Materials, Services, Facilities and Technology Fee
Fiscal Year 2016-2017 Budget Request Form*

DUE: Friday, January 15, 2016 @ 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: **Creation of additional classroom space, student work spaces, and upgrade to existing classrooms in Broome Library**

Name of organization requesting funds: **Broome Library**   Date: **1/13/2016**

Requestor: **Steve Stratton**   Contact Phone Number: (**437-8913**)   E-mail: **Stephen.stratton@csuci.edu**

Amount of MSFT Funding Requested: **$38,383.17**

Date Funding Needed by: **prior to Fall term, 2016 to the spaces can be used that semester.**

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 2015-2016 (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.

To further the educational and cooperative mission of Broome Library, the library plans on creating additional creative spaces, classrooms, and teaching areas in already existing space. Rooms 1310, 1710, 1730, 1740, and 1670 will be brought up to date and enhanced for future use through this work. The attached map shows the location of these rooms.

Rooms 1310 and 1710 are already used for School of Education seminar courses as well as other smaller courses on campus. They were never set up as classrooms initially and faculty and students had to retrieve rolling carts to use the rooms as they are not equipped with projection or screen equipment. Room 1730 was initially set up for student government prior to the completion of the Student Union, it has since been used as an occasional classroom. Room 1740 has served multiple purposes and is being re-tooled as the home of the Student Research Steering Council (SRSC). Room 1670 in the Dean's conference Room and has been used by students and faculty as meeting space for small classes as well as student and faculty committee meeting space. The scope of the work required will be to run electrical and data conduits as well as move some fire alarm strobe lights and removal of some white boards in the rooms.

The benefits for students in these rooms will be multiple. The SRSC will have full use of one space that they will use both as a place for students to work on and receive assistance with their research projects and presentations. Students will have space in 1710 where they can practice oral and digital presentations that can be viewed and will be able to schedule the room through the University Writing and Multiliteracy Center for work with a tutor on such projects. During finals sessions students will be able to use rooms 1310 and 1710 for group presentations that can allow for full display of their presentations as is available in their classrooms. Rooms 1670 and 1740 will be brought up to date technologically as classroom and meetings spaces for use by students in courses and meetings.

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 attached documents provide detailed costing of the equipment needed to transform the spaces into classroom/collaborative spaces and the estimates for work from facilities staff to complete this work

2. **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.

The assessment will be the integration of these spaces more effectively as classrooms and through data of registered use through scheduling software and classroom instruction sessions.

3. **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.

At present there are not other means of supporting classroom and group space improvement at the library. Stateside budgets have not grown to support these areas at this time. The majority of these rooms were not initially intended as classroom or collaborative space in the original equipment that was purchased by the library when it opened with funds for equipment and materials as part of the building opening. This request will update rooms and spaces that first existed in 2008 as shell rooms without technology or classroom technology.

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   Signature   Date