

**Vernon College
Community Interaction
Improvement Task Force
Vernon Campus**

Process Improvement Recommendation

The Vernon Campus Community Interaction Improvement Task Force committee makes the recommendation that the Facility Reservation process be further evaluated to improve the current process. The committee would like to see easier access and more advertised availability of Vernon Campus facilities.

- Designate a “go to” person, to field all questions regarding facility request and facilitate activities on master calendar. This person would also be responsible for contacting appropriate person/persons by following a flow chart of the chain of command for each facility. This would alleviate the current run around when someone from the community calls asking about the use of our facilities and does not know who to contact.

- Adding Facility Reservation information to the Community tab on the Vernon College homepage. This information would include what facilities we have available for use and how you go about reserving those facilities.

- We recommend that a detailed community reservation form be designed. This form should explain our facilities, guidelines, and the amenities that are available to the community. This would determine a fee if so deemed appropriate for the room and amenities.

- Improvement of internal communication of activities on the Vernon Campus. Per our discussion of communication, it was discovered that our facilities were being utilized by certain community organizations. But due to lack of communication, employees were not aware of events.

- The committee questions the approval process. Our current process seems vague and random on who approves which facility and what for.