

CPC Report Phase 1

Central Project Committee

Report Phase 1

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I. Executive Summary

The Central Project Committee (CPC) was formed in February of 2016 by the OVA Board with the charge to audit the current space utilization and potential future needs of the Central Area, including the Berger Center, the CAC, and adjacent facilities in the central complex. This committee was expected to provide the OVA Board with a better understanding of the needs of Oakmont in order to make a decision on whether to remodel or entirely rebuild the Berger Center. A subsequent expansion of the charter in April 2016 widened the audit environment to include the other facilities managed by the OVA, including East Rec, West Rec and outdoor spaces.

This report is the first formal report from the CPC back to the OVA Board and covers the audit of the reservable indoor facilities at all of the OVA facilities and interviews with several major Oakmont groups which use the CAC and the Berger. The committee conceives this as an interim report, not a final report, because the committee feels that there are still a number of areas that still need to be addressed before we can make definitive recommendations for next steps to the OVA Board.

The consensus of this committee based on the work done to-date is that the OVA facilities can currently adequately support the requirements of the Oakmont organizations for meeting room and activity space, and, since Oakmont is now built out, we should be able to continue to provide adequate meeting room and activity space into the future. Any discussion to remodel, expand or replace the Berger should eventually be decided on the basis of other criteria. However, this committee is in agreement that any decisions made regarding the Berger cannot be made in isolation and must be made in the context of all of the OVA facilities since there are so many interdependencies. Therefore, there is additional work the committee plans to do to help clarify all of the OVA facility needs, to provide a succinct set of recommendations for a path forward and to help the Board to prioritize those needs.

A summary of the work that was done during this first phase of the audit includes the following:

- A detailed review and analysis of the reserved space data for all of the indoor facilities. It is important to point out that this data only identifies space reservations and does not provide attendance data (in other words, just

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because there is a reservation for a space does not mean that the space was actually utilized during the time of the reservation). This data was provided by the current reservation system used by the OVA Office for all of the indoor spaces where the reservation system is used.

- In-depth interviews were done with several of the larger groups utilizing the CAC in order to understand their current utilization of that facility and potential future needs that are not currently being addressed. The groups interviewed included: the Fitness Center, the Library, the Art Association, the Quilting Group, and the Computer Learning Center.
- Walkthroughs of the West Rec downstairs studio area, which has a very high reservation rate during the day, gave us a sense of how much capacity was actually affected. These walkthroughs indicated that we will need to do a more thorough analysis of actual usage rather than of reservations only. A procedure is being put in place to gather that data.
- Meetings were held with the Santa Rosa Planning Office in order to start preliminary dialogue about any parking considerations that may have to be addressed as a result of the committee's recommendations.

The details behind all of the reviews and analysis are addressed in Section III. However, this is a summary of the committee's observations from reviews and analysis outlined in that section.

1. A vital need is for more storage space at all facilities and consideration should be given to providing this space in simpler structures and freeing up usable space in our main facilities: Suggestions to consider:
 - a. Repurposing and expanding the cabana area at the Central Pool.
 - b. Building a new storage shed for the Lawn Bowling group and reclaiming their storage space in the CAC for other needs.
 - c. For storage of things that aren't needed on a regular basis, i.e., the storage of the display panels and the "check" for the annual Art Show at Berger, could an arrangement be made with the OGC to use some of the excess area that they have at the East course?
 - d. Build new storage areas adjacent to facilities.
2. All of the major users of the CAC indicated that they could use and, in some cases, need more space. Suggestions for providing more space include the following:
 - a. Expand the front wing of the CAC to the sidewalk on the Fitness Center side of the building.
 - b. Expand the front wing of the CAC to the sidewalk on the Library side of the building.

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- c. Expand the Library into the kiln room through a door from the library into the kiln room and closing off the kiln room to the Art Room. This would also solve a safety issue for the Library which has only one entrance/exit.
 - d. Repurposing the lawn bowling storage area for other use.
 - e. Some of the CAC groups are limited to using the CAC because of special needs, i.e., the flooring in the Arts and Crafts room allows for easy cleanup by OVA maintenance since there are no rugs. Design of the Berger Center will need to take into account multi-uses that we have currently identified and others which may not yet be identified.
3. According to the reservation system, West Rec is a facility currently used at full capacity during the daytime. This is true of Lower West Rec and, with the probable addition of a senior activity center in the West Rec, this will also be true of the upper floor as well in the very near future. We don't know, however, how the reservations correlate with actual attendance. If the reservation data accurately reflects attendance, we will need to quickly determine how to relieve the daytime usage pressure on this facility by transferring usage to other OVA facilities. This could definitely impact the design of a remodeled or new Berger Center which might have to address these needs.
 4. Study the advisability/feasibility of covering the patio area of the CAC.
 5. Included in the summary of activities in Section III are a number of suggestions/recommendations put forward by the various groups who were interviewed. We would like to recommend that these groups each take the time to put together a proposal which addresses their recommendations outlining the potential way in which their recommendations could be implemented.

The next phase of work by this committee is expected to cover the following areas:

1. Do an audit of the OVA outdoor spaces similar to the one done for the indoor facilities.
2. Do a data survey of actual usage vs. reserved usage starting in September to verify the accuracy of the reservation data.
3. Interview the OVA Board to obtain their input regarding the current and future needs of Oakmont.
4. Review the Oakmont-wide survey done last year to determine how many other items should be addressed based on that data.

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5. Determine how to get input from other Oakmonters about their expectations and needs for the future that are not necessarily covered by the existing groups within Oakmont.

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II. Synopsis of Committee Charter and Sub-Committees

A. Background and Charter

The Central Project Committee was approved by the Oakmont Village Association (OVA) Board in January 2016 under the following charter:

PURPOSE—This committee is charged with conducting a comprehensive space audit on all uses of facilities within the Currant Central Recreation Area (with a consideration of space requirements and uses of other facilities as they might impinge on the Central area) with the goal of diagnosing and recommending space requirements for current and future activities for the entire Central Area. This Central area as considered here includes the present CAC and Berger buildings and adjacent facilities in the entire Central complex.

This committee is expected to include the following in their analysis:

A—Chart the current space allocation and usages including facility plans and usage statistics

B---OVA space needs in general in addition to current Central Area Activities

C---Recommendation for space allocations at the Central complex utilizing information from all necessary sources and previous studies, including the Berger Improvement Committee findings and report

D---Analysis and recommendations of the Capital Budgeting needs as well as financing options and requirements to meet these needs

The establishment of the committee was advocated by Director Herm Hermann and he was named as the chair of the committee.

