



**YOUNGSTOWN
STATE
UNIVERSITY**

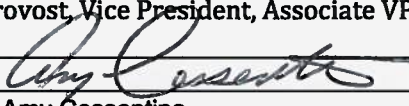
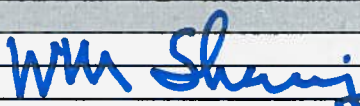
Template for Strategic Investment Funding Proposals, FY 2018

Proposals must be submitted to the YSU Budget Office, no later than February 1, 2018

Section I: Proposal name and contact information

Title / name of proposal:	Fok Hall Maintenance Project
Contact person name and title:	Amy Cossentino, Director, Honors College
E-mail address:	alcossentino@ysu.edu
Phone number:	(330) 941-4741

Section II: Approvals of the appropriate College Dean and/or Division Officer

To certify that the proposal is aligned with the strategic objectives of the department, college or division, signature approvals are required by the appropriate Department Chair or Director, College Dean, and/or area division officer, i.e., Provost, Vice President, Associate VP.	
Signature of Dept. Chair or Director	
Name (printed/typed):	Amy Cossentino
Title:	Director
Date:	1/30/2018
Signature of Dean (if applicable):	
Name (printed/typed):	
Title:	
Date:	
Signature of Division Officer:	
Name (printed/typed):	Wm Shum
Title:	Spec Asst President
Date:	2/5/18



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Section II: Description of the proposal and its alignment with the YSU 2020 Strategic Plan

Please summarize the proposal and specify how it aligns with the YSU 2020 Strategic Plan.

The four cornerstones of the YSU 2020 Strategic Plan - Student Success, Research, Regional Engagement, Accountability and Sustainability - all take root in the Honors experience. Fok Hall serves as the gathering place where students collaborate on research, develop leadership skills, and ideas for inclusiveness and service blossom resulting in substantial investment in the surrounding community. Additionally, the 2020 plan describes the accountability and sustainability cornerstone as "foundational," and without a balanced foundation with resources appropriately applied, and in this case resources to rehabilitate Fok Hall, the ability to meet the other three cornerstones is hampered. The Honors College exemplifies the University's mission statement and "places student at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world." This Fok Hall project aligns with this statement, as each aforementioned activity regularly takes place there. Fok Hall is the hub of activity for Honors College students and for many, a home away from home, with hundreds of students under its roof engaged in some capacity weekly. Investing in the infrastructure now will preserve Fok Hall as YSU's "academic incubator" and prevent a potentially dangerous situation should one of many ceiling cracks give way to a gaping hole. Furthermore, addressing the first-floor bathroom to complying with ADA standards will ensure visitors with disabilities are accommodated. The rehabilitation of Fok Hall is equally important to the Youngstown community. It is one of the oldest remaining buildings in the Wick Avenue Historic District, which has undergone many enhancements over the past few years, beginning with the Pollock House, as well as the public-private partnership between the City, YSU and Youngstown CityScape to refurbish the street and bury utility lines. Allowing Fok Hall to continue to deteriorate and become the eyesore of the gateway to the university, defeats our goal to showcase our best. By addressing the cause of deteriorating ceilings, doors, outside window casings and exterior that is in need of maintenance and a refresh, the result will keep the once majestic and now historic building aligned with the University's goals of offering programs in facilities that are accessible, and serve students and the community of the 21st century.

Section III: Shared governance and stakeholder engagement

Was the proposal developed collaboratively and with input from all stakeholders? Please describe the process used to develop your proposal.

The proposal was discussed with multiple stakeholder groups. The YSU Honors Trustees, which is a student leadership group, provided input from the student perspective. The faculty, who are part of the subcommittee from the Academic Senate, were also engaged in the process. The leadership of the YSU Scholar Alumni Club was emailed for input. Community members were also emailed to gather their ideas for the proposal. The staff of the Honors College was instrumental in providing the perspective of daily student, faculty, and community engagement in the building. The need for roof repairs and/or addressing any HVAC issues that are causing significant ceiling degradation was discussed with the Provost, President, and Vice President for Finance, as well as with input from the Executive Director of Facilities. Outside companies were also sought out to gather their input into the needs to remedy these deferred maintenance issues. Lastly, Bill Lawson from the Mahoning Valley Historical Society indicated the building is part of the "Identity of the university and the Wick Neighborhood." The former Arms family home is the oldest surviving house on Wick Avenue with the some of the original woodwork, bay windows, and front staircase still intact. Allowing the building to further deteriorate would be losing a treasured part of our Youngstown history. Attached in Appendix A is the request submitted in September 2017 for maintenance, along with a rank order list of priorities followed by the original quotes from John Hyden. Appendix B is the rank order list of priorities for the Strategic Investment FY18 Funding Proposal. On Friday, May 4, we will formally dedicate the former Alumni House in honor of the Fok family who donated generously to name the building. YSU Foundation Board member Y.T. Chiu will represent the Fok family as we honor their legacy and contribution to Youngstown State University. Beginning to address the physical needs of the building will demonstrate our continued commitment to university donors, as well as our students and all other stakeholder groups.



