



Channel Islands

CALIFORNIA STATE UNIVERSITY

**Materials, Services, Facilities and Technology Fee  
Fiscal Year 2014-2015 Budget Request Form\***

**DUE: Friday, February 14, 2014 @ 5:00 P.M.**

**Please return completed requests via email to [gina.matibag@csuci.edu](mailto:gina.matibag@csuci.edu)**

If you have questions about this form, please contact Gina Matibag at (805) 437-3320  
For additional information please consult the MSFT web page.

Project or Activity Title: **Student Computer Equipment**

Name of organization requesting funds: **Broome Library** Date: **January 13, 2014**

Requestor: **Debra Hoffmann** Contact Phone Number: **(805) 437-2701** E-mail:  
**debra.hoffmann@csuci.edu**

Amount of MSFT Funding Requested: **\$130,408.30**

Date Funding Needed by: **July 2014**

Will you receive funds from any other source(s)? YES NO **XX**

*If yes, please detail amount requesting from other source(s) as well as your total request for fiscal year 2013-2014 (including request from MSFT).*

Has this project or activity previously received MSFT funding? **NO**

*If yes, please attach copy of report*

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 pages and materials (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.

In support of the university's mission to be student centered, the library is requesting funding to replace outdated media equipment used by students across campus for their courses. The media items being requested are used by students for media projects in their courses (in such programs as EDUC, COMM, SPAN, ART among others) or for use in the library to access media content or complete course assignments. Additionally, many of CI's students come from low income or first-generation families and do not own equipment like this at home for their use. It is vital that the library provide these students the opportunity to access the equipment needed to complete their coursework. The library believes that this student-centered equipment request is a strong candidate for MSFT Funds.

2. **Project/Activity Budget.** Please enclose a complete detailed budget of the entire project. Indicate (in bold) 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?

Attached please find the budget for this project. The digital equipment cost estimates were provided by the library's digital circulation staff. The library always works with IT to purchase digital equipment with existing vendors and to insure quality products and reasonable prices.

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.

Our current supply of media equipment is outdated and past warranty. Funding this media equipment request will allow the library to sustain its media checkout program to students, and afford students access to current media technology.

**Student usage statistics for media equipment:** student checkout of media equipment has increased by 5,000 checkouts per year since 2011.

2011: 19, 115 total equipment checkouts for F 2010- Sp 2011

2012: 22, 156 total equipment checkouts for F 2011- Sp 2012

2013: 24, 252 total equipment checkouts for F 2012- Sp 2013

Acknowledgment that student fees made this equipment purchase possible can be posted on the library's equipment webpage.

4. **Sources of Project Support.** Please list the other sources of funding, and additional support for the activity. Please explain if MSFT is the only source of support for the project.

**MSFT is the only source of funding for this project**

**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 and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

Number needed	Item	Price each	total
20	Nikon DSLR D5300 18-140	1100	22000
20	Camera Bag	40	800
50	Panasonic 16GB HC-V100M HD Camcorder	270	13500
50	Camera Bag	30	1500
50	Slik Mini Pro III Tripod with Ball Head	30	1500
4	HERO3+ Black Edition	400	1600
4	Chest Mount Harness	40	160
4	gopro tripod mount	10	40
4	gopro headmount	20	80
4	GoPro Handlebar/Seatpost Pole Mount	20	80
4	Camera Bag	40	160
4	Underwater camera AW1	800	3200
4	Camera Bag	40	160
4	Sony HDR-MV1 Music Video event recorder	300	1200
4	Camera Bag	40	160
4	Slik Mini Pro III Tripod with Ball Head	30	120
8	Viewsonic PJD5533W Projector	500	4000
8	Viewsonic Soft Case	30	240
10	Power point controller	30	300
10	TI-36X Pro Scientific Calculator	20	200
10	USB cables	7	70
4	Anker® USB 3.0 Multi-in-1 Card Reader	20	80
10	Headphones with Microphone	30	300
4	Nikon 10-24mm lens	850	3400
6	Nikon 40mm 2.8 lens	300	1800
6	battery charger	40	240
6	LED Video light	30	180
4	Phone Chargers	40	160
6	Monopod	70	420
12	panning tripods	90	1080
12	ball head tripods	90	1080

- 4 Orion 09007 130ST Telescope
- 20 audio recorders
- 10 Mac Video adapter
- 10 USB 3 Flash drives 32GB
- 30 PC Laptop
- 10 Mac Laptop

300  
100  
15  
45  
1360  
1690

1200  
2000  
150  
450  
40800  
16900  
0

price 121310  
TAX 9098.25  
Total 130408.3

Materials, Services, Facilities and Technology Fee

Fiscal Year 2014-2015 Budget Request Form

Due: Friday, February 14, 2014 @ 3:00 P.M.

Please return completed requests via email to [grace@channelislands.edu](mailto:grace@channelislands.edu)

If you have questions about this form, please contact Grace Kessler at (805) 437-4322

For a detailed explanation please consult the Request Form

Project or Activity Title, Student Computer Equipment

Name of organization requesting funds: Groove Library Date: January 13, 2014

Requestor: Debra Hoffman Contact Phone Number: (805) 437-2704 E-mail: [debra.hoffmann@caucl.edu](mailto:debra.hoffmann@caucl.edu)

Amount of MSFT Funding Requested: \$139,408.30

Date Funding Needed by: July 2014

Will you receive funds from any other source(s)? YES NO XX

If yes, please detail amount requesting from other source(s) as well as your total request for fiscal year 2013-2014 (including request from MSFT)

Has this project or activity previously received MSFT funding? NO If yes, please attach copy of report

Please describe how the use of MSFT funds for this project will benefit the CI student body.

Please provide the following in your application. You may attach additional and materials (applicants may be requested to meet with the committee to discuss the

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request includes the purchase of computers, equipment, furniture or other materials project benefits CI students? Please describe items and prices. If physical improvements are requested please describe need, scope and impact of work to be

