

## 2010-11 Campus Recreation Program Review – Action Plan

Based on information gathered during the Campus Recreation Program Review process facilitated fall 2010 to spring 2011, the Site Review Committee offered commendations and proposed several recommendations (see final report document for details). Based on the recommendations, Campus Recreation (CR) has identified primary themes to address. Many items require agreement with and support from the department of Health Promotion and Human Performance, and the action plan process will begin with a Memo of Understanding to be drafted by both parties summer of 2011.

Theme	Recommendation/Action	Timeline
<b>Communication with department of Health Promotion Human Performance (HPPH)</b>	<ul style="list-style-type: none"> <li>• Develop plan to increase positive continual communication w/HPPH                             <ul style="list-style-type: none"> <li>▫ CR request seat at HPPH table to discuss facility operational topics (building hours of operation/program hours of operation, maintenance and cleaning schedules, special events, potential facility closures, etc.)</li> </ul> </li> <li>• Define relationship and clarify expectation w/HPPH through development of Memorandum of Understanding addressing following issues:                             <ul style="list-style-type: none"> <li>▫ Consistent facility policies and procedures (access, supervision)</li> <li>▫ Consistent policies and procedures for facility scheduling</li> <li>▫ Consistent programs/services pricing and billing structure</li> <li>▫ EQ maintenance, inventory, and replacement plan</li> <li>▫ Confer with HPPH on shared fitness and aquatics equipment</li> <li>▫ Educate each other on what we do (academic perspective, programming perspective)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2011</li>   <li>• Summer 2011</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Work with HPPH Facility Coordinator to develop area and program-specific emergency response plan                             <ul style="list-style-type: none"> <li>▫ Working from current facility EAP, detail specifics for Climbing Wall, Pool, Strength and Cardio areas</li> </ul> </li> <li>• Confirm field usage protocols and clarify activity monitoring                             <ul style="list-style-type: none"> <li>▫ Locking/Unlocking fields, supervision of groups while on fields</li> <li>▫ Regular facility rounds monitoring racquetball courts, Swenson gym track and cardio areas, locker rooms</li> </ul> </li> <li>• Cross-train CSC and CR staff; recurring review and training of student and staff is essential                             <ul style="list-style-type: none"> <li>▫ Work with Facility Coordinator on role clarification; clarify expectations with staff; see where both staff can train together as well as cross-train; outline training time lines, topics, and facilitators.</li> </ul> </li> <li>• Continuous review of safety and equipment practices coupled with documentation and certification requirement for staff                             <ul style="list-style-type: none"> <li>▫ New Aquatics and Safety Coordinator responsible for developing safety training schedule including review sessions/scenarios, safety training documentation, and safety training tracking,</li> </ul> </li> <li>• Continuous review of physical operation with documentation                             <ul style="list-style-type: none"> <li>▫ Each unit develop and implement (if not in place) or update (if in place)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2011</li>   <li>• Begin Summer 2011</li>   <li>• Begin Fall 2011</li>   <li>• Develop over 2011-12 academic year</li> </ul>
<b>Technology/Data</b>	<ul style="list-style-type: none"> <li>• Electronic facility scheduling system                             <ul style="list-style-type: none"> <li>▫ Encourage HPPH to investigate and acquire electronic system, connect them with Shepherd Union Conference</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

	<p>Services, offer to assist financially if needed</p> <ul style="list-style-type: none"> <li>• Online program registrations/payment <ul style="list-style-type: none"> <li>▫ Work with SA IT and university Accounting to implement TouchNet system</li> </ul> </li> <li>• Efficient data capturing systems <ul style="list-style-type: none"> <li>▫ Work with SA Assessment, SA IT, and HPHP to implement efficient, reliable card swipe system</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Completed by August 2011</li> <li>• ???</li> </ul>
<b>Image</b>	<ul style="list-style-type: none"> <li>• Web presence <ul style="list-style-type: none"> <li>▫ Hire student web manager to creatively update web pages</li> </ul> </li> <li>• Marketing research/planning/implementation <ul style="list-style-type: none"> <li>▫ Hire student marketing manager/graphic designer to develop promotional campaigns, identify and target specific populations, create promo materials</li> </ul> </li> <li>• Align Campus Wellness programs/services w/Campus Recreation initiatives <ul style="list-style-type: none"> <li>▫ Continue to build support for collaborative effort to clarify vision for campus-wide wellness initiative</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2011</li> <li>• Summer 2011</li> <li>• Ongoing</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Prioritize hiring of two open staffing positions (Fitness and Wellness, Aquatics) <ul style="list-style-type: none"> <li>▫ Fill vacant FitWell position</li> <li>▫ Create and fill new professional Aquatics and Safety Coordinator position</li> </ul> </li> <li>• Review responsibility of club sports financial clerk and the expansion of that role with the office proper <ul style="list-style-type: none"> <li>▫ Review complete to certain extent; prefer classified position which would then also manage main office staff and operations; do not currently have financial resources for this</li> </ul> </li> <li>• Review current function of support staff in relation to the director and full-time staff and determine if there is an imbalance of responsibilities. <ul style="list-style-type: none"> <li>▫ Review complete to certain extent; currently position functions more as budget support; prefer position to be physically near director</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Spring/Summer 2011</li> <li>• Ongoing</li> <li>• Ongoing</li> </ul>