Proposed motion: Approve the purchase of the Ethnic Student Center Computer from the
Combined Fund for an amount not to exceed $1000.

The Associated Students Ethnic Student Center is writing to respectfully request a computer for
the ESC Public Relations Coordinator. There is currently only one computer in the support staff
office as the other was recently moved to another office for the use of the ESC Academic
Advisor.

A second computer would greatly increase efficiency in the office for the following reasons:
• The Ethnic Student Center Support staff (ESC Program Support Coordinator & ESC Public
  Relations Coordinator) is constantly working on multiple events and projects
  simultaneously. Both support staff members are often in the office at the same time.
• In the mean time, one staff member resorts to using a personal laptop as the other
  office computer is used regularly, and the other computers in the ESC are used by
  students and hourly staff. This proves difficult when needing to access documents on
  the Q drive or print documents.

Why is it important?

Providing a computer to the Ethnic Student Center support staff will boost productivity and
allow support staff to do their necessary jobs.

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<th>Ext. Price</th>
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Thank you for your time and consideration when reviewing this proposal.

Sincerely,

Robel Paguio

ESC Public Relations Coordinator