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Section IV: Return on Investment

If applicable, describe how the proposal may generate new revenue to support related expenses or other strategic initiatives. If there are benefits other than revenue-generation, whether tangible or otherwise, you may also describe those.

Untapped fundraising potential exists among Honors College alumni. Completing the necessary deferred maintenance and proposed physical improvements demonstrates the University's commitment to the Honors College and to Fok Hall. This opens naming opportunities within the building and the surrounding outside area that can lead to a new source of revenue. In Fok Hall's current state, the challenge is great to entice potential donors to place their name on a room. Addressing obvious maintenance issues and completing visible improvements, demonstrates the commitment to the future of Fok Hall and the home of the Honors College.

The Honors College is currently not a named college. Having a centrally located space for the Honors College in a building that is properly maintained raises the potential of a donor interested in offering to name the Honors College. Furthermore, Fok Hall serving as the central hub of sustained student learning, service, and engagement will lead to continued student success shared and bridged to all of the colleges, as well as the community. Honors students generating more than 35,000 hours of service to the Youngstown community, which is nearly a \$800,000 economic impact, losing this opportunity for collaboration that benefits the community would be felt by our community partners as well.

Additionally, creating an accessible restroom space will make Fok Hall a more suitable first stop for visiting families of prospective students. Being able to meet the needs of all visitors will greatly assist with recruitment and retention in cases where students may also have accessibility needs. As the Honors College continues to grow, individual student needs will increase. Continuing to recruit academically-talented students whose retention rate is collectively higher than 85% must also be factored into the revenue stream of the institution.

Section V: Proposed funding amount requested (NOTE: Available strategic investment funds are one-time dollars left over from the prior fiscal year. Consequently, proposals requiring multi-year funding will require additional consideration.)

Single year funding request:	\$ 300,000.00		
Multi-year funding request (if applicable):	\$	No. of years:	

Section VI: Space utilization and/or modification

If applicable, describe any special and/or additional building or space requirements that would be needed to pursue your proposal.

Functions of the staff can be shifted to the Honors space in Cafaro House if needed, in the event that abatement requires staff relocation. If making the first floor bathroom ADA compliant is approved, completing the work between May 15 - August 1, will eliminate the need for class relocation and student/community/alumni engagement activities.



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Section VII: Personnel costs / additions

If applicable, explain any additional costs associated with the need to add staffing and/or faculty resources required to pursue your proposal.

No additional staffing costs are required within the Honors College.

Section VIII: Enterprise risk management

If applicable, describe the risk mitigated by your proposal, or the risk elevated if your proposal is not funded.

Existing cracks from water damage on the ceilings throughout the building have already resulted in plaster falling from the ceilings. Desks, chairs, and window casings have been littered with plaster, dust, and debris. Concern exists about the integrity of the ceilings themselves due to continued degradation from unmitigated water damage. The risk of further deterioration and having people hit by falling debris is mitigated with attention given to the current source of these issues.

Appendix A

Youngstown State University Project & Space Utilization Request Form

Form Number	Number
	Assigned
YY - Number	By Facilities

Instructions: The requestor should complete this form through STEP 3 to request one or more of the following: a change of use, additional space, special funding, work estimated over \$1,000, or any project requiring building code review. Signatures of Chair, Dean/Director must be obtained on all requests. VP signature required for change of use, additional space, projects above \$5,000, and any project which requires funding outside departmental or school level. Contact University Facilities (x3239) if you would like assistance.

1) Description of the Project

Reason

- ☐ To renovate/revise existing space
☐ To change the use of space currently assigned

- ☐ To request additional space
☒ Other Repair

Project Title: Fok Hall Repairs

Location of Project (Bldg/Floor/Rm): Fok Hall

Description of Request & Intended Use of Space (nature of work, square feet, fixed and moveable equipment, etc.)

1. Roof replacement
2. Gutter repair or replacement
3. Interior ceiling and wall plaster repair, plus any necessary abatement.
4. Window replacement or repair
5. Front door replacement or repair

Please attach additional comments and sketch you feel would be helpful in completing this project including special equipment considerations

Name, phone and email of Contact Person with Details: John Hyden, Tom Guerrieri

Justification or Reason for Request (reasons and factors that make the project necessary):

Roof is needed due to missing shingles, which has caused damage to the walls and ceiling on the first and second floors. New gutters or existing gutter repairs will need to follow roof replacement. Interior plaster repair and abatement where needed. Windows will eventually need replaced to become more energy efficient. Front door replacement as the high volume of student traffic has made entering through the front doors difficult.

