

Operations Council

Meeting Notes

NAME OF COUNCIL/TEAM: Operations Council			
OBJECTIVE OF MEETING: Take a tour of the new Print Shop			
DATE: 11/26/2019 TIME: 1:30pm		LOCATION/ROOM #: Administrative Conference Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Olga Prizhbilov			
TIMEKEEPER:			
ASSISTANT: 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			
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	Don Reid gave tour of the New Print Shop and the various printing capabilities it has. 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. "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.	
ITEMS FOR FUTURE CONSIDERATION:			
Topic	Contact Person		