



MEETING MINUTES

Meeting Name: Signage Committee
Meeting Date: 10/15/2020
Time Begin: 3:30 p.m. • **Time End:** 4:30 p.m.
Facilitator: Mickey Yeager

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category (Use underline to highlight)
Signage Guidelines – Comment Review	Team		<ul style="list-style-type: none"> The guidelines were discussed and there was a consensus that the document is at a point that it can go through CUDC and then college council. It was asked that if there were any punctuation errors or other notations to email them over to Mickey/Laura for changes before submittal to the committees. CRM - Lori Hall volunteered to proof the document To finalize the document and create a professional appearance CRM will be adding artwork for the section breaks and formatting the document. This will enable the document to have a better digital presence as well. 	<u>Discussion</u> <u>Decision</u> Advocacy Information Document
Next steps for Signage Guidelines	Mickey Yeager		Next steps for the guidelines: <ul style="list-style-type: none"> Any 'rough draft' final touches by signage committee Presented to CUDC for review/approval Submitted to college council for the first review 	<u>Discussion</u> <u>Decision</u> Advocacy Information Document
Campus Wayfinding update	Mickey Yeager		The construction of the pull out kiosk service directory located at the main entrances is under way. <ul style="list-style-type: none"> The entrances to the kiosks are being constructed at this time and will be paved at the end of the month. The signs are pending final proof. 	Discussion Decision Advocacy <u>Information</u> Document
Entrance Monument update	Mickey Yeager		Sea-reach will be meeting with the City of Oregon City with a concept plan and determine the City's signage requirements with regards to sizing and materiality.	<u>Discussion</u> <u>Decision</u> Advocacy Information Document
Upcoming Meeting Dates	Start Time	End Time	Location	
TBD	1pm	2pm	Lewelling Building	LW101
Invited				
Mickey Yeager, Lori Hall, Kevin Anspach, Deby McDowell, Jennifer Jett, Kayla Steen, Kyle Thomas, Laura Smith				