The first meeting of the committee took place in early February and meetings have been held at mostly two week intervals since that time. Several subcommittees were established in order to divide the work up among the committee members so that more tasks could be addressed at one time.

Initially, Director Andie Altman was the Board liaison to the committee and was a member of one of the subcommittees. However, with Andie's assumption of the presidency of the OVA Board in April, Director Ellen

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Leznik became the Board liaison to the committee. One of Ellen's requests when she joined the committee was to revisit the charter to ensure that the facilities covered by the charter included all of the OVA facilities, including West Rec, East Rec and outdoor facilities. Therefore, the charter was amended in April and the amendment approved by the Board in the May Board meeting. The current charter of the committee is as follows:

This committee is charged with conducting a comprehensive space audit on all uses and occupancy of all OVA facilities, including facilities within the current Central, West and East recreation areas. With the goal of diagnosing and recommending space requirements for current and future activities in OVA. These current and projected needs are to be documented and be inclusive of all OVA activities, conducted both indoors and outdoors.

B. Committee Members and Subcommittees

The initial roster of the Central Project Committee included the following Oakmont people:

Herm Hermann (chair)	Dave Johnson
Andie Altman (Board liaison)	Noel Lyons
Pat Brownlie	Jim Sannar
Kathy Cirksena	Terry Whitten

There have been several changes to the committee members since that initial group and the current members of the committee include:

Herm Hermann (chair)
Ellen Leznik
Claudette Brero-Gow
Pat Brownlie
Kathy Cirksena (who is leaving the committee this July)
Greg Goodwin
Dave Johnson
Hugh Kellogg
Noel Lyons
Jim Sannar

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Jackie Reinhardt, representing the Oakmont News, usually joins the committee meetings as does Cassie Turner, the OVA Manager. There are often one or more guests who attend the committee meetings as well. Five subcommittees have been formed over the course of the last six months:

- Communication Subcommittee
 - Members: Andie Altman, Kathy Cirksena
 - Directive: To expedite communications of the committee's progress.
 - The work done by this sub-committee is notated in Section III.A.
- Utilization of Reservable Indoor Spaces
 - Members: Andie Altman, Pat Brownlie, Kathy Cirksena
 - Directive: To analyze space needs and utilization of all facilities.
 - The findings and analysis resulting from this sub-committee's work is discussed in Sections III.B and III.C.
- Analysis of CAC Usage
 - Members (initial): Herm Hermann, Claudette Brero-Gow, Noel Lyons
 - Members: (current): Claudette Brero-Gow, Pat Brownlie, Noel Lyons
 - Directive: To analyze space needs of the major users of the CAC.
 - The findings and analysis resulting from this sub-committee's work is discussed in Section III.D.
- Analysis of West Rec Studio Usage
 - Members: Hugh Kellogg, Ellen Leznik
 - Directive: To analyze utilization by the various groups using the downstairs Studio of the West Rec.
 - The findings and analysis resulting from this sub-committee's work is discussed in Section III.C.
- Parking Study
 - Members: Herm Hermann, Greg Goodwin, Dave Johnson, Cassie Turner
 - Directive: To begin the dialogue with Santa Rosa Planning Department concerning parking requirements at the Central area including Berger and CAC.
 - The findings and analysis resulting from this sub-committee's work is discussed in Section III.E.

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III. Findings and Analysis

A. Current Indoor Facility Descriptions and Usages

1. Berger Center

The Berger Center is in the Central Recreation complex. It is used by a variety of groups for various activities, such as fitness classes and line dance sessions, and is the primary venue in Oakmont for the following:

- Sunday church services
- Sunday afternoon and evening movies provided by OVA
- Concerts provided by external musical groups
- Dinner and dance evenings
- Large dinner parties

The Berger Center was built in 1964. Some upgrades were done in 2001. It is now in need of either an upgrade or of being rebuilt entirely. Both concepts are currently being considered by the OVA Board and the results of this committee's work is expected to help the Board determine which path to follow.

The Berger Center building includes the following areas:

- The lobby (1056 sq.ft.) which is an open area behind the dance floor/auditorium on the greensward side of the building which cannot be closed off from the dance floor/auditorium and, therefore, cannot be easily used as a separate venue as long as there are activities occurring in the dance floor/auditorium area.
- The dance floor/auditorium (2304 sq.ft.)
- The stage (565 sq. ft.)
- an open meeting area on the parking lot side of the building (1056 sq.ft.). This meeting area also cannot be closed off from the dance floor/auditorium so it cannot be used as a separate venue as long as there are activities occurring in the dance floor/auditorium area.
- the fireside room (902 sq. ft.) which is a similar open meeting area on the side of the building opposite the parking lot. As with the open meeting area, this cannot be closed off from the dance floor/auditorium and, therefore, cannot be used as a separate venue as long as there are activities occurring in the dance floor/auditorium area.

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- the kitchen (428 sq. ft.) with a service window into the fireside room.
- room D (528 sq.ft.) which is an enclosed room with one entry door off the southwest side of the open meeting area. It can be a venue for a meeting if there are activities going on in the rest of the building though it is not truly soundproof.
- room G (576 sq.ft.) which is an enclosed room with one entry door off the northeast side of the open meeting area and one entry door off the lobby. It can be a venue for a meeting if there are activities going on in the rest of the building though it is not truly soundproof.
- three storage areas – one under the stage where the Oakmont Art Association (OAA) stores equipment and materials for the annual Oakmont Art Show which is held in the Berger Center in October; one separate room where the Red Cross stores equipment and materials needed to utilize the Berger Center as a shelter in case of an emergency (275 sq.ft.), and one other storage area on the southwest side of the building (198 sq.ft.) utilized by a variety of groups.
- There are also men's and women's rest rooms in the southeast corner of the building.

The current reservation system allows the lobby, dance/floor auditorium and open meeting area to be reserved as one area. The Fireside Room can be reserved as part of the venue when the dance/floor auditorium is reserved or can be reserved as a separate area. Rooms D and G can be reserved separately from the main lobby, dance floor/auditorium and open meeting room.

2. CAC

The Community Activities Center (CAC) is in the Central Recreation complex. It is used by a variety of groups for a variety of activities. Several of the rooms are specifically designated for specific group usages.

The CAC was extensively rebuilt in (2007). The loan for the reconstruction costs has just been paid off by Oakmont members.