2) Project Scope Checklist

Please complete this checklist to the best of your ability to aid others' understanding for estimating and for approvals. If you are not certain about the information, please leave the space blank. (Indicate with an "X" if you think it may be needed)

Architectural Considerations:

- ☐ Will walls be modified?
☐ Will new walls be added?
☐ Is furniture needed?
☐ Are new finishes/furnishings being considered? (wallpaper, paint, ceramic tile, carpets, drapes, etc.)
☐ Will the project affect exterior of building?

Mechanical Systems Considerations

- ☐ Are changes to heating and ventilating required?
☐ Is additional air conditioning required?
☐ Are stills/boilers/water softeners required?
☐ Are special temperature/humidity controls required?

Utility Considerations

- ☐ Is additional electricity/lighting required?
☐ Is emergency power/uninterrupted power supply required?
☐ Is a fire suppression system or alarm required?
☐ Is an additional water supply required?
☐ Are additional lines or floor drains required?
☐ Is either compressed air or steam required?
☐ Are there new natural gas requirements?
☐ Are there new audio/visual requirements?
☐ Are there new telecommunication requirements?
☐ Are there new Data/Network requirements?
☐ Other _____

3) Requestors Estimated Project Cost

(Please call Facilities x3239 if you would like assistance. DO NOT contact outside contractors)

☐ \$0 - 1,000

☐ \$1,001 - 5,000

☐ \$5,001 - 10,000

☐ \$10,001 - 20,000

☐ \$20,001 - 50,000

☐ \$50,001 - 100,000

☒ \$100,000+

Desired Construction Completion Date (Do not use ASAP)

MM/DD/YY 08/15/2019

Facility Available for Construction

From: _____

To: _____

Expected Source of Funding _____

4) Reviews and Approvals

	Name	Dept.	Date	Phone	APPV	DISAPV	HOLD
Project Requestor							
Director of Academic Chair	Amy Cossentino	Honors College	9.22.17	x 4741	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dean					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vice President	<i>[Signature]</i>		9-27-17		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Steps 6 Through 8 for Administration Use Only

5) Forward to Facilities Department for Estimate and Review Only

Facilities Estimate: Total Estimated Cost

\$ _____

See Estimate Cost Sheet for Details

Reviewed by EOHS Director

Date _____

Reviewed by Director of Facilities

Date _____

Project Type

☐ Pre-Construction

☐ New Building

☐ Utilities Improvement

☐ Bid

☐ Purchasing

☐ Major Remodeling

☐ Repairs & Minor Renovation

☐ Building Addition

☐ In-House Design

6) Action

Space Utilization Group (Request Assignment/Change or Renovation of Space)

Space Utilization Chair: _____

Date _____

APPV DISAPV HOLD

☐ ☐ ☐

Reason for Hold/Comments:

Campus Planning Committee (For Projects Which Affect the Exterior Environment and/or Projects over \$100,000)

Campus Planning Chair: _____

Date _____

☐ ☐ ☐

Reason for Hold/Comments:

7) Assignment of Account Number

Confirmed Source of Funding

Approved Budget

\$ _____

Acct #: _____

VP for Finance and Administration: _____

Date: _____

Signature

Draft 9/24/12

Reset form

Ranked List

1. Roof Replacement	\$115,000
2. Gutters	(No specific estimate provided.)
3. Ceiling Repairs	\$15,000
4. Abatement ?	\$30,000
5. Window Replacement	\$145,000
6. Exterior Door Replacement	\$30,000
7. Exterior Paint	\$30,000
8. Exterior Misc. (columns)	\$10,000
9. Restroom Upgrade/ADA Ramp	\$50,000
10. Interior Paint	\$20,000
11. New Carpet	\$35,000
12. Kitchen Installation	\$20,000

See last page for ranked list

Fok Hall Renovation Estimates

5/24/2016

Renovation Item	Estimated Cost
Restroom Upgrades/ADA Ramp	\$50,000
Abatement	\$30,000
Roof Replacement	\$115,000
Window Replacement	\$145,000
Exterior Door Replacement	\$30,000
Exterior Paint	\$30,000
Exterior Misc. (Columns, etc.)	\$10,000
Ceiling Repairs	\$15,000
New Kitchen Installation	\$20,000
Interior Paint	\$20,000
New Carpet	\$35,000
Total	\$500,000
A/E Fees	\$50,000
Contingency	\$50,000
Grand Total	\$600,000

See last page for ranked list

Appendix B: Ranked List as of 1.30.18 for Strategic Investment Funding Proposal FY18

1. Roof Replacement	\$115,000*
2. Gutters	\$ No specific quote provided
3. Abatement	\$30,000
4. Ceiling Repairs	\$15,000
5. Exterior Door Replacement	\$30,000
6. Exterior Paint	\$30,000
7. Exterior Columns	\$10,000
8. Restroom Upgrade/ADA Ramp	\$50,000
9. Interior Paint	\$20,000
Total	\$300,000

*All maintenance quotes provided by J. Hyden – See page Appendix A, page 4.