

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council			
OBJECTIVE OF MEETING: Take a tour of the new Print Shop			
DATE OF MEETING: 11/26/2019 TIME: 1:30pm		LOCATION/ROOM #: Administrative Conference Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Olga Prizhbilov			
NOTE TAKER: Olga Prizhbilov			
MEMBERS PRESENT: Michele Arnott, Roger Davidson, Keri Jumelet, Sarah Mattson, Cheryl Sears, Craig Weckman, Jacob Couch, Jan DeLapp, Kathleen Jaques, Olga Prizhbilov, Regena Tiner			
INVITED GUEST(S): Don Reid			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
		5	
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Meet in Admin Conference Room and walk over to print shop together	Olga Prizhbilov		

Tour of New Print Shop	Don Reid	<p>Don Reid gave tour of the New Print Shop and the various printing capabilities it has.</p> <p>Don and his team aim to be environmentally friendly - to the best of their ability, any materials that can be reused are being reused. Anything new that is bought is from environmentally friendly vendors.</p> <p>"Wayfinding" project is now at the print shop. Together with Operations and Facilities, should be able to have all signage up before the start of Spring 2020 semester.</p>
ITEMS FOR FUTURE CONSIDERATION:		
Topic	Contact Person	
NA		