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The CAC building includes the following areas:

- The Lobby (915 sq.ft.) which in the last year has been the place where the Oakmonter can also find a coffee and pastry cart.
- The Fitness Center (1928 sq.ft.) which includes various machines for workouts, a small area for free weights and stretching, and locker rooms.
- The Library (1281 sq.ft.) which a fully volunteer-staffed lending library.
- The Computer Learning Center (718 sq.ft.) which offers training classes for using computer desktops, tablets and smart phones which are also staffed by volunteers.
- Room B ((688 sq.ft.) which is a meeting room just off the lobby that has full A/V capability.
- The Arts and Crafts Room (503 sq.ft.) which is used by a variety of Oakmont Arts groups from the OAA through quilting, Zentangle, and ikebana groups.
- The Game Room (1091 sq.ft.), which is actually one room that can be divided into two and which is used primarily for card playing.
- Next to the Art and Crafts Room is a small storage room used by the arts groups (140 sq.ft.).
- Just beyond the storage room is a Kiln Room (146 sq.ft.). This room is no longer used for ceramics and the OVA Board is looking for a buyer for the kilns.
- The Lawn Bowling storage area (208 sq.ft.) is between the Arts and Crafts Room and the Game Room. It only can be accessed from the exterior of the building since there is no indoor access door.
- The Kitchen Area (164 sq.ft.).
- There are also additional men's and women's rest rooms adjacent to the card rooms and accessible from the outside plaza.

3. East Rec

The East Recreation Center is located in the eastern part of Oakmont on Oakmont Drive. As will be seen in Section III.C.4, it is probably the facility that has the least regular usage by Oakmont groups. This building was built in 1987 and has not been remodeled.

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The building includes the following areas:

- The auditorium (2247 sq.ft.) is on the upper level and can absorb smaller group activities like small dinner parties, OSHER Learning, and Sunday Symposium.
- The conference room (529 sq.ft.) is also on the upper level and can be reserved for groups who utilize such spaces as Room B in the CAC, and Rooms D and G in the Berger Center.
- The billiard room (831 sq.ft.) is located in a room off the pool in the lower level. It is equipped with 6 billiard tables.
- There are men's and women's locker rooms on the lower level that primarily serve the pool area. Men's and women's rest rooms are also available on the upper level.

4. West Rec

The West Recreation Center is located in the western part of Oakmont on Meadow Ridge Drive. As will be seen in Section III.C.5, the lower level of this building has the greatest regular daytime reservation usage by Oakmont groups. The West Rec was built in 1976 and extensively remodeled in the same project that remodeled the CAC. This was when the studio on the lower level of the West Rec was constructed. The upper level and the locker rooms were extensively remodeled in 2015.

The building includes the following areas:

- The Upper Conference Room (1568 sq.ft.) occupies the upper level of the West Rec building.
- The Studio (1568 sq.ft.) occupies the lower level of the West Rec building.
- There are men's and women's locker rooms on the lower level that primarily serve the pool area. Men's and women's rest rooms are also available on the upper level.

5. OVA Administration Building

The current OVA Administration contains one room, Conference Room 6 (588 sq.ft.), that can be reserved by any group needing conference room space for a meeting. The OVA Administration will be moving back to the building on the corner of Oakmont Drive and

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Laurel Leaf Place. After remodeling is completed, additional conference spaces are expected to be available.

B. Current Indoor Space Utilization

1. Methodology

The data used to determine indoor space utilization was captured from the current OVA reservation system which is run by and administered by the OVA staff. As such, it can provide information about when and what groups have reserved certain rooms in the Oakmont facilities, but it does not capture whether the group who has reserved a room actually uses it or how many people are using a specific room. The CPC is now looking at procedures that can be used to help determine those data points.

This data, therefore, summarizes how often reservable spaces are reserved versus their availability. This part of the report excludes any consideration of what users or residents might want and is only based on volume of reservations of existing indoor spaces. More detailed analysis of what Oakmont groups have defined as current and future needs can be found in Section III.D.

Three tables, in Section IV.A., summarize the number of reservations in all the indoor reservable spaces at OVA facilities. They show how much use rooms are getting. Tables are based on the ASYST reservation system in use at OVA in May 2016 and cover the period from January – May of 2016.

2. Berger Center

Reservations can be made through the current reservation system for the dance floor auditorium (which automatically includes the lobby and the open meeting area), for the Fireside Room and for Rooms D and G.

The Berger Center large space (dance floor auditorium, lobby, open meeting area and, usually, the fireside room) is used at least half the time and on weekdays it is almost fully booked in late morning and early afternoon. On weekends it is regularly in use for ongoing events about 50% of the time, and often reserved for special events for most of the day on Saturdays as well. It is reserved half the time in the evenings from 5-10pm.

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Berger Center's smaller rooms are limited in their availability because they are often reserved in conjunction with the large space. However, even taking that into account, meeting rooms D and G are not in use as much as they might be, with their reservations ranging from zero to 46% of the time and very little on weekends or evenings. Fireside room gets very little separate use.

Major users of the Berger Center include:

Auditorium (and all other rooms used at the same time)

- Osher Life Long Learning Institute
- Boomers
- Art Association
- Free Fitness Class – Health Initiative Event
- Line Dancing – Monday Night
- Line Dancing – Wednesday Night
- Movies at Oakmont
- OVA Board of Directors
- SIR 92
- Community Church
- Music at Oakmont

Room D

- AARP Tax Aid
- Blood Pressure
- Church Choir Practice
- Creative Writing Class
- OVA Board of Directors' Executive Session

Room G

- AARP Tax Aid
- OAA Board
- Cercle Francais
- Great Decisions
- Landscape Improvement Committee
- OVA Board of Directors' Executive Session
- SIR 92 Executive Board

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3. CAC

The rooms that can be reserved using the reservation system are the Art and Crafts Room, the Card Room(s) and Room B. The Library, the Computer Learning Center and the Fitness Center cannot be reserved using the reservation system.

The reservable rooms in the CAC are well-used, and have special features or purposes that drive the number of reservations. Since so many varieties of activities take place in them, the interviews in Section III.D contain more information about current and future needs.

The two card rooms, A and B, are combinable into one larger room and, in all three configurations, these rooms are well-used based on reservations data. From noon on, they are reserved over half the time, frequently up to 100% reserved. As well, the combined card room gets heavy use on Saturdays. More information is needed about actual occupancy to ensure that the correct assessment on usage is made, depending on how many people are playing cards during these reserved times.

