

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category (Use <u>underline</u> to highlight)
OC Wayfinding	Mickey Yeager		Review OC Wayfinding project highlights: <ul style="list-style-type: none"> • Sea Reach is the manufacturing/installation firm that has been selected and they have provided the first set of concept drawings for approvals • Tentative completion date is the end of summer term 2020 • Currently refining placement and construction of monument signage • Sea Reach will assess the digital element of the monument • Digital element to the monument may or may not be on the final monument, however, it may be relocated for maximum visibility and ideal message content viewing. 	<u>Discussion</u> Decision Advocacy <u>Information</u> Document
Signage Guidelines	Mickey Yeager		Review/Update signage guidelines document	<u>Discussion</u> Decision Advocacy Information Document
Defining signage for the Guidelines			Signage is: <ul style="list-style-type: none"> • Public facing visual communication • Forward facing messaging and materials • Not imposing the types of activities within a building or workspace 	<u>Discussion</u> Decision Advocacy Information Document
Bulletin Boards			The signage committee acknowledged that there is a continued need for bulletin boards at CCC to convey visual messages to staff/students. Currently bulletin boards are color coded for separate messaging: <p><u>Red Boards with Blue Trim</u> - are reserved for ASG approved college related materials/posting.</p> <p><u>Gray Boards with Blue Trim</u> - are for department board and are utilized by faculty/departments that are specifically for their department.</p> <p>Color TBD - for the community boards and are for the outside community members</p> General notes about bulletin boards: <ul style="list-style-type: none"> • The color scheme works well and match the school colors 	<u>Discussion</u> Decision Advocacy Information Document

			<ul style="list-style-type: none"> It was noted that the bulletin boards are hard to tack to 	
Items that need to be addressed / added			<p>Posting on windows is a safety and maintenance issue</p> <p>Poster policy – portions of the policy is regulated by ASG</p> <p>Provide guidelines for appropriate postings for departments that need additional postings</p> <p>Temporary signage – how and where can the postings be allocated</p> <p>Initiatives need to be rolled out with instructions for a timeline for postings and/or instructions for removal</p> <p>Rules around banners and how to get departments to adhere to regulations</p> <p>Permanent system for banners with an approved location for the banners</p> <p>Prioritization of banners</p> <p>Wayfinding for temporary signage/daily events – CS is moving away from daily signage and posting</p> <p>Outside events postings</p> <p>Vinyl is a new medium that will need to be reviewed</p> <p>Types of signage:</p> <ul style="list-style-type: none"> Sign receivers Poster frames 	<p><u>Discussion</u></p> <p>Decision</p> <p>Advocacy</p> <p>Information</p> <p>Document</p>
Marketing Boards Standards			<p>Add # of marketing reader boards per building/floor</p>	
Slideshow of signage on campus	Mickey Yeager		<p>The following postings have been observed on the campus that are not desirable for a professional consistent visual message to staff/students:</p> <ul style="list-style-type: none"> Postings laminated and stapled to the wall Laminated paper that is posted on a window with packing tape Blue tape being utilized to hold up posting Classroom schedules taped to the walls Non-standard suction cup hours sign 	<p><u>Discussion</u></p> <p>Decision</p> <p>Advocacy</p> <p><u>Information</u></p> <p>Document</p>

			<ul style="list-style-type: none"> • Small cork tack strip congested with signage • Community center cork board is water stained and needs to be refreshed • Emergency postings systems needs to be updated • There is a need for additional way finding – signage for interior wayfinding problem areas <p>Other signage noted:</p> <ul style="list-style-type: none"> • Stand up banners/signage could be promoted and utilized throughout the campus • Doors are being decorated and signage committee doesn't have jurisdiction, but may need to review the methods of application for doors 	
Questions			<ul style="list-style-type: none"> • Should there be new placement for AED stickers (new location / larger size)? • How to clean up extra signage that faculty has posted on doors and windows, i.e. hours of operation? • There is a need for faculty/staff to communicate and promote their programing without violating the signage guidelines. What types of signage holders can be used? 	Discussion Decision Advocacy Information Document
Action Items			<ul style="list-style-type: none"> • Check on AED – Regulations and standard size/locations 	
Upcoming Meeting Dates	Start Time	End Time	Location	
			Lewelling Building	LW101
Invited				
Mickey Yeager, Bob Cochran, Deby McDowell, Jennifer Jett, Kayla Steen, Kerrie Hughes, Kevin Anspach, Kyle Thomas, Laura Smith (recorder), Lori Hall, ASG Representative				