

1) Overview of Project

Ensuring Digital Equity & Innovation: LLC Innovation Studios project expands the existing Digital Equity and Innovation (DEI) Hub by fully equipping two Innovation Studios within the new Library Learning Commons (LLC). These studios will provide students and faculty with access to professional-grade multimedia creation tools, including podcasting, video production, editing software, and collaborative technologies that are currently unavailable or insufficient.

This project requests \$98,600 to support equipment purchases, software licenses, supplies, and student employment. The Innovation Studios will expand equitable access to digital creation tools for students across all disciplines and modalities, with particular benefit to first-generation, low-income, ESL, and other historically underserved students. The project builds on existing DEI Hub services and supports digital fluency, innovation, and workforce readiness aligned with Chaffey’s ACES employability framework.

2) Scope of Work

Project Lead: Adriana Arce

Project Manager/Budget Approver: Andrew Long

Fiscal Monitor: Fanny McShane

Activities	Deliverables	Outcomes	Timelines	Persons Responsible
1. Procure and install multimedia equipment and furniture	Fully equipped Innovation Studios	Studios operational for student and faculty use	March-April 2026	AAII Area Director ITS
2. Purchase and deploy software licenses	Installed and accessible editing software	Multimedia creation capacity expanded	Summer 2026	AAII Area Director ITS
3. Hire and train student apprentices	Trained student support team	Expanded service coverage	Fall 2026 (Internal Timeline, Recruitment/onboarding, etc.)	DE Support Assistant Instructional Technologists
4. Launch marketing and outreach campaign	Marketing materials and communications	Increased awareness and utilization	Starting August 2026 through May 2027, showcase and advertise progress/services at least once every 6 weeks	Student Apprentices DE support Assistant
5. Offer faculty workshops	Workshop series	Improved digital fluency and innovation skills	Fall 2026 and Spring 2027 (1 workshop a month)	Student apprentices DE support Assistant

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6. Offer faculty collaboration opportunities	Course collaborations	Improved digital fluency and innovation skills	Fall 2026 and Spring 2027 (1 workshop a month)	Student apprentices DE support Assistant
7. Track utilization and outcomes	Usage data and evaluation reports	Evidence of equity impact	Immediate tracking after the procurement of equipment; measured success	Area Director AAIL IR

Chaffey College
Mackenzie Scott- Ensuring Digital Equity & Innovation
Proposed Line Item Budget