The Arts and Crafts Room is reserved at least half the time on weekday afternoons and gets some weekend use. Most considerations of changes to the Art Room need to take account of its use as a specialty space accommodating art and craft making and any special design needs that implies.

Room B is the most used of the generic smaller meeting rooms. It is reserved around two-thirds (2/3) of the time and sometimes more during the week. It has a desirable central location as well as a reasonably functioning multimedia capability that often makes it preferable to other meeting room spaces available in OVA facilities.

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Major Users of the reservable rooms in the CAC include:

Arts and Crafts Room

- Card Making
- Craft Guild
- Ikebana
- Instructed Oil Painting Group (OAA)
- Meditation
- Needles and Hooks
- Oakmont Art Critique (OAA)
- Painter's Open Studio (OAA)
- Quilting Bee
- Zentangle

Card Rooms A and B

- Canasta – Monday
- Canasta – Wednesday
- Chess
- Cribbage
- Pinochle
- Pinochle – Daytime
- Renegade Readers
- Bridge
- Bridge – practice
- Bridge to Nowhere – Open Bridge Play
- Chess – Drop In
- Domino Club
- Oakmont Car Club
- Practicing Bridge
- American Mah Jongg
- Bridge – Duplicate
- Bridge – Mixed
- Bridge – Saturday
- Bridge Classes – various
- Bunco – Ladies Night
- Monday Night Contract Bridge
- Valley of the Moon Wine Club

Room B

- Book Group
- Communications Committee
- Finance Committee

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- LOMAA Board
- Meditation
- Oakmont Volunteer Helpers Caregiver Support Group
- OEPC Board
- Parkinson's Support Group
- Playreaders
- Septuagenarian Group
- Spanish Class – intermediate
- Tasting of different scotch
- Women of Faith Bible Study

4. East Rec

Only the Auditorium and the Conference Room can be reserved through the reservation system. The billiard room is not reservable.

The Auditorium is reserved at least half the time on weekdays and is reserved at least one-third of the time in the evenings and 50% of the time on weekends. It is, however, the only room of its size (larger than a conference room, but smaller than the Berger Center Auditorium). Its multimedia capability could be a factor in future demand.

The conference room is similar to other unused small meeting rooms, being less frequently reserved during weekdays – at 35% or less – and hardly reserved at all in the evening or weekends.

Major users of the East Rec include:

Auditorium

- Great Decisions
- Oakmont Music Lovers
- Osher Life Long Learning Institute
- SIR 53
- American Mah Jongg
- Craft Guild
- Current Events
- Documentary Films
- Kiwanis
- OVA Board
- Rainbow Women

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- Sunday Symposium
- Conference Room
- Central Project Committee
 - Ladies' Friendship Bible
 - Men's Bible Study
 - Parliamo Italiano
 - Short Story Book Club

5. West Rec

The Lower West Rec Studio is the most reserved space of all of the rooms that the OVA makes available. It is often at or near 100% capacity during weekdays. A large number of exercise and movement classes take advantage of the special flooring and mirrors. Whether the classes there are fully enrolled is part of the ongoing research scheduled to be done in the autumn in order to determine what is driving the high reservation rate.

A combination of recurring multi-hour reservations by specific groups and periodic events mean that the upper level of West Rec is heavily used throughout the week including evenings and weekends. It, too, is very near capacity. Any plans for new, ongoing activities in the West Rec upper level may need to displace current ongoing recurring reservations.

Major users of the West Rec include:

Lower Studio

- Cardio Fitness
- Forrest Yoga
- Line Dancing
- Push Your Potential
- Qigong
- Strength and Balance
- Tap Class – Advanced
- Tap Class – Intermediate
- Tap Practice – Advanced
- Tap Practice – Beginners
- Tension Releasing Exercises
- Yoga – Holistic
- Yoga – Men and Women

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- Yoga – Women’s (1)
- Yoga – Women’s (3)
- Zumba Intermediate

Upper Level

- A Course in Miracles – Group Discussion
- Aspen Meadows Board Meetings
- Genealogy Club
- Oakie Folkies
- Oakmont Lanes
- Pilates Class
- Table Tennis (Tuesday, Wednesday, Thursday, Friday and Sunday)
- Tai Chi
- Tai Chi Chuen
- Visual Aids
- Yoga - Holistic

C. Interviews with CAC Users

1. Methodology

Three of the main uses of the CAC are for spaces that are not reservable – the Fitness Center, the Computer Learning Center and the Library – so it was important to speak to the people that run those areas in order to determine their concerns and their wish lists for the future.

The sub-committee initially met with the Fitness Center Board and reviewed a letter received from the Library about its concerns. It was then decided that more in-depth interviews should be held with these groups and other groups who utilize the CAC. As a result, 1 to 1-1/2 hour interviews were held with:

- Fitness Center trainer
- The Computer Learning Center lead team
- The OAA Board
- The Library lead team
- The Quilting Bee lead team

The interviews with these groups are detailed in the following sections.

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2. Fitness Center

a. Current Concerns and Issues

On May 16, 2016 the sub-committee met with John Phillips of the Fitness Center.

The meeting started with some questions and answers that were very informative.

- Do you get any complaints about the equipment being too close to each other ?..No
- Do you get any complaints about having to wait for a particular piece of equipment?...rarely
- Is there an issue with old equipment?...no

However, though further discussion, an expansion, perhaps in back of the room would allow 3-4 pieces of additional equipment and also allow for a less crowded look.

There is a desire for a larger area for free weights because the current area is too small for multiple people to work in that area comfortably. That is one of the reasons for the request to expand into Room B. Making this area larger would also allow for the addition of higher weights. We also discussed, as an alternative, having a weight area outside by the pool.

b. Short and Longer Term Wishes

- The Fitness Center Board in its letter to the CPC indicated a desire to expand the Fitness Center into Room B for the reasons noted above though this may not be feasible.
- The central part of the Berger Center should have the right type of flooring put in to make it a true multi-use area which could accommodate everything from the present concerts, dinners, etc., to, perhaps, even basketball or other sports. Permanent striping would certain help.
- Recumbent bicycles are most often used as part of rehabilitation by those who have had knee and hip replacements. Since that is an increasing group of residents (as we all grow older), more recumbent bicycles would be helpful. However, the suggestion was made that we consider putting 1-2 recumbent bicycles in both East and West Rec to make it easier for residents to go

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somewhere closer to their homes instead of only to the Fitness Center. This would both relieve some Fitness Center needs, but would also make for a better experience for our residents.

