

## 2019-20 INVESTMENT FUNDS FULL APPLICATION ▶ #58

**PROPOSAL SUMMARY**

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<b>Project Lead Division</b>	Enrollment Management and Student Affairs
<b>Project Lead Department</b>	Student Union & Activities
<b>Proposal Title</b>	Seymour College Union Meeting Room Chairs

**A. PROPOSAL DESCRIPTION****A-1. Describe the proposed project/initiative**

In the last two years, over 30 chairs have broken in Seymour College Union meeting rooms, and are in need of replacement. To minimize risk and due to the high volume of meeting room use in the Seymour College Union, the following rooms are needing replacement: 220, 228, 209, b129, b116, and 185. The chairs in these meeting rooms have not been replaced since 2005 or earlier. Consideration for proposing new chairs for these meeting rooms was, also, because of 4500 reservations used in those spaces last year. For the last three years, Student Union & Activities has seen an increase in the demand for use of these spaces, making it important to keep the rooms up to date and good working order.

In recent years, Student Union & Activities has received positive feedback from room participants about the chairs in rooms 119 and 114. Therefore, this project is requesting the new chairs be the same chairs as 119 and 114. By moving towards similar chairs, sharing resources amongst meeting room space will be more successfully accomplished, as well as future costs. This will provide needed flexibility for the usage of space in the Seymour College Union, attempting to better meet the needs of our campus community and making good fiscal decisions. Additionally, new chairs will create a new and improved look for each meeting space providing a renewed energy for each space and the Seymour College Union.

**B. TYPE OF FUNDING****B-1. What type of funding have you been invited to apply for?**

**Core Needs, Facilities & Alterations** - to provide one-time temporary funds to support pressing unbudgeted or under-supported academic/operational/administrative needs, facilities and alterations, and initiatives that build long-term capacity, such as staff development, investment in infrastructure, and risk management initiatives.

**B-2. Applications for Strategic Priorities funds must indicate which ONE of the following measures of success the project/initiative addresses:**

**C. STRATEGIC ALIGNMENT**

**C-1. Outline the ways in which the proposed project will contribute to the College Strategic Plan, and the specific Measure of Success you selected in question B-2.**

**Your narrative must:**

- (1) Identify the measure of success you selected in question B-2 above, and**
- (2) Be explicit in describing *how* the project contributes to that measure.**

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#### **D. OBJECTIVES & ASSESSMENT MEASURES**

**Successful applications must include well-defined assessment plans that include clear measurable objectives and specify the measures/data that will be used to determine if each objective has been met.**

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##### **D-1. Short-term Goals/Objectives:**

**What measurable goals or objectives do you hope to achieve with this project in the short-term, meaning within the one-year time frame for which funds are available (fiscal year 2019-20)?**

1. Improve the quality of Seymour College Union meeting spaces by upgrading the meeting room chairs.
2. Improve staff efficiency regarding chairs requests amongst the different meeting rooms.

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**D-2. In the previous question, you identified the measurable short-term objectives you hope to achieve with your project. For each objective listed, explain what measures or data you will use to determine if that goal has been met.**

To meet the objectives listed above, the following data and assessments will be used to determine if the goal has been met.

Improve the quality of Seymour College Union meeting spaces by upgrading the meeting room chairs.

1. Survey customers to garner feedback on meeting room spaces.
2. Analyze EMS (event management software) data to determine the usage of each meeting room following upgrading the chairs.
3. Solicit feedback from Student Union & Activities staff about meeting room use and the improvement of chairs.

Improve staff efficiency regarding chairs requests amongst the different meeting rooms.

1. Solicit feedback from Student Union & Activities staff, specifically student union managers and u-crew staff, about meeting room use and the improvement of chairs in regards to performing their job duties

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##### **D-3. Long-term Goals/Objectives:**

**What measurable long-term goals or objectives (if any) do you hope to achieve with this project in the long-term, meaning beyond the one-year time frame for which funds are available (fiscal year 2019-20)?**

Long-term Goal:

Develop the Union as a premier place on campus to hold events both internal and external customers.

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#### **E. IMPLEMENTATION PLAN**

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**E-1. Identify the specific activities to be funded from the Investment Fund along with an estimated timeline for implementation. All activities and expenditures must occur within the stated one-year period of fiscal year 2019-20.**

## Project Timeline:

July/August 2019 - Place the order for chairs with Procurement & Payment Services with an anticipated delivery date of November 2019

November 2019 -Removal and installation of old and new chairs week of Thanksgiving when meetings are slower in the Union

February 2020 - Solicit feedback from Student Union & Activities staff about new chairs.

March/April 2020 - Conduct survey with participants using Union spaces

May 2020 - Solicit final feedback from Student Union & Activities staff about new chairs.

June 2020 - Analyze data and prepare the final project report

**F. CONSULTATION & AUTHORIZATION FORMS****F-1. This proposal includes (check all that apply):****F-1b. Upload the signed Stipend Authorization Form here.**

**F-2. For requests involving technology. The Chief Information Officer (Bob Cushman or his designee) has reviewed this proposal.**

Not Applicable


**F-3. For requests involving alterations of facilities, the Vice President for Administration & Finance (Jim Wall or his designee) has reviewed this proposal.**

Not Applicable

**F-4. Upload the signed Technology and/or Facilities Consult Form(s) here.**

**G. BUDGET**

**G-1. Upload your itemized budget here. Use the Excel Budget Spreadsheet sent to you in your notification email.**

 2019-20 Investment Fund Union Meeting chairs.xlsx

**G-2. Total Amount Requested from Investment Funds**

\$16100.00

**G-3. Please provide a narrative explanation for your budget. Provide further detail than what is included in the spreadsheet and offer a justification for expenses.**

In the attached budget sheet, provided is an itemized list for each budget item for this proposal. The budget is broken down into the chairs needed, which includes:

1. chairs with arms and casters (wheels) for rooms 220, 228, 209, b129, b116 and 185 - around the tables
2. chairs without arms and casters (wheels) for the back section of 220

The expenses were based upon a quote received from a state-authorized furniture supplier, Mity-Lite. Student Union & Activities understands that costs may vary at the time of order, but wanted to provide the truest financial account that could be at this time. Total estimated cost is \$16,100.00.

**G-4. Does your budget include an application for an internal loan?** No

**G-5. Please explain why the proposed project cannot be self-funded from existing Department, School or Division resources.**

Currently, both the Division of Enrollment Management & Student Affairs and Student Union & Activities has limited funds available for the operations of the Seymour College Union. Currently, the annual operating budget for Student Union & Activities and the Union is about \$35,000 - \$40,000 per year. Please note that this range is not inclusive of student employment. But this budget is used for day to day operations, fixes to existing technology, annual contracts for services, and programmatic needs. Given the volume of activity each year, this budget is not an option for facility upgrades, such as new chairs, after all of the other expenses.

#### H. ADDITIONAL INFORMATION

**H-1. Use this space to provide any additional information to assist in the review of the proposal.**

Upload up to 3 supplemental files here.

**Project Lead Signature**



Entry Info

**Date Created** 27 Nov 2018 - 02:40:09 PM

**Date Updated**

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