FUND: 54 Charitable Gift Fund
SOURCE: 1817

54-1817-7001-5XXXX-000

Description (narrative/detail)		Amount Budgeted				Total	Budget Detail		
		Year 1	Year 2	Year 3	Year 4		Dept.	Obj.Code	Location
Academic Salaries (1000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(1000) Academic Salaries Category Total:		\$ -	\$ -	\$ -	\$ -	\$ -			
Classified Salaries (2000)	Apprentice, Non-instructional	\$ 22,756	\$ 22,756	\$ -	\$ -	\$ 45,512	7001	52313	000
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(2000) Classified Salaries Category Total:		\$ 22,756	\$ 22,756	\$ -	\$ -	\$ 45,512			
Employee Fringe Benefits (3000)	Need Benefit Breakdown	\$ 1,411	\$ 1,411	\$ -	\$ -	\$ 2,822	7001	53328	000
		\$ 330	\$ 330	\$ -	\$ -	\$ 660	7001	53349	000
		\$ 11	\$ 11	\$ -	\$ -	\$ 22	7001	53528	000
		\$ 492	\$ 492	\$ -	\$ -	\$ 984	7001	53628	000
(3000) Employee Fringe Benefits Category Total:		\$ 2,244	\$ 2,244	\$ -	\$ -	\$ 4,488			
Supplies & Materials (4000)	Monitor: \$200; QTY 1	\$ 200	\$ -	\$ -	\$ -	\$ 200	7001	54300	000
	Blackmagic Atem Mini Pro: \$330 ; QTY1	\$ 330	\$ -	\$ -	\$ -	\$ 330	7001	54300	000
	Lavalier Lapel Microphone: \$300; QTY 4	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	7001	54300	000
	Popfilters: \$40; QTY 6	\$ 240	\$ -	\$ -	\$ -	\$ 240	7001	54300	000
	MicroSD Cards 256GB: \$35; QTY 6	\$ 210	\$ -	\$ -	\$ -	\$ 210	7001	54300	000
	Vinyl Fabric Backdrops: \$100; QTY 3	\$ 300	\$ -	\$ -	\$ -	\$ 300	7001	54300	000
	Batteries: \$60; QTY 10	\$ 600	\$ -	\$ -	\$ -	\$ 600	7001	54300	000
	Soundproof Partitions: \$900; QTY 3	\$ 2,700	\$ -	\$ -	\$ -	\$ 2,700	7001	54300	000
	Acoustic Foam Panels: \$200; QTY 10	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	7001	54300	000
	Thunderbolt Smart Docks: \$400; QTY 4	\$ 1,600	\$ -	\$ -	\$ -	\$ 1,600	7001	54300	000
	Chairs: \$400; QTY 3	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	7001	54300	000
	Display Mount: \$600; QTY 1	\$ 600	\$ -	\$ -	\$ -	\$ 600	7001	54300	000
	Mice and Keyboards \$90; QTY 3	\$ 270	\$ -	\$ -	\$ -	\$ 270	7001	54300	000
	Cables, Adapters, Extensions	\$ 400	\$ -	\$ -	\$ -	\$ 400	7001	54300	000
	Vlog Cameras; \$500; QTY 3	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	7001	54300	000
	Lavalier Mics Extra: \$55; QTY 2	\$ 110	\$ -	\$ -	\$ -	\$ 110	7001	54300	000
	Lavalier Recorder Mic Kit: \$300; QTY 5	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500	7001	54300	000
Portable Backdrops: \$130; QTY 3	\$ 480	\$ -	\$ -	\$ -	\$ 480	7001	54300	000	
Ring Light: \$130; QTY 2	\$ 260	\$ -	\$ -	\$ -	\$ 260	7001	54300	000	
Camera Cases: \$100; QTY 10	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	7001	54300	000	
(4000) Supplies & Materials Category Total:		\$ 16,700	\$ -	\$ -	\$ -	\$ 16,700			
Other Operating Expenses & Services (5000)	Camtasia: \$200.00; QTY 6	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	7001	55816	000
	Protocols: \$300.00; QTY 1	\$ 300	\$ -	\$ -	\$ -	\$ 300	7001	55816	000
(5000) Other Operating Expenses & Services Category Total:		\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500			
Other (7000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(7000) Other Category Total:		\$ -	\$ -	\$ -	\$ -	\$ -			
SUBTOTAL FOR DIRECT EXPENSES (SERIES 1000-5000; Excludes Capital Outlay)		\$ 43,200	\$ 25,000	\$ -	\$ -	\$ 68,200			
<i>Indirect Cost Rate Applied to Unrestricted (excludes capital outlay category)</i>									
Indirect Cost	Rate :								
Capital Outlay (6000)	Podcasting Table: \$6,000.00; QTY 1	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	7001	56410	000
	Computers: \$2,000.00; QTY 2	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000	7001	56410	000
	Podcast Recording Set: \$4,000.00; QTY 1	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000	7001	56410	000
	HD Camera: \$1,800.00; QTY 3	\$ 5,400	\$ -	\$ -	\$ -	\$ 5,400	7001	56410	000
	Interactive Displays: \$4,000; QTY 1	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000	7001	56410	000
	4K Camcorder: \$1,000; QTY 2	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	7001	56410	000
Digital Still Camera; \$1,000; QTY 5	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	7001	56410	000	
(6) Capital Outlay Category Total:		\$ 30,400	\$ -	\$ -	\$ -	\$ 30,400			
		Year 1	Year 2	Year 3	Year 4	TOTAL			
GRAND TOTALS:		\$ 73,600	\$ 25,000	\$ -	\$ -	\$ 98,600			