- Should the decision be made to renovate Berger, rather than have a new building, a walking or running area could be created at the location of the grass area between CAC and Berger.
- It would be helpful to have an area available for a masseuse to practice.
- It would be helpful to have all of fitness activities currently available in Oakmont at the CAC, the Berger Center and the West Rec available in one location instead of spread across all three as they currently are.

3. Computer Learning Center

On June 6, 2016 the sub-committee met with Caroline Keller, Mike Noble and Pat Barclay. They had prepared a document for the sub-committee which very clearly outlined a variety of information on the numbers, classes, students, and hours of instruction. That document can be found in Appendix B. This was a great help in talking about the current and future needs of the Computer Learning Center.

a. Current Concerns and Issues

The purchase of new computers last year and the upgraded Comcast wifi has resulted in an increase of almost 100% in attendance in classes. The CLC also provided the interview team with a detailed breakdown of data about classes and usage of the CLC which can be found in the Appendix in IV.B.

The classes being offered include all the basics, but also include the use of smart phones and tablets. In addition, specific classes have been introduced covering using the internet for Genealogy (in concert with the Genealogy club), using photograph management apps, using Quicken, Skype, and other apps. The primary constraint on what classes can be taught is that all classes are taught by Oakmont volunteers, which means that if there is no Oakmonter willing to take on training on a specific topic/app, the topic isn't offered.

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The CLC does not feel that they need any additional space. They presented a suggestion that a computer could be put in another area of the CAC (perhaps the kiln area once the kilns are removed) that would be available for general public use. This would need to include security equipment and recorded access.

4. Oakmont Art Association

This meeting was held with the OAA Board on June 10, 2016. The full OAA board met with the sub-committee. The board members attending were: Philip Wilkinson, Mary Baum, Cathy Rapp, Joan Rumrill, Susan Berg, Joy Nazeroff, Jackie Smith, Carol Decker, Barbara Pascal, Art Day, Gary Caldwell, Nancy Duncan, Dan Fishman, Wendy Lalanne, Linda Begelman, Honora Clemens.

a. Current Concerns and Issues

- The Art Room has special flooring that allows the artists to be “messy” which does not hurt the floor and can be easily cleaned up afterwards. This means that a lot of the activities that take place in the Art Room cannot be done at other Oakmont locations.
- The OAA is the largest of the art-related groups in Oakmont and it is steadily growing (200+ members). However, there are other art and crafts related groups that are separate from the OAA. Many of them use the Art Room as well. Their needs also need to be considered (see Interview with the Quilting Bee group in section III.D.5).
- The OAA keeps all of the display panels and the large “check” used for the October Art Exhibit stored in the Berger Center – some of it under the stage. This takes up quite a bit of storage space in the Berger Center.
- Right now, the size of the Art Room is a constraint. The most who can be accommodated in the Art Room for a class is 14 and that is by shoehorning people in. It is most comfortable with only 10 participants. However, there is often a cost involved with having a guest artist offer classes. Therefore, the more people who can be accommodated for a class, the less it costs the participants who take the class and the more classes that could be offered.

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b. Short and Longer Term Wishes

- The Art Room should be expanded to accommodate more people for bigger classes. This could be done either by expanding into the kiln area once the kilns are gone or into the Lawn Bowling storage area if the storage were moved elsewhere.
- If, when the Berger is remodeled or rebuilt, flooring was put in that could be easily cleaned – like the flooring in the current Art Room, larger classes could be accommodated for guest artists, allowing for more art classes serving more people.
- Right now, the OAA hangs paintings of members for display in the Berger Center Fireside Room, and Room G; at the Vault, in the CAC and at the OVA. This is done to give artists a chance to display their work. However, none of these spaces is very good for this type of display. Two things on the wish list:
 - Could there be “real” gallery space in the Berger – well lit, etc.?
 - Long-term, there is a strong desire for a real community art gallery that could be manned by OAA volunteers and that could sell the work of Oakmont artists and crafts people (including quilters). It would need to be open to both Oakmont residents and external visitors to be viable.
- The group recommended that the Berger remodel/rebuild include soundproof/moveable walls - not walls that are easily moveable by just anyone because those break more easily, but walls that allow the maintenance people to resize the Berger environment as needed.

5. Library

This meeting was held on June 20 in the Library. Andie Altman, OVA Board President joined the sub-committee and the Library volunteers participating in the meeting were Ruth Caldwell, Jeanne DeJoseph, and Julie Jones.

The Library staff is all volunteer and is quite large (around 160 volunteers).

The library does not have a budget for buying books. At the current time, they don't need one since there are over 25,000 books

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donated to the library every year. All of these need to be reviewed, categorized and placed in library shelving by the volunteers.

There were 4600 accesses to the library (card entry activated) in April. Age span in Oakmont (40-50 years in age span) leads to quite a few different needs. The younger are more computer-literate and the older are less computer literate, at least for now, though that is likely to change in the future.

a. Current Concerns and Issues

- The Library does not have adequate storage space. In fact, they needed to give Xmas decorations away because they were unable to store them anymore. This is a pretty constant complaint – lack of storage space - across other groups as well.
- They don't have adequate electrical outlets and, therefore, the Library is not a good place for people to use their technological devices – laptops in particular – though the upgraded wifi in the CAD allows the use of smart phones and tablets. There are only 1-2 outside of the office in the rest of the library. This is an operational issue and Andie Altman recommended that the Library team address this immediately with maintenance.
- The current configuration of the office makes it hard for more than 2 people to work in there at the same time. Since this is also an operational issue, Andie and the rest of the team encouraged them to review their needs and put together a better configuration and, if additional changes will be needed (remove or add cabinets, desks, etc.), ask OVA to do the work.

b. Short and Longer Term Wishes

- For the long-term, it might be helpful to expand the size of the office to give more workspace for the volunteer staff. This could be done if the library space were expanded.
- They would like to be able to provide a “delivery” service – books on wheels – which could offer less mobile Oakmonters remote access to the library. That might also require a way to keep a computer list of what is available in the library.
- They don't need a budget to buy books because they get so many books donated, but will that hold in the future?
- They would like to adopt the kiln room with a door opening into it from the library so it could then be used as the paperback room.

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- They also think there should be more individual computer sharing for research, etc., outside of the computer lab.

