

Submitted on Friday, November 1, 2019 - 9:54am
Submitted by user: nac520
Request: 44

Request Date: November 1, 2019

Request Name: Admissions Storage Space

Request Contact Name: Nicholas Conlin & Peter Martinez

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Department Submitting Request: Admissions

Administrative Affairs

Nature of Request: Requesting additional or alternate square footage without a specific room/space/location already identified.

Is this change expected to be temporary: No

Preferred Allocation Date: November 29, 2019

Request Funding

Has Funding for this Request Already Been Identified? No

Proposed Funding: Unknown at this time.

Space Allocation Details

Type of Space Needed

With our new Admissions Director and Vice President the office of admissions has been ordering thousands of pieces of brand new merchandise. T-shirts, pennants, lanyards, posters, die-cuts etc etc. Currently the office does not have a large enough space to hold all of these materials. We have been shuffling boxes from one empty office to the next and this is not a viable solution. We need a space large enough to accommodate dozens of boxes ranging in size. A large office space would most likely work. We are located in the SBS building and that is where the space would be needed.

Alignment with University Principles

[HSU Strategic Plan](#)

Strategic Plan Goals: Goal 3: Strengthen partnership with local communities

Goal 3 Details:

Part of the materials that have been ordered and used are t-shirts to give away to local community members at our HSU hosted football games. We have gone through hundreds of t-shirts in the last two months and have ordered thousands more. We have also been giving away hundreds of other pieces of materials at these football games and the local community has been very receptive to our efforts. It has proved challenging however to manage the inventory of materials as they are currently spread out across campus. This ineffective approach could result in a failure on our part to be truly successful in our efforts to maintain a strong relationship with the local community.

Collective Impact:

The materials that the admissions department uses are given to thousands of prospective students all across the country. This marketing material is what helps students decide if HSU is the right school for them. In order for our team to be effective in their recruitment efforts, the support staff needs to be able to access the marketing materials in an appropriate way. The current design of the department does not allow for this process to be as effective as we need it to be. A large, dedicated storage space would help our department improve efficiencies and ultimately help the admissions team recruit in the most effective way possible.

Request Importance - Needs Analysis:

We currently have materials spread out throughout the department and first floor of the SBS. Some of these spaces are almost unusable due to the amount of materials that are in them. We do not want to continue hindering the use of spaces with our materials.

Recent History: Workload Increase

Recent History Details:

With our new Director and Vice President coming on board they have pushed our department to work harder and be more effective in targeted recruitment efforts. We have been ordering thousands of pieces of marketing materials and promotional items. With the increase in this workload a new storage area was never discussed. Currently we do not have an effective space within the SBS

building to store these materials. This has resulted in some mistakes that have negatively impacted the admissions counselors abilities to recruit in the most effective way.

Department Outcomes and Objectives Related to this Request:

We are hoping to improve our efficiencies within the department to help our efforts in both local and statewide recruitment. The marketing materials being used need to be accessible by everyone in the department and we want to create a better structure of access and use for these materials.

Assessment Plan

Assessment Plan:

We currently have multiple documents we use to track and manage our materials inventory. These sheets are based on a weekly approach so we can track how much material is being used week by week. With the current dysfunctional storage we are having a challenging time maintaining an effective inventory management system. With the new storage space we plan on incorporating the current tracking model in an even more detailed way. Having all of our materials located in one space will allow us to get a better handle on what we are using. This will ultimately allow us to also maintain a better budget and manage our resources in the most effective way possible. If this request is not approved we will continue to have an ineffective process for storing materials and supporting our recruitment staff.

Additional Document Upload

Additional Document Upload

Additional Document Upload

Additional Relevant Information Not Previously Addressed:

Routed for Review

