment

The requested funds' effectiveness will be assessed by quantifying the capstone student usage and user days of CI students at the SRIRS. The products purchased by the MSFT funds will be acknowledged by specific wording on posted plaques and other signage on or near the technology. The projector and scanner will be securely stored in the SRIRS office where we can find the best place to identify MSFT and CI student fees as the source of funding for new technology that will directly support their success on and off the island. The second scanner and printer will be located at the mainland campus office for the SRIRS staff to support student activities. Here we can post the same wording on signage on both items that will acknowledge MSFT and CI students. Students that visit both areas on Santa Rosa Island and our office in Madera Hall will be able to understand and identify why we were able to purchase this support technology.

## Project Assessment Additional Documents

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### Sources of Project Support

We will utilize support from Information Technology Services (ITS) to purchase the recommended brands and models of each technology equipment. We will use the standard IT procurement request process to purchase the items. Once ordered, we will also request assistance from ITS staff in configuring and/or installing the equipment on island and in our campus office to make sure the technology is in optimum working order. Although, we are constantly seeking private donations to help support additional infrastructure, technology, and programmatic development goals that cannot be funded through campus budgets, these funds are limited also. While we strive to support students in the best ways possible, we will work to prevent incurred overages while completing this technology purchase because we understand the limited resources of the MSFT funds. We have never over spent on any of our previous MSFT awards.

## Sources of Project Support Additional Documents

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


40050-2A0109-85493 - CIFDN

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#### **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.

 Robyn Shea

Jan 22 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 23 2019