6. Quilting Group

The sub-committee met with Liz McDonnell and Cathy Rapp on July 1 in the Arts and Crafts Room in the CAC. There are two meetings of the Quilting group during the month – one is a sewing meeting which 5-25 people attend and the second is a business meeting which 20-25 people attend. They have about 50 people on the mailing list for the group.

a. Current Issues and Concerns

- They store quilting patterns in the storage area between the kiln room and the Art Room. They need to have their storage easily accessible and the current storage space is really not adequate as is the case of other arts groups.
- They roll out tarps for the room to catch pins and threads when sewing is being done. Some quilters bring sewing machines with them for sewing sessions, but there is not a lot of room and they could use additional outlets.
- They were under the impression that they were assigned to the Art Room for their type of group and were not aware that they could use other rooms that might be available in other OVA facilities for quilting classes. We recommended that they look into holding classes and even sewing sessions in other venues where there might be more space and enough light.

b. Short and Long Term Wishes

- More storage.

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IV. Appendices

- A. Report on Space Utilization Through the Reservation System
This report is included in the next pages.



DRAFT

Utilization of Reservable Indoor Spaces at OVA

Review of reservations data for January to May 2016
Report to the Central Project Committee

UPDATED: July 5, 2016

Prepared by Kathy Cirksena

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Page 11 - Table 3 Weekend Use 8am-10pm

Background

- This report summarizes how often reservable spaces are reserved versus their availability. Charged with “diagnosing and recommending space requirements for current and future activities in OVA” the Central Project Committee sought information on current utilization. To objectively assess space needs at OVA facilities, a CPC subcommittee reviewed the reservations of those facilities from a system maintained by OVA staff. This report excludes any consideration of what users or residents might want and is only based on volume of reservations of existing indoor spaces; recommendations are based solely on this analysis and other sources of input (from clubs etc.) are being sought separately.
- Three tables, on pages 9-11, summarize the number of reservations in all the indoor reservable spaces at OVA facilities. They show how much use rooms are getting and whether there is any indication of needs for additional facilities of any specific type. Tables are based on the ASYST reservation system in use at OVA in May 2016.
- **READING THE TABLES:** For each room, the percentage represents the number of times that room was reserved at that hour relative to the available slots for that room. For example, in Table 1, the first percentage, 56%, means that the large Berger Center space was reserved 56% of the time from 8am to 9am on weekdays across the five months from January to May of 2016. From 9am to 10am on weekdays it was reserved 70% of the time and so forth.
 - Table 1 shows the hours from 8-5 on weekdays and tables 2 and 3 show weeknight and weekend usage. Each percentage was obtained by taking the average (mean) of the number of times the room was reserved across all five months and dividing it by the number of times the room was available (‘slots’). Reservation time includes set-up and break-down time: the room cannot be used while that is being done.

Summary recommendations

- Aside from the basic meeting rooms, OVA indoor spaces are at moderate to high demand. Planning should take into account any expectations of increased demands in the future as this analysis shows there are clear limits to availability of some types of space, especially during high demand times of weekdays.
- Berger Center will be renovated and to the degree the renovations include modest square footage increases and reconfiguration to a more flexible, user-friendly, multi-purpose space, the existing area should suffice since there is still availability during high demand times.
- The generic meeting room spaces (rooms B, D, G, suite 6 and the East Rec Conference Room) are not anywhere near capacity, except for room B. Their use could be enhanced if they are cleared of stored items (expand storage space elsewhere?), the rooms are made more comfortable and attractive and multimedia capabilities are added to at least one more room. Rather than enhanced square footage, improvements would allow even increased demand to be accommodated in existing spaces.
- West Rec: Downstairs studio, the most booked fully space of all, speaks to a need for additional studio-type space as a priority for any changes in facilities. Space for movement, dance and exercise classes may be justified since the one clear demographic change OVA will encounter in the future is increased demand for physical fitness amenities. Upstairs West Rec is also currently heavily reserved and additional review of actual use will reveal more about current usage and needs for expansion or renovation.
- East Rec: East Rec main room is usually reserved at least half the time and often close to fully booked, especially on weekdays. Any decision about changing usage of the East Rec should certainly include preservation of this size space at the current capacity, if not expansion.

Berger Center

- Summary: The Berger Center large space is used at least half the time and on weekdays it is almost fully booked in late morning and early afternoon. On weekends it is regularly in use for ongoing events about 50% of the time, and often reserved for special events for most of the day on Saturdays as well. It is reserved half the time in the evenings from 5-10pm.
- Berger Center's smaller rooms are limited in their availability because they are often reserved in conjunction with the large space. However, even taking that into account, meeting rooms D and G are not in use as much as they might be, with their reservations ranging from zero to 46% of the time and very little on weekends or evenings. Fireside room gets very little separate use.
- Berger's renovation should use other information sources to take account of whether there is a potential for increased demand for the large space: considering how much it is reserved now, very little additional demand could result in a lack of availability of a large multi-purpose event space.
- As for the meeting rooms, these could be renovated for more use as meeting spaces separate from the large Berger space and possibly upgraded to include exterior doors, better sound proofing and multi-media capability. Rather than increased square footage, improvements would allow even increased demand to be accommodated in existing spaces. (This also includes Suite 6 in the OVA office.)

Central Activities Center

- This reviews only the Card Rooms, Art Room and Room B; other CAC rooms are not reservable.
- Summary: The reservable rooms in the CAC are well-used, and have special features or purposes that drive the number of reservations. Since so many varieties of activities take place in them, there needs to be direct input from users to augment this report in order to determine the possibility of future increased need for these types of spaces.
- There are two card rooms, A and B, combinable into one larger room and, in all three configurations, these rooms are well-used based on reservations data. From noon on, they are reserved over half the time, frequently up to 100% reserved. As well, the combined card room gets heavy use on Saturdays. More information is needed about actual occupancy to insure that the correct assessment is made, depending on how many people are playing cards during these reserved times.
- Art Room is reserved at least half the time on weekday afternoons and gets some weekend use. Most considerations of changes to the Art Room need to take account of its use as a specialty space accommodating art and craft making and any special design needs that implies. Its use as a slightly larger meeting room could be also served to relocating some reservations to other underused meeting space.
- Room B is the most used of the generic smaller meeting rooms. It is reserved around two-thirds of the time and sometimes more during the week. It has a desirable central location as well as a reasonably functioning multimedia capability that makes it preferable to other meeting rooms spaces available from OVA.

