

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

Wifi/Lighting/ADA-Compliant Table - Broome Library

Requestor

Debra Hoffmann

Requestor Phone Number

8054372701

Requestor Email

debra.hoffmann@csuci.edu

Staff Support Member for Activity

Debi Hoffmann

Staff Support Member Email

debra.hoffmann@csuci.edu

Amount of MSFT Funding Requested

7900.00

Date Funding Needed By

7/1/2019

Are you a member of the Division of Student Affairs?

- No
 Yes

Please select your AVP/Dean

Stratton, Steve - Interim Dean of the Library

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

(3) Wifi ports- Student study space (Broome 2320)

The Library is seeking (3) wifi ports.

Broome 2320 is a designated study space with individual carrel desks that can accommodate approximately 50 students. The room also has open seating for approximately 30 additional students. There is currently one wifi port in the space. Students often use multiple devices at once in the space (cell phone, iPad, etc) which overtaxes the one wifi port. The Library would like to (3) additional wifi ports to the area to accommodate student usage.

#####

(1) ADA-Compliant Classroom Table (Broome 1756)

There are currently no ADA-compliant or accessible tables in the library's primary teaching classroom, Broome 1756. This room contains round tables to encourage peer work during information literacy instruction. Typically when a student in a wheelchair is in the classroom, they end up sitting at a different table by themselves that will fit their wheelchair. This is not an equitable or comfortable work space for them, nor does it afford these students the same opportunity for peer collaboration as their classmates simply because the furniture in the room won't accommodate it.

The Library seeks to add (1) adjustable, ADA-compliant table to this classroom (image attached).

#####

Lighting in the Library Reading Room

The Library seeks to purchase (40) desk lamps for the Library's first-floor Reading Room (computer area). Desk lamps on the computer tables in the Reading Room provide the ONLY source of light that the building provides in this area. Existing "stick" lamps in the Reading Room are over 10 years old, break and malfunction easily, and need to be continually replaced. Students find the lamps' awkward shape intrusive and unwieldy, often needing to bend and twist the lamps to light their areas, or needing to bend the lamps away from their computers to expand their workspaces. The lamps we are requesting (image attached) are solid columns that need no adjustment- light is diffused laterally across the computer tables. There is an easy on/off switch at the base of each lamp.

Physical Improvements: None- the lamps will work with existing electrical outlets and existing table space on the computer tables.

Brief Project Description Additional Documents

[ADAtable1.PNG](#)

[Light_ReadingRoom.PNG](#)

Project/Activity Budget

(3) Wifi: \$3,650 (see attached estimates)

(1)Table: \$1,250* (*BKM never provided a table estimate, though one was requested several times. This estimate reflects the cost of comparable tables- see attached)

(40) Lighting: \$2,000 (see attached)

Project/Activity Budget Additional Documents

[Wifi for cubicle farm.msg](#)

[Light_ReadingRoom.PNG](#)

[FW ELECTRICAL ESTIMATE NEEDED WiFi in Library \(MSFT\).msg](#)

[ADAtable1.PNG](#)

Project Assessment

Direct observation of usage to assess the the benefit/success of these items.

Project Assessment Additional Documents

Sources of Project Support

MSFT funds are the only support for this project

Sources of Project Support Additional Documents

Accounting String to Fund Any Overage Above MSFT Award


660003-GD901-840

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.

 Debra Hoffmann

Jan 23 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

 Stephen Stratton

Mar 5 2019

From: Hoffmann, Debra
Sent: Tuesday, January 22, 2019 1:00 PM
To: Hoffmann, Debra
Subject: Wifi for cubicle farm

Importance: High

From: Long, Mike
Sent: Friday, December 14, 2018 3:46 PM
To: Hoffmann, Debra <debra.hoffmann@csuci.edu>
Subject: Wifi for cubicle farm

Debra: The quoted price for 3 WiFi access points (in case one of the areas is better served by 3 units instead of 2) is only \$877.50 plus tax and shipping, so less than I realized!

Mike Long
Senior Telecommunications Analyst
Information Technology Services

California State University Channel Islands
1 University Drive
Camarillo, CA. 93012
mike.long@csuci.edu
Office: (805) 437-8800 / Mobile: (805) 312-3396
"Before all else fails, read the instructions!"



CHANNEL YOUR POTENTIAL

From: Hoffmann, Debra
Sent: Tuesday, January 22, 2019 12:56 PM
To: Hoffmann, Debra
Subject: FW: ELECTRICAL ESTIMATE NEEDED: WiFi in Library (MSFT)

From: Dellinger, Jesse
Sent: Thursday, January 17, 2019 8:02 AM
To: Hoffmann, Debra <debra.hoffmann@csuci.edu>
Cc: Long, Mike <mike.long@csuci.edu>; Jones, Martin <martin.jones@csuci.edu>
Subject: RE: ELECTRICAL ESTIMATE NEEDED ASAP: WiFi in Library (MSFT)

Good morning Debra,

I spoke with Mike Long regarding this work and based on our conversation, The Electric Shops portion will be under \$1000. Probably around \$950.

Jesse Dellinger
Supervising Electrician
Cal State University Channel Islands
jesse.dellinger@csuci.edu
W805.437.8544
C805.607.1110

Powered Adjustable Large Round Table



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MPN: MP-470

Brand: [Ad-As](#)

Powered Adjustable Large Round Table



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List Price: \$1,657.18

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Shipping Info



Want A Quote?

View Buying Options



Search #: 42520

MPN: MP-470

Brand: Ad-As



V-LIGHT CFL Banker's Lamp with Classic Amber Glass Shade, Elegant Bronze Finish (CAVS91045BRZ)

Item #: 416760 | Model #: CAVS91045BRZ

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Qty:

1

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Delivered by Thursday, Jan 24
with next-day delivery

\$47.49

1-Hour pick up

\$47.49

Product Details

- Classic banker's lamp adds sophistication to any office
- Amber glass shade and elegant bronze finish



V-LIGHT CFL Banker's Lamp with Classic Amber Glass Shade, Elegant Bronze Finish (CAVS91045BRZ)

Item #: 416760 | Model #: CAVS91045BRZ

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