

Classroom Renovation: ATEC 310



This capital expenditure request (C.E.R.) is to transform ATEC 310 into a multimedia classroom suitable for seminar classes like COM270 *Writing for Broadcast Media*, COM385 *Current Strategies in Electronic Media Programming*, COM360 *Television and Screen Writing*, and COM435 *Campaign Advertising and Promotion*. When not used for class, the room can be used by students, faculty, and staff (especially marketing) to produce high-quality audio and video content. Central Penn is significantly behind other schools in this area, and our students and faculty frequently ask about it.

Last year, Central Penn developed a great new process for renovating classrooms that brings together faculty, design experts, the facilities department, the information technology department, and others. Faculty involvement is key. We used this process to transform ATEC 303 on time, on budget and to a very high quality. We will use the same process to transform ATEC 310, which has not been renovated since it was built in 2001.

This request stems from a series of 2012 discussions between Steven Birmingham, Jeremy Dixon, Rod Groff, Kristen Horn, Kathy Panza, Nicole Patterson, Mary Wetzel, and three educational architects. Many other discussions about a multimedia room have also taken place between academics, marketing, information technology, faculty, and students. Information from all those discussions will be incorporated into the process.

Possible team members for this project include Russ Kulp, Jack Babinchak, Michael Lear-Olimpi, Rod Groff (or designee), Tim Carraher (or designee), and students from COM265 *Organizational Communications and Leadership* who have volunteered to participate: Carl Roberts, LaTanya Gilbert, Ashley McGowan, Thomas Glover, Will Kirkland, and West Kirkland.

Notes:

- In Fall 2012, this C.E.R. was deferred to 2013
- A facilities master plan is being developed, but that plan will address broad issues such as real estate and buildings, not individual classroom renovations like this C.E.R. requests.

Classroom Renovation Process

1. A C.E.R. is approved authorizing expenditures and establishing a budget.
2. A project manager (PM) is chosen.
3. PM adds to the team a designer/architect with experience designing classrooms.
4. Registrar projects the maximum class size and subjects most likely to be taught in the room over the next 3-5 years.
5. Based on the Registrar's projection, PM adds to the team 2-3 faculty members who will be using the room.
6. Designer interviews faculty to document the instructional needs for the next 3-5 years.
7. Based on the documented instructional needs, designer develops a first draft of a classroom design incorporating demolition/construction, furniture, technology, lighting, and any other necessary elements.
8. Based on the first draft, PM adds to the team representatives from facilities, I.T., academics, marketing, and any other relevant area.
9. Team meets to accomplish two tasks:
 - a. Review and comment on first draft of the design.
 - b. Develop a rough budget based on the design.
10. Based on team feedback, designer modifies first draft design to arrive at a final design.
11. Team members modify first draft budget to arrive at the final budget.
12. Designer and Marketing choose fabrics, colors, finishes, branding, etc.
13. Facilities works with Registrar to develop a schedule for deliveries, construction, and installations.
14. Registrar adjusts class schedule to accommodate delivery and construction.
15. Team members place orders and arrange deliveries and installations based on the schedule.
16. Deliveries, construction, and installations take place per schedule.
17. Team members test all aspects of the classroom and certify it is ready for teaching.
18. Marketing develops an information card about the room to be used for admissions tours.
19. PM or designee publicizes the new room to the Central Penn community.
20. Open house held to show new room to the Central Penn community.



The new ATEC 303 was created using this process



CAPITAL EXPENDITURE REQUEST

Instructions: Use this form to request capital items called for within our Strategic Goals and Objectives or a department budget (generally items costing more than \$1,000 which will last longer than 1 year). Please fill out the form completely and submit to a Senior Leader (CFO, Provost, President, or CAO). Once your request is approved please complete a Purchase/Stock Requisition form and direct it, along with a copy of this form, to the appropriate party. Additional information may be found in the write-up entitled "Purchase/Stock Requisition" in the GENERAL section of the Faculty and Staff Handbook

Expenditure Requested By	Date of Submission		
S. Birmingham			
Description of Item(s) Requested	Qty	Estimated Cost	Extended Cost
Design for remodeling ATEC 310 classroom	1	\$2,500	\$2,500
Furniture and technology for ATEC 310 classroom	1	\$37,500	\$37,500
Data, lights, electrical, etc. for ATEC 310 classroom	1	\$11,000	\$11,000
Carpet, paint, and miscellaneous for ATEC 310 classroom	1	\$7,500	\$7,500
Possible Suppliers/Vendors for this purchase	Shipping & Handling		included
Diversified Design, Quality Digital Office Technologies, KI furniture, D&H Distributors	Installation Fees		included
	Sub-Total		\$58,500
	Sales Tax		\$3,500
	Total Cost		\$62,000

Approvals: must be signed and dated and all of the questions on the second page of this form must be completed before your request can be considered.

RP for action step:	_____	Date: _____
APF for action step:	_____	Date: _____
Budget manager:	_____	Date: _____
IT Director (if applicable):	_____	Date: _____
President:	_____	Date: _____
Chief Academic Officer:	_____	Date: _____
Provost:	_____	Date: _____
Chief Financial Officer:	_____	Date: _____
Board (if applicable):	_____	Date: _____

Buildings	10-0002-1053	
Classroom Equipment	10-0002-1055	
Office Equipment	10-0002-1057	
Residence Hall Equipment	10-0002-1059	
Rec Hall/Pool Equipment	10-0002-1061	
Other		
Please answer all of the following questions as completely as possible.		
Quote Action Step this relates to:	n/a	
How much, and what account is included in the current year budget?	n/a	
Who is the Action Plan Facilitator for the above Strategy or Goal?	n/a	
Budget Manager should indicate the amount budgeted for this project?	The Facilities capital budget submitted in the Fall includes \$60,000 for this project, and the IT budget includes \$20,000.	
On a scale of 1 to 5 where 1 is Not very important and 5 is extremely important, how important is this request?	5	
On a scale of 1 to 5 where 1 is Not very urgent and 5 is extremely urgent, how urgent is this request?	3	
If approved, date you would like this purchase available for use.	Summer, 2013	
Where will this purchase be used/installed?	ATEC 310	
Is this request being made as a result of an Accreditation team recommendation? If yes, attach a copy of the recommendation.	no	
Who will use and/or benefit from this request?	Students and faculty	
What is the expected life of this request (considering both wear and obsolescence)?	10 years	
Are there compelling safety reasons for this request?	no	
How will this effect student enrollment/retention?	It is believed that better classrooms could attract students.	
Will additional revenues be generated?	If more students enroll, yes.	
Will savings be realized?	no	
Other benefits	The main goal is to provide facilities and technology that enhance teaching and learning.	
Other comments	Prior to 2012, we spent about \$30,000 to renovate each classroom. In 2013, we doubled that amount to build much better classrooms like ATEC 303. This C.E.R. uses the new, higher amount.	