West Rec

- Summary: Both the upper and lower studios/spaces are heavily reserved. Further information about the volume of people actually using them is needed to augment the reservations evidence.
- The lower West Rec studio is the most reserved space of all the rooms the OVA makes available. It is often at or near 100% capacity during the week. A large number of exercise and movement classes take advantage of the special flooring and mirrors. Whether the classes there are fully enrolled is part of ongoing research into what is driving the very high reservation rate.
- A combination of recurring multi-hour reservations by specific groups and periodic events mean that the upper level of West Rec is heavily used throughout the week, including evenings and weekends. It too is very near capacity during the week. Any plans for new, ongoing activities in the West Rec upper level may need to displace current ongoing recurring reservations.
- Both of these reservable rooms are heavily reserved—to 100% on weekdays often. On the face of it, this suggests a need to consider creating additional specialty space that would be usable for the same physical fitness and other special activities. An additional effort to gather information on the actual number of members in attendance during these many hours of reserved time will shed further light on the need to increase this type of space.

East Rec

- Summary: The main East Rec room is reserved from half the time to over 75% reserved, depending on time of day while the conference room is rarely reserved more than one-third of the time. Both rooms appear to have available capacity to accommodate additional demand.
- East Rec main space is used at least half the time weekday days and gets used at least one-third of the time in the evenings and half the time on weekends. While this is not at capacity it is the only space of its size available and any future needs for rooms with its capacity could potentially overwhelm availability. The East Rec multimedia capability could be a factor in future demand.
- The conference room is similar to other unused small meeting rooms, being less frequently reserved during the week at 35% or less, and hardly at all in the evening or on weekends.

OVA INDOOR FACILITIES: AVERAGE ROOM USAGE* BY HOUR: WEEKDAYS 8AM-5PM
 75%+=red/**, 50-74%=yellow/*; *based on reservations in ASYST Jan-May 2016***

	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5
BERGER									
Berger Center	56%	70%	81%	82%	38%	57%	56%	60%	55%
Fireside Room	0%	0%	0%	0%	0%	0%	3%	3%	3%
Room D	11%	31%	46%	46%	46%	28%	20%	25%	23%
Room G	9%	16%	39%	39%	31%	21%	16%	39%	32%
CAC									
Art Room	0%	32%	38%	43%	57%	60%	54%	62%	78%
Card Room A	0%	16%	36%	36%	100%	80%	80%	80%	80%
Card Room B	17%	30%	51%	34%	54%	64%	84%	60%	60%
Card Rms A/B	0%	19%	19%	19%	40%	20%	20%	20%	20%
Room B	3%	30%	62%	70%	59%	29%	54%	65%	66%
WEST REC									
Lower Studio	52%	91%	100%	100%	99%	19%	97%	80%	46%
West Rec	11%	71%	100%	80%	92%	80%	48%	90%	78%
EAST REC									
East Conf.	0%	18%	35%	34%	35%	24%	31%	31%	23%
East Rec Ctr	26%	45%	59%	43%	83%	58%	76%	71%	52%
OVA									
Suite 6	3%	5%	12%	17%	15%	16%	22%	39%	33%

OVA INDOOR FACILITIES: AVERAGE ROOM USAGE* BY HOUR: WEEKDAYS 5PM-10PM
 75%+=red/**, 50-74%=yellow/*; *based on reservations in ASYST Jan-May 2016***

	5-6pm	6-7pm	7-8pm	8-9pm	9-10pm
BERGER					
Berger Center	46%	57%	56%	55%	52%
Fireside Room	3%	0%	0%	0%	0%
Room D	11%	4%	5%	5%	5%
Room G	22%	2%	2%	1%	1%
CAC					
Art Room	31%	11%	0%	0%	0%
Card Room A	32%	9%	9%	9%	10%
Card Room B	0%	62%	62%	62%	48%
Card Rms A/B	0%	60%	60%	60%	57%
Room B	31%	8%	12%	14%	12%
WEST REC					
Lower Studio	40%	40%	0%	0%	0%
West Rec	58%	40%	13%	13%	12%
EAST REC					
East Conf	20%	7%	1%	1%	1%
East Rec Ctr	50%	37%	32%	30%	25%
OVA					
Suite 6	23%	0%	0%	0%	0%

OVA INDOOR FACILITIES: AVERAGE ROOM USAGE* BY HOUR: WEEKENDS 8AM-10PM
 75%+=red/**, 50-74%=yellow/*; *based on reservations in ASYST Jan-May 2016***

	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9pm	9-10pm
BERGER														
Berger Center	55%	61%	63%	71%	73%	100%	56%	60%	72%	63%	52%	39%	39%	39%
Fireside Room	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Room D	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Room G	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
CAC														
Art Room	15%	15%	15%	22%	22%	15%	15%	15%	15%	15%	15%	7%	7%	7%
Card Room A	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Card Room B	0%	0%	0%	0%	11%	11%	11%	11%	11%	11%	0%	0%	0%	0%
Card Rms A & B	0%	48%	48%	48%	48%	15%	15%	15%	0%	0%	0%	0%	0%	0%
Room B	0%	2%	33%	33%	35%	43%	11%	11%	4%	2%	0%	0%	0%	0%
WEST REC														
Lower Studio	9%	47%	47%	47%	2%	5%	4%	4%	0%	0%	0%	0%	0%	0%
West Rec	51%	53%	30%	6%	44%	44%	44%	44%	50%	13%	13%	13%	13%	7%
EAST REC														
East Conference	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
East Rec Center	3%	56%	58%	58%	62%	20%	20%	22%	20%	19%	15%	15%	13%	8%
OVA														
Suite 6	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

CPC Report Phase 1

B. Report on the Computer Learning Center

This report is included following the report mentioned in IV.A above.

