

Apparel Committee Minutes – May 2, 2005 – 12:00 pm,
1233 Park St. (Office of College Services)

Attendance

Students
Jan Morrill
Elisa McCool

Faculty
Cecilia Knight
Evelyn Freeman

Staff
John Kalkbrenner
Cassie Wherry

Review February

Minutes of the February minutes were approved without amendment.

Review of Action Items from last meeting

The vendor list to include vendors providing blank t-shirts is not complete. Vendors who offer printing are assumed to use the more inexpensive product of current time, so their suppliers are not consistent. The list will continually improve, progressing into next year – 2005-06.

Jerzeez (by Russell Athletics) is now on approved FLA list.

Cassie has been added to WRCs mailing list and will receive updated e-mails.

All departments have been contacted and responded (Facilities Management, Dining, Angie Story) with regards to code of conduct compliance and notifying vendors. Student Affairs has not responded to request.

Facilities Management works with one vendor
Dining works with 3 vendors
Angie Story's staff orders from the Bookstore
Student Affairs has not responded

New Business –

It has been confirmed the cover letter and code of conduct is to be sent to each vendor on an annual basis.

SGA has added a new by-law complying with the code of conduct and will do so regardless of \$500 set spending amount as previously agreed to by committee.

Just Garments; an employee-owned, unionized company of El Salvador; was mentioned as a vendor to use for blank t-shirts. New idea discussed mentioning a student contest. Students would be asked to design a t-shirt to be printed by Jess Garments to advertise vendor. (Gap formerly used Jess.)

New students need to be appointed to committee for next year; possibly Molly Blake, Smita Sharma and Susan Hildebrand. Elisa McCool would like to return for another year.

Faculty members need to be appointed by FOC; contact Jon Andelson. Cecilia Knight and Evelyn Freeman are offering to return next year.

Action items:

Marcy –

- Correct broken links on web page; add referral document mentioned in code of conduct once received.
- Start a central file to be stored in the Office of College Services containing response letters to code of conduct by vendors.
- Copy response letters from the Bookstore's binder to add to new central file.
- Send code of conduct and cover letter to vendors used by Facilities Management and Dining Services.
- Publish minutes on web page one week after received by committee, with updates/corrections.

Elisa will send to Marcy a list of all physical, e-mail, and web addresses of vendors used by above mentioned offices.

Jan will attempt to make further contact with Student Affairs regarding who they use for vendors for their blank t-shirt projects.

Jan and Elisa will seek the document referred to in the code of conduct and send to Marcy to be added to the web page.

Closing Remarks

Thank you to all committee members for participation this year. Have a great summer.