

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

Please provide the following information regarding your project request:

Name: Amy Hammond Date: 1/27/2020 | 2:03 PM CST
Fulwider & wolkomir, dept chrs Phone No: 3188417267
Title: PSY, HIST/PSC, SOC Email Address: ahammond@centenary.edu
Department: _____

SCOPE:

Building and Room No (s): Magale Library Basement, classrooms 5, 7, 8 & 9

Briefly Describe Project: updated classroom furniture & whiteboards over chalkboards

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: Prior to Fall 2020 Est. Cost: 30710

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/14/2020 / Scott Merritt
DocuSigned by: Signature ID: 85E31449... Date Print Name
For IT purchases
Facilities Approval: Chris Sampite / 2/14/2020 / Chris sampite
DocuSigned by: Signature ID: 68A8D9A648F... Date Print Name
Building renovations/modifications
Department Head: Amy Hammond / 1/28/2020 | 4:15 PM CST / Amy Hammond
DocuSigned by: Signature ID: 79B87D14E546D... 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: _____ / _____ / _____ / _____

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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: unclear on budget categories, classroom improvements?

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. \$: 30,710

This is truly an estimated cost based on web searches. An appendix, detailed estimated budget (broken down by classroom) has been emailed to Mr. Blue, Dr. Soul, & Mr. Sampite which will flesh out this project.

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

Classroom improvement is an ongoing and identified need of the College. Both to "show off" to prospective students, but also to improve the work and learning environment of current students and faculty. Prospective students and their parents have commented on the low quality of the desks and outdated chalkboards in relation to the students' high school experiences.

Facilities Director's Comments

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?)

For students outside a fairly narrow range of "typical" body size and shape, these desks are uncomfortable at best and de-humanizing at worst. In many cases, the existing furniture is not merely ugly, mismatched, or sub-optimal for the pedagogical needs of the space (although that is true too). There is a lack of flexibility possible with the existing furniture, which makes reconfiguring from "standard" lecture set up to discussion or group work more difficult. In some cases, there is so much (large) furniture that any reconfiguration isn't possible. There is also a desire to increase the number and location of white boards throughout the rooms to enable faculty to (1) simultaneously project and write on a board (not currently possible in these spaces), and/or (2) to create more space for student work space in the context of group work on engaged pedagogy.

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

The reality is that we've been teaching in these rooms in this way for quite some time, so in that sense, there is no tremendous urgency. However, the student desks in particular are so problematic that in order to respect the humanity of our students, they should go as quickly as possible (some of this furniture dates to the 1960s). Because of many recent faculty changes in the political science/history department (primary, but not exclusive users of the space), this seems an ideal time to 'make over' these spaces. Psychology faculty have increasingly been using these spaces as they are some of the larger classrooms available on campus and as enrollments grow, we will need more large spaces.

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.

No, it will serve all current and new faculty who choose to teach in these spaces.

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

we will continue to make do and teach in outdated and sad-looking classrooms. We will continue to feel really badly for students whose bodies do not fit in this furniture.

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