Oakmont Computer Learning Center

Oakmont Computer Learning Center – really Oakmont Technology Learning Center

- Provides continuously updated instruction with volunteer instructors, assistants and computer maintenance staff
- Provides instruction during three terms/year – Fall, Winter, Spring
- Provides 12 computers and a teaching station in dual Mac and PC platforms
- Provides equipment security via video cameras
- Provides an Open House three times/year
- Provides a Tech Forum highlighting developments in technology three times/year
- Provides low-cost (\$5/session) instruction in several formats
 - **Basic** Mac & PC operating system classes for computers, tablets, cell phones, cameras
 - Basic **program** classes: Word, Excel, Email, Internet, Powerpoint
 - Genealogy classes: Beginning Genealogy, Genealogy on the Internet, Family Treemaker, Legacy, Genealogy Research Skills
 - Photography classes: Camera to Computer, Photoshop Elements, cellphone photography, movies
 - Quicken, Skype, iTunes, internet safety, Facebook, social media
 - **Open classes** (Q & A classes for follow-up learning)

Data for the past two years: (see class schedules/data sheets for specific terms; OCLC Database Numbers document the number of times a specific class has been offered in the past two years)

Year/Session	Classes	Students	Hours of Instruction
2014/2015			
Fall 2014	14	93	130
Winter 2015	12	80	160
Spring 2015	11	49	98
2015/2016			
Fall 2015	17	106	212
Winter 2016	25	159	335
Spring 2016	17	67	134

Other notes:

- Enrollments are lowest in spring term; overall enrollments are continuing to increase
- The summer term is used for upgrading the equipment and software, very time-consuming
- This “school” functions well because of a cadre of committed volunteers (see Classroom and Program Responsibilities)
- Because of the software, the computers are not appropriate for unsupervised use; there are other options that could provide equipment for personal use
- The use of the Computer Center as a meeting room would be problematic. Instructors need preparation time using the center computers and access to the room before and after classes for set-up and shutting down.

June 4, 2016

Oakmont Computer Learning Center
Classroom and Program Responsibilities

President -- Dan Gaffney

- Prepares agenda and arranges for Board meetings
- Schedule dates and obtain venue, setup, for Orientation & Open House
- MC Instructor/Assistant Orientation and Open House meetings each term
- Coordinates with Tech Forum planning; arranges for publicity via NextDoor, OVA News Blast
- Determine participants in New Residents Reception
- Maintains the OCLC Bylaws

Treasurer – Mike Noble

- Record and process class receipts, grants and any other sources of income
- Record and process payments for expenses, equipment, class refunds, etc.
- Maintain Quicken account for the above
- Ensure that the Bank and OCLC accounts balance
- Maintain files for bank statements and expense documentation
- Generate annual financial documentation to the OVA
- Generate monthly or bi-monthly financial documentation for the BOD meetings
- Misc. number crunching

Secretary – Caroline Keller

- Take and record the actions taken by the BOD at regular and special meetings
- Maintain minutes on a yearly basis, to be archived
- Provide copies of minutes for BOD meetings and on request

Job #1 – Communications Assistant – provides assistance to the Board in the communication of information to potential students. (Susan Boak)

After schedule/course descriptions are developed each term:

- Make the following copies:
 - Course descriptions – 100 copies
 - Schedule – 125 copies on colored paper
 - Class survey forms – 200 copies
 - Tech Forum flyers and program descriptions
- Distributions:
 - Post on OCLC bulletin board
 - Place in OVA Office, OCLC hallway bins, and classroom literature bins
 - Open House – for front desk
 - New Resident's Reception – for OCLC booth
 - Post half-page flyers on OVA bulletin boards as needed

- Plan and maintain hallway bulletin board
- Check & maintain supplies (white board markers, printer paper, etc.)
- Coordinate with OPCUG & OakMUG as needed

Job #2 – Class/Student Data Assistant – this position provides support to instructors

- Create & provide student name tags for each class
- Create & post 3-page chronological calendars for each term
- Maintain class folders in teacher box; create door signs for each class

Job #3 – Tech Forum Coordination – organizes & conducts the Tech Forums in conjunction with Open House (George McKinney)

- Determine topic for Tech Forum and solicits presenters
- Create flyers, Oakmont News articles, and paragraph descriptions, cc OakMUG, OPCUG liaisons
- MC Tech Forum presentations

Job #4 Registration Coordination – conducts class registration – (Justine Haugen)

- Monitors and replies to messages on the OCLC phone line
- Registers students for classes
- Emails instructors with class lists and student phone numbers and email addresses
- Coordinates class changes with students, instructors
- Collects enrollee payments and submits data for inclusion in database

Job #5 – Classroom Assistant – Monitors classroom status – (Arlene O'Rourke)

- Coordinate classroom cleanup of screens, tables, carpet
- Assists with book distribution

Job #6 – Maintenance and Security – Maintains computers and security – (PB, MN, DG, PK, JG)

- Provides a list of who to call for classroom computer room concerns
- Provides OVA with a list of individuals to have magnetic card access to the OCLC classroom
- Services computers at end of each instructional period
- Schedules room maintenance; carpet cleaning, etc. Coordinate with Maintenance and Class Asst.

- Develop and maintain written procedures for maintenance and class preparations for the OCLC computers, both Macintosh and Windows environments. Procedures should be sufficiently complete as to allow knowledgeable, non-maintenance personnel to perform the required actions.

Job #7 – Program Assistants –coordinates instructor information and classroom organization

(Caroline Keller/Linda Canar)

- Develops class schedule each session (CK)
 - Contacts instructors and potential instructors
 - Arranges class dates and times
 - Enters class schedule & enrollee information into OCLC database
 - Verifies enrollee class payments
 - Forwards database & enrollee payments to OCLC treasurer for deposits
- Maintain class schedules (LC)
 - Sends updated schedule to Oakmont News for each biweekly publication
- Develops Course Descriptions (LC)
 - Provides each session course description list to Webmaster and Communications Assistant
 - Maintains course catalogue and provides changes to Webmaster
- Monitors oclc@sonic.net
 - Answer and document email responses
- Distribute Orientation Package copies (different colors)
 - In Teacher/Assistant binder on counter
 - In Instructor/Assistant back literature bins
- Coordinate Instructional materials:
 - Purchases and stocks instructor textbooks
 - Provide schedule for getting textbooks from locked cabinets for instructors
 - Maintain laminated Mac/PC Differences chart
 - Hang only current name tags on bulletin board
- Update Team/Team Tasks Lists & provide to Board members
- Maintain lists of cupboard & bulletin case key holders
 - Provide control for extra keys
- Maintain Board of Directors list and post copy on back bulletin board

Job #8 – Web Master – (Pat Barclay)

- Posts OCLC general information and registration information
- Posts class schedules and course descriptions
- Maintains website

Job #9 – Instructor & Assistant Orientation –coordinates annual instructor orientation

(Linda Canar/Caroline Keller)

- Update Teacher Packets and distribute once a year:
 - Classroom Operating Instructions (LC)
 - Instructions for Instructors & Assistants (CK)
 - Policy Restrictions (MN)
 - Mac/PC Keyboard chart
- Schedule and send notice of orientation meeting every August

- Maintain email list of instructors

Job #10 – PC and OakMUG Liaison (TBD)

- Obtain flyers from liaisons
- Distribute tech forum flyers/information to PC & Mac liaisons, Boomers group

Updated: 9/20/15