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:	Tina Feldt	Date:	2/12/2020
Title:	Director of Counseling/Disability Services – Student Life	Phone No:	3188695424
Department:		Email Address:	tfeldt@centenary.edu

SCOPE:

Building and Room No (s): Rotary Hall

Briefly Describe Project: To purchase Titanium Electronic Record keeping (TER) and management software for use with counseling and disability records

Type of Project:
(check all that apply):

- [ ] Office Renovation
- [ ] Classroom
- [ ] Landscaping
- [ ] Lab Renovation
- [ ] Residence Hall
- [ ] Building Repairs
- [ ] Feasibility Study
- [ ] IT
- [ ] Deferred Maint.
- [x] Other (please describe) — Titanium software for electronic records

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SCHEDULING/COST:

Requested Completion Date: 07/15/2020   Est. Cost: 7,624.00

AUTHORIZED SIGNATURES:

Role	Signature	Date	Print Name
IT Related Approval: *For IT purchases*	Scott Merritt	2/14/2020	Scott Merritt
Facilities Approval: *Building renovations/modifications*	Chris Sampite	2/14/2020	Chris Sampite
Department Head:	Mark Miller	2/14/2020	Mark Miller
Vice President:	Karen Soul	2/14/2020	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: software?

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. $: 7,264.00

The initial set up cost for Titanium Electronic Records (TER) would be $3,284.00 (year one) and $2,170 for year two and three. After the third year we would assess the cost/benefits for continuing with this software.

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

Counseling services has a positive track record of contributing to student retention efforts. Currently, counseling and disability records are paper files that include numerous intake and treatment documents and almost every interaction (face to face, email and telephone) with students. TER will improve the overall efficiency and effectiveness by streamlining major functions of this office. Electronic work flow processes and notifications will provide critical prompts in the provision of confidential, quality client care, communication and safety.

With TER, the Director can also access files after hours if needed.

Facilities Director's Comments:

IT Director's Comments:

PROJECT REQUEST FORM (page 3 of 3)

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?)

We have used 2 other less expensive, software programs on a trial basis. They were insufficient for our purposes and neither one could be used for disability records. Titanium is designed for, and used widely in higher education. Pricing allows for us to pay for only those components we would use/need. Other systems typically charge a flat monthly fee that include the cost for billing and other unneeded functions.

Titanium has drop down boxes and prompts allowing documents to be completed faster than writing everything by hand on our own created forms. This programs syncs with Office 365 and Banner and the others did not. There may be an opportunity in the future to share this system with Integrated Advising

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

Records are kept for 7 years in file cabinets that are not fire or waterproof and subject to possible damage.

Our office is frequently contacted by faculty/staff/parents about students who may not be clients or do not come in right away (collateral contacts). This system would allow us to create a simple file that includes their concerns. Once a student does come in, or we need to do some outreach, we can do a search for any other contact or information we may have received from another source.

The system would allow me to electronically review intern records.

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

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

* Decreased efficiency with a major function of our office which could mean less time to see students. * Inability to effectively manage collateral information provided by faculty, staff, students or parents. * While there is probably minimal risk of fire/flood, the loss of these records could create significant problems for students in their academic pursuits. For example, when a student has to have documentation verifying the use of accommodations at Centenary for graduate school. * Inability to access records outside of the office.

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** ☐