CENTENARY COLLEGE OF LA

CAPITAL BUDGET PROJECT REQUEST FORM as of 3 Jan 20 (page 1 of 3)

Please provide the following information regarding your project request:

Name:	Michelle Glaros	**Date:**	12/14/2020
Title: **Department:**	Biedenharn Chair of Communication, Communication Arts Program	**Phone No:** **Email Address:**	8695264 mglaros@centenary.edu

SCOPE:

Building and Room No (s): Turner Arts Center Multimedia Lab TAC 109

Briefly Describe Project: To replace 3 aging iMacs on the planned, annual cycle. It is mission critical for delivering courses in Art, Communication, and English.

Type of Project:
(check all that apply):

☐ Office Renovation ☐ Classroom ☐ Landscaping

☐ Lab Renovation ☐ Residence Hall ☐ Building Repairs

☐ Feasibility Study ☒ IT ☐ Deferred Maint.

☐ Other (please describe) _____

SCHEDULING/COST:

Requested Completion Date: 04/05/2021   Est. Cost: 14,016

AUTHORIZED SIGNATURES:

	Signature	Date	Print Name
IT Related Approval: For IT purchases	*Scott Merritt*	12/21/2020	Scott Merritt
Facilities Approval: Building renovations/modifications	*Chris Sampite*	12/14/2020	Chris Sampite
Department Head:			
Vice President:	*Karen Soul*	12/22/2020	Karen Soul

(Forward to VPFA@centenary.edu)

Date of Cabinet Approval _____

F/O/A/P: _____ / _____ / _____ / _____

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PROJECT REQUEST FORM (page 2 of 3)

Please provide the following additional information regarding your project

All new project requests must be approved by the Cabinet and be included in the FY 21 budget before work can begin.

To facilitate the project review process, the following questions in this two-page Appendix are now required to accompany all new Project Request Form (PRF) submissions. The Appendix is an opportunity for you to explain the significance and value of the project you wish to pursue for your Department. The questions listed below are questions that must be answered for each new PRF. Incomplete forms will not be included in the capital budget schedule.

If your answers are unable to fit in the space allotted below, please feel free to provide the information in a separate document attached with your PRF submission or in an email accompanying your submission.

Q1. What is the intended funding source of this project?

Capital Budget Funds ☐   ☒ **Operating Budget Funds**

Specify: Biedenharn Communication Fund should cover these expenses.

Q2. What is your overall estimated cost for this project? If this PRF is for a preliminary/feasibility study for a larger project, please include your best estimate of what the larger project will cost. Please do *not* answer this question with "TBD" or "unknown" or "request an estimate" or a similar type of response. $: 14,016

Q3. What is the academic need or business need that this project will fulfill?

Curriculum delivery for Communication, Art, and English; it is mission critical for delivering courses in all three academic programs.

Facilities Director's Comments:
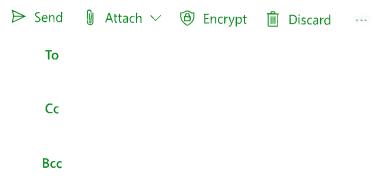
IT Director's Comments:

2

PROJECT REQUEST FORM (page 3 of 3)   APPENDIX

Please provide the following additional information regarding your project

Q4. What are the current limitations of the existing space? (In other words, why is this project request necessary?)

N/A

Q5. Why is it important that this project happen *this FY* (as opposed to happening in a future FY)?

```
The iMac computers in this lab are replaced on a planned, staggered cycle. If the
aging computers are not replaced in this cycle, the lab will not function (be able to
 run needed software), and we will be unable to deliver required courses. Students
 need access to appropriate computing tools every year.
```

Q6. Does this project request support a new initiative, new position, or new employee? If yes, please briefly describe and include the names and positions of the new hires/candidates if known at this time.

N/A

Q7. If this project request is not approved, what effect will this have on your operation?

```
The Communication Arts Program will be unable to offer courses on our planned delivery
 schedule, and student graduations in Art, Communication, and English will be delayed.
```

Q8. Is this a one-time annual cost? **YES** ☐ **NO** ☒   If NO, will it require additional on-going annual funding and do you have those funds and VP support for those annual costs? **YES** ☒ **NO** ☐

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To

Cc

Bcc

Fw: [TICK:2155] iMac Pro quote request

From: itservice@centenary.edu <itservice@centenary.edu>
Sent: Friday, December 11, 2020 3:48 PM
To: Michelle Glaros <mglaros@centenary.edu>
Subject: [TICK:2155] iMac Pro quote request

-+-+- Please reply above this line to add a comment -+-+-
Comment Submitted.
Philip Bradbury (pbradbury@centenary.edu) on Dec   2020 03:48:56 PM
Comment:
The official quote is $14,016. That could obviously change by the time your funding is released for it, but this is where we stand right now.

System specs:

CPU: Intel 10-core i9 3.6Ghz
RAM: 64 GB
GFX: Radeon Pro 5700XT
SSD: 2TB
LAN: 10 Gb speed Ethernet

For complete details, CLICK HERE.

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