

**Materials, Services, Facilities, and Technology (MSFT)  
Committee Meeting Minutes  
Introductory & Training Meeting**

**Date:** February 6, 2026

**Time:** 11:00 a.m. – 11:38 a.m.

**Location:** Zoom

**Committee Members Present**

- Joanne Caceres (Student Chair)
- Ariana Wilroy (Staff Representative)
- Reha Kadakal (Faculty Representative)
- Nidia Peon (Student Representative)
- Samyuel Pokharel (Student Representative)
- Miranda Griffith (Student Representative)
- Shivani Sule (Student Representative)

**Committee Administration Present**

- Neomi Basquez, Academic Planning & Budgeting
- Rosa Bravo, Academic Planning & Budgeting

**Absent**

- Janet Pinkley (Faculty Representative; joined later in the meeting)
- One student representative vacancy remained at the time of the meeting.

**1. Welcome and Introductions**

Neomi Basquez welcomed committee members and thanked them for their willingness to serve on the MSFT Committee. Committee members introduced themselves, their campus roles, academic programs, and other campus involvement.

Rosa Bravo welcomed members on behalf of Academic Planning & Budgeting and provided an overview of APB's role in administering the MSFT program.

**2. Overview of the MSFT Fee**

Academic Planning & Budgeting provided an overview of the Materials, Services, Facilities, and Technology (MSFT) fee, including:

- MSFT is a mandatory Category II student fee assessed to all state-supported students.
- Revenue generated from the fee is deposited into a centralized fund to support instructional materials, services, facilities, technology, and other initiatives that enhance the student learning experience.

- Available funding is directly tied to student enrollment. As enrollment increases or decreases, MSFT revenue and the amount available for annual funding recommendations also changes.
- Recent MSFT fee increases were reviewed, including the portion designated to support the new Course Fee Consolidation Program beginning in Spring 2026.
- The committee discussed the distinction between the MSFT and Instructionally Related Activities (IRA) fees. While both support student success, MSFT primarily funds instructional materials, technology, facilities, and academic support services, whereas IRA supports high-impact instructional activities and experiential learning opportunities.
- Members were informed that requests for MSFT funding are reviewed annually by the committee, which develops funding recommendations for consideration by the Provost.

### **3. FY 2026–2027 Budget Overview**

Academic Planning & Budgeting presented a preliminary budget overview for the upcoming funding cycle.

Highlights included:

- Approximately 19 applications received.
- Approximately \$900,000 requested.
- Preliminary funding available for committee recommendation estimated at approximately \$420,000.
- Discussion of maintaining an operating contingency to accommodate price fluctuations and enrollment uncertainty.

Committee members were informed that final funding availability would be confirmed prior to deliberation meetings.

### **4. New MSFT Initiatives**

The committee received an overview of two new funding initiatives beginning in FY 2026–2027.

#### **AV/Computer Refresh Allocation**

Academic Planning & Budgeting explained the transition from large annual ITS proposals toward a dedicated block allocation supporting classroom audiovisual and computer replacement planning.

#### **Course Fee Consolidation**

The committee reviewed the transition from individual Category III course fees to a centralized MSFT-funded Course Fee Consolidation Program. Discussion included:

- Purpose of the new funding model
- Student fee equity
- Centralized administration

- Annual allocation process
- Relationship to enrollment-based revenue

## **5. Committee Training**

The committee reviewed its advisory role within the MSFT funding process.

Topics included:

- Committee membership and voting structure
- Role as an advisory committee to the Provost
- Final funding authority of the Provost
- Importance of student participation in funding recommendations

## **6. Proposal Review Process**

Committee members received training on the annual proposal review process, including:

- Use of the InfoReady platform
- Application review procedures
- Scoring rubric
- Z-score methodology
- Importance of objective scoring using established evaluation criteria

Committee members were encouraged to contact Academic Planning & Budgeting with questions before submitting proposal scores.

## **7. Meeting Timeline**

The committee reviewed the annual MSFT calendar, including:

- Proposal review deadlines
- Deliberation meetings
- Recommendation timeline
- Award notification schedule

Committee members were advised that proposal reviews would be completed independently between February and March, followed by deliberation meetings in April.

## **8. Student Time Reporting**

Student representatives received guidance regarding:

- Time reporting procedures
- Estimated review time
- Maximum weekly student employment hours
- Flexible review schedule

## **9. Questions and Discussion**

Committee discussion included:

- Potential changes to proposals after submission.
- Administrative review process completed by department chairs and deans prior to committee review.

- Procedures for requesting clarification from applicants.
- Commitment by Academic Planning & Budgeting to monitor awarded projects throughout the fiscal year and reallocate unused funds when appropriate.

#### **10. Action Items**

- Academic Planning & Budgeting will provide committee members access to InfoReady.
- Committee members will begin reviewing proposals and scoring applications.
- Follow-up email to include:
  - Shared committee drive
  - Meeting materials
  - Time reporting instructions
  - Proposal review deadlines
  - Poll for April deliberation meeting dates

#### **Adjournment**

The meeting adjourned at approximately **11:38 a.m.**