

Project Number 11045  
Purpose Subject Area Committee Meetings – Club Sports  
Location Bean East Conference Room  
Start Time 11:30 AM

## CONFERENCE REPORT

### 01 THOSE PRESENT

*Club Sports*

Shawn Rubino, Kristen Grason, Travis Knapp, Laurel Hess

*EMU*

Martina Bill, Gregg Lobisser, Dylan Scandalios, Wendy Polhemus

*User Group*

Mandy Chong

*AC Martin*

Bob Murrin

*SERA Architects*

Audrey Craig

### 02 MISSION

The mission of the Club Sports Program is to promote student involvement through an athletic experience which offers opportunity for students to develop athletic and leadership skills, and provide a healthy outlet.

The function of the Club Sports Office is to facilitate the club sports experience by providing a space for student club sports coordinators to conduct business.

Club Sports is a student run organization overseeing 50 club sports with a participation of 1,500 students. They are a non-varsity organization for groups on campus, recreational, competitive, and nation wide. They are also an informational HUB for students wanting to get involved in club sports.

### 03 ORGANIZATIONAL STRUCTURE

See attached Organizational Chart.

### 04 HOURS OF OPERATION

Monday through Friday: 8:30am – 5pm

## **05 FREQUENCY OF USE**

School Year:

Monday through Thursday and Saturday: 11pm-3pm

Fridays: 8-12 people dropping off luggage. 12-5pm vans/teams leaving

Sunday Nights and Monday Mornings

## **06 STAFFING AND WORKSTATION REQUIREMENTS**

Closed Offices:

1 Coordinator: fulltime dedicated space. (private space with computer and printer)

1 Assistant Coordinator: fulltime dedicated space. (private space with computer and printer)

Partitioned workspace:

1 Office Specialist: dedicated space. (partitioned workspace with computer and printer)

Shared partitioned workspace

3-5 Executive Committee: shared space. (partitioned workspace with computer and printer)

Waiting room

12 seats, not required.

Storage

300 sqft of storage, club sports apparel and team equipment

Congregation Space

Club Sports Office conducts van driver training for the teams. Annually the team will conduct approximately 28 classes (10 people per class). This space can be a shared space with other organizations.

## **07 TYPES OF SPACES REQUIRED**

Currently there is a pillar in front of the Club Sport front door, making entrance into the space not very welcoming. They would like to have more presence to the public.

Club Sports would like a conference room where they could schedule meeting and workshops. (They currently use an old storage room, that prior to that use was an office)

Exterior Office space is important as students are coming and going to/from the office before they are leaving for trips.

The director of Club Sports would like a private space with a door to conduct personal/advising to the students. (This could potentially be done in the conference room)

An area to display their trophies.

Current offices as well as 8-10 workspaces to replace the current 3-5 that the executive committee uses.

A reception desk that would help information/wayfinding.

## **08 ADJACENCY REQUIREMENTS**

Club Sports has affinities with the Outdoor Program, with secondary affinities with the Administrative Suite and Leadership Center.

## **09 VISIBILITY, ACCESS, AND SECURITY**

Club Sports would like to be more visible. They would like to have locking doors at all entrances to the department space so that they can be open/closed separately from the rest of the building. This is because the office is also a place for students to store their luggage before departing on a trip, and is also the meet up area for teams before and after arrival on their out of town events.

The department is a “user” of a larger computer network where the system is operated by another department.