

Apparel Committee Minutes – November 21, 2005 – 12:00 pm,
1233 Park St. (Office of College Services)

Attendance

Students

Elisa McCool

Smita Sharma

Faculty

Cecilia Knight

Evelyn Freeman

Staff

John Kalkbrenner

Review of Action Items from last meeting

Dining Services/Facilities Management use vendors who are intermediaries between customers and manufacturers.

Distribute recommended vendor list to campus.

Athletics - vendors have been updated with GC policy.

Bookstore update unavailable.

New Business –

The following was discussed:

Requesting list of production facilities from vendors.

Letters are to be sent to all vendors on even-numbered years; new vendