

**Signage Committee**

**Meeting date | time** 6/8/2018 1:00 PM

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| |  |  | | --- | --- | | **Type of meeting** | Information Sharing / Discussion | | **Facilitator** | Mickey Yeager | | **Note Taker** | Laura Smith | |  |  | | |  | | --- | | **Attendees:**  Mickey Yeager, Kayla Steen, Kevin Anspach, Debby McDowell, Laura Smith | |

**Review Minutes from last meeting**

**New business**

* Review of Harmony site signage
  + manufacture agreement has been completed
  + Internal piece to edit the files for locations that needs to live on the board
  + Digital signage piece – selection of a vendor is in process and this will directly correlate to the digital piece at the OC campus
* OC Signage plan
  + Goal for the OC campus is going to be the same approved signage system as Harmony Campus
  + Signage at pedestrian and automotive levels as well as wayfinding signs to be included
  + Signage is ADA compliant
* Review of college services focus group meeting on June 1st regarding campus signage challenges (what works and what doesn’t). Detail of comments attached.
  + Clarifying parking lot colors and communicating that to staff (web page posting?)
  + Digital signage is greatly anticipated (can there be advertising?)
  + Wayfinding at all levels including truck delivery level at key locations?
* Campus safety would like to add signage to their office at the Harmony East location on the wall beside their office (adding signage at eye level)
* Harmony West has had items taped onto the windows. It was discussed to add a notice on the ‘posting policy’. Kevin will email and discuss.

**Around the room**

John Ginsburg would like to add “welcome banners” at the beginning of the terms utilizing a few of the seasonal light pole banners in the quad to welcome students.

Elevator sign replacement – Randall

**Next meeting - TBD**