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

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: Technological Instructional Equipment

Name of organization requesting funds: Career Development Services   Date: 1/13/14

Requestor: Amanda Carpenter   Contact Phone Number: (805) 437-3565
E-mail: Amanda.carpenter@csuci.edu

Amount of MSFT Funding Requested: $12872.71

Date Funding Needed by: as soon as available for the 2014-2015 FY

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

Background:

Career Development Services delivers programs and services designed to enrich the whole development of CI students. In collaboration with our employers, community, and campus partners, we apply our career expertise to identify students' passions and full potential in the journey toward career fulfillment. In the 2012-2013 AY we have recognized a 48% increase in students accessing our online job/internship database, Dolphin CareerLink (see chart 1.3). Additionally, given the current state of the economy and changing employment trends, students and alumni are now utilizing CDS more than ever in our 11-year history. Our data indicates a significant growth in student participation among all areas of programs, services, and events hosted by the Career Development Center (see chart 1.1 below).

1.1
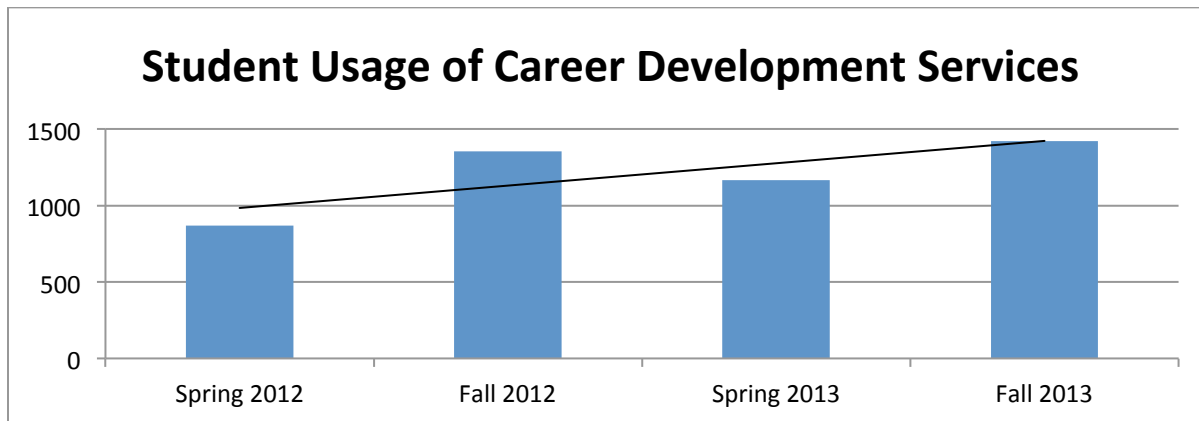
Proposed Project- Technological Instructional Equipment:

Currently, we lack the functionality of students need to access adequate computers with appropriate technology resources. We need new adequate working computers for CI students to work on resumes, access online career-related resources, etc. For example, we have a virtual mock interviews kiosk module and have only one computer in the center that will function for the purposes of interview video and audio recording. Additionally, we need printers to assist students in printing resumes, resources, and job applications to be qualified and competitive candidates in a challenging employment market. We also need iPads for our kiosk sign-in system and to utilize for career fairs and networking events. Currently, we are utilizing our iPads during Drop-in Career Counseling for check-in management, to provide instant electronic resources, provide Dolphin CareerLink information, and track the counseling appointment for program access and effectiveness. During the majority of Drop-In Career Counseling there are approximately 3-7 students working with a CDS team member simultaneously in a one-on-one session. Without additional iPads, we are limited in our tracking system to accurately detail the purpose and effectiveness of the meeting, as there are more sessions occurring than access to available iPads to track the session. Our system is accurately tracking the number of visitors, but not the specific needs and interests of each student during these one-on-one encounters. The result will directly impact the ability to track the needs of students effectively and accurately for reporting and program evaluation. The proposed timeline for implementation would be in the 2014-2015 FY.

Campus Implications:

The campus impact of *not* being able to provide critical services with appropriate technology resources staffing will have detrimental effects on the entire campus and local community. One of

the CI Strategic Initiatives is to "develop support for the university with the community and public." Career Development Services *directly* impacts this initiative through establishing partnerships with local employers who recruit CI students and participate in our annual career fairs, networking panels, and internship programs. Ultimately, if our CI alumni are well-prepared for gainful employment, our local and regional employers are also more likely to partner with the University. Therefore, it is essential to provide adequate access to technology resources to support the career development of our CI students in their preparation for the 21st century workforce.

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?

The Career Center has 8 desk areas for both student assistants and students who will be able to access a computer to work on a variety of career related projects. Since the university supports only a limited amount of technology, the least expensive option was chosen for the budget and therefore the pricing for the computers do not have any further reduced cost options. However, there are approximately 3 computers in the center that although they are slow and less efficient they are still in semi-working condition. Therefore, a reduced budget to include 5 new desktop computers is mentioned in the budget if funding is not available to cover all 8 computers. Additionally, the printer selection was based on what is available to the campus and there options were only limited to the only multi-use color printer and multi-use black and white printer. A single printer (that prints only in black and white) was also considered should funds not be available. However, our center severely needs a new color printer as the current printer is now no longer supported by IT Support Services and cannot be connected to the server. Not having a printer that is supported by Campus IT has been a considerable strain for both students and staff who utilize the printer to function on a daily basis. The need for a color printer is critical to print marketing materials to announce information and services to students throughout the academic year.

Proposed Technology Budget

PC Desktop Computer	8	1101.23	8809.84
Printer	2	894.03	1788.06
iPad Air	3	638.43	1915.29
iPad Case	3	81.74	245.22
iPad Screen Protector	3	38.10	114.3
Total			12872.71

Reduced Technology Budget

PC Desktop Computer	5	1101.23	5506.15
Color Printer	1	894.03	894.03
Alternative Printer	1	697.12	697.12
iPad Air	2	645.85	1291.70
iPad Screen Protector	2	38.10	76.20
Total			8465.20

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.

With appropriate access to new iPads, every student who utilizes services in the Career Center can be accurately tracked to provide accurate reports of student access and needs. The new reports will be able to show the increase of student need and usage to not only the Career Center but the resources the center provides to the students. If funded, each computer, ipad, and printer will have digital signage and labels on all technology that the items were funded by MSFT. Additionally, this project promotes sustainability since the increase in technology will allow more students access to computer workspace to handle the increase of student attendance and population on campus, as our university continues to grow. Lastly, providing students access to advanced technology prepares students with knowledge to the growing demands for a skilled workforce with experience to new technologies. Students need to gain knowledge of the online resources and tools to connect them to the employers such as LinkedIn, bls.gov, Dolphin CareerLink Recruitment portal and a variety of other career related research tools only available in an online format.

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.

   Currently, MSFT is the only projected source of support for the 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.

_____   _____   _____
Requestor   Signature   Date

_____   _____   _____
AVP (Dept/Divison Head)   Signature   Date