

2019-20 INVESTMENT FUNDS FULL APPLICATION ▶ #52

PROPOSAL SUMMARY

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| Project Lead Name | Kim Haines |
| Project Lead email address | khaines@brockport.edu |
| Project Lead Division | Enrollment Management and Student Affairs |
| Project Lead Department | Student Union & Activities |
| Proposal Title | Union Computer/Commuter Lounge Upgrades |

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

Based on feedback received directly from students, along with observations from Student Union & Activities staff (students and professionals), Student Union & Activities is proposing upgrades to the Computer and Commuter student lounge spaces in the Seymour College Union (located in the basement). This project intends to provide furniture improvements, which will better accommodate student needs. Current furniture, due to 15 years of high use, is in need of replacement. For each space, computer and commuter lounge, furniture includes new chairs. In addition, the project is proposing the purchase of tables providing updated workspaces for students needing to do homework and work on group projects in between classes. The focus of both of these spaces is students living off campus or commuting who make up 2/3 of our student population. Student Union & Activities believes this proposal will help provide a sense of belonging and connectedness for all students in terms of learning, growth, and development, but particularly those not living on campus.

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.**

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.

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 space with a focus on learning and social development for a diverse group of students.
2. Increase space usage in the computer lounge.
3. Increase space usage in the commuter lounge.

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 space with a focus on learning and social development for a diverse group of students.

Data sources:

1. Analyze the swipe data for use by students to determine demographics.
2. Conduct a survey of student needs to all off-campus and commuter students which include questions on the space.
3. Hold focus groups with students using each lounge to understand the student experience.

Increase space usage in the computer lounge

1. Analyze the swipe data for the computer lounge for the number of participants.

Increase space usage in the commuter lounge

1. Use EMS (event management software) to determine the number of activities and programs held in the space.
2. Student Union & Activities Staff to conduct attendance counts daily of the space

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 basement space of the Seymour College Union as a well-known commuter space on campus where off-campus and commuter students can relax, connect, and obtain resources.

E. IMPLEMENTATION PLAN

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 2019 - Place order for furniture with Procurement & Payment Services

October 2019 -Removal of furniture the Saturday prior to fall so installation of new furniture can be completed during fall break

January 2020- Conduct Off-campus/Commuter Student Survey

March/April 2020 - Conduct Focus Groups

May 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 Budget UnionComputerCommuter.xlsx

G-2. Total Amount Requested from Investment Funds

\$20625.00

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 furniture needed, which includes:

1. computer desk chairs
2. square tables with chairs
3. workspace tables - rectangular in shape and chairs
4. needed table mechanisms to provide adjustability for student use. Tables can be tall or shorter depending on need.

The expenses were based upon a quote received from a state-authorized furniture supplier. 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 \$20,625.00.

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 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

A handwritten signature in black ink, appearing to read "D. [unclear]". The signature is written in a cursive style with some vertical lines through it.

Entry Info

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Date Updated

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