

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

Please provide the following information regarding your project request:

Name: Cory wikan Date: 1/31/2020
 Title: Acting Dean Phone No: 3188695235
 Department: Music Email Address: cwikan@centenary.edu

SCOPE:

Building and Room No (s): Hurley Music Building--Anderson Auditorium Lobby/Hurley front entrance

Briefly Describe Project: Design updates to accompany the construction of Hurley Building Front public uses this facility extensively

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) Lobby and Hall Renovation

SCHEDULING/COST:

Requested Completion Date: 08/01/2020 Est. Cost: 12,500

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/11/2020 / Scott Merritt
DocuSigned by: Signature ID: 85E31449... Date Print Name
 Facilities Approval: Chris Sampite / 1/31/2020 / Chris sampite
DocuSigned by: Signature ID: 68A8D9A648F... Date Print Name
 Department Head: Cory Wikan / 1/31/2020 / Cory wikan
DocuSigned by: Signature ID: 4A7E83C470... Date Print Name
 Vice President: Karen Soul / 2/14/2020 / Karen Soul
DocuSigned by: Signature ID: 20E1B32484... Date Print Name

(Forward to VPFA@centenary.edu)

Date of Cabinet Approval _____

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

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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: Captial Budget Request for FY21

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. \$: 12,500

I have worked with Chris Sampite and Somdal Associates. In addition to the attached estimate from Somdal (approximately \$10k), Chris estimates \$2,500 for wainscoting and paint. Chris suspects \$2,500 is high.

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

A number of Hurley and Suzuki concerts occur in Anderson. The lobby outside of the auditorium does not offer seating for faculty, students, and staff to sit while waiting for a performance. This space is utilized by Suzuki every Tuesday afternoon. Parents and students stand for hours while classes are in session.

Have met with Cory on this project.

IT Director's Comments:

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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?)

Anderson auditorium is increasingly used for community and campus functions. It is accessed by the public regularly. The lobby outside of the auditorium is bare. Patrons waiting to enter a performance or other event do not have adequate seating. The new construction to the front of Hurley also seems to call for a more appropriate entrance/foyer/lobby inside. This seems superficial, but recall that this space was on local television recently as part of the Shreveport mayoral debates.

See attached plans for proposed updates. Additionally, wainscoting on the bottom half of the lobby and foyer walls, as well as a warmer accent paint will create a useful lobby that matches the new front of the Hurley building and a presentable interior.

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

It is timely, given the construction to the front of the Hurley Building. If the updates could occur prior to Fall 20 classes, it would not prohibit business as usual.

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?

No affect.

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

