

## Meeting Notes

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

Topic	Contact Person
NA	