

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

Please provide the following information regarding your project request:

Name: Helen Sikes Date: 1/30/2020
 Title: Foyer/Student Center FSOB Phone No: 5182
 Department: Frost School of Business Email Address: hsikes@centenary.edu

SCOPE:

Building and Room No (s): Foyer Area by elevator, JH 222 lab area and area by the Dean's office

Briefly Describe Project: Furniture & Decor Update for FSOB Student Conference Area

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) Update for FSOB Foyer and Student Area

SCHEDULING/COST:

Requested Completion Date: 07/31/2020 Est. Cost: 25000

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/14/2020 / Scott Merritt
DocuSigned by: Signature ID: 85E31449... Date Print Name
 Facilities Approval: Chris Sampite / 2/14/2020 / Chris sampite
DocuSigned by: Signature ID: 68A8D9A648F... Date Print Name
 Department Head: Barbara Davis / 2/3/2020 / Barbara Davis
DocuSigned by: Signature ID: 74071CC216449... Date Print Name
 Vice President: Karen Soul / 2/14/2020 / Karen Soul
DocuSigned by: Signature ID: 02B4F20E1B32484... Date Print Name

(Forward to VPFA@centenary.edu)

Date of Cabinet Approval _____

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

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: Funding could come from either source

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. \$: 25000

Furniture and decor for the foyer area by the elevator, the area by the Dean's office and in the "lab" to update the areas and make them welcoming and appealing to students and guests.

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

This project would launch the new MBA program in style. The FSOB needs an update of furniture originally put in this building in 1985. The carpet and paint is adequate but the furniture needs to be updated and inviting for students guests and faculty to meet, have coffee and a conversation and provide a study/lab area for students to use as a working lounge/meeting space. Groups of students could work in JH 222 for project work, presentation practice and/or review sessions. Students need a place to "be" in Jackson's FSOB--especially since we are kicking off the new MBA program which only offers classes in the evenings. Students need a place to "park" between work and class or to relax and catch their breath before a scheduled presentation.

Facilities Director's Comments:

IT Director's Comments:

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?)

Current use is similar but bleak--students do not fully utilize the space for groups and/or study sessions. The lab is cold and uninviting. New furniture and a rearrangement would facilitate a student "common area" for conversation, study and meetings. The existing computers could stay but be placed in better pieces of real furniture that could be used for multipurpose areas. There are many new ideas in the "common area" category of business furnishings. We would like to bring the FSOB current with a new style that would attract more young people--it looks old and cold now.

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

Admissions brings every single student on the tour through the 2nd floor of Jackson Hall--whether they are medicine, philosophy, education or business. The floor is generally ok however we need a "wow" with new pictures and furniture to show new students that THIS is where the Business School happens at a quality institution. We want to continue to be proud of our surroundings that have always been regarded as beautiful and picturesque. The start of the New MBA program (THIS MAY) in part, depends on the initial "investment" Centenary makes to the program. A renovation of decor would solidify Centenary's commitment to moving forward in the Professional realm. The area is adequate now but not welcoming in any fashion.

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.

Yes, this furniture and decor update initiates the modification of the new MBA program (without the Executive emphasis). Centenary is allowing current undergraduates to enter the program without hesitation after graduation. In one year they will receive their MBA through 5 10-week sessions of courses and 30 hours of credit. We desperately need an update in the common areas of the FSOB to illustrate the FSOB's commitment to quality and new endeavors. Students need to see the excitement of the new program which will encourage them to "Stay for an MBA"--since the common areas will serve as a student magnet because the area is inviting, appealing, and functionally updated.

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

The FSOB will do our best to recruit existing students for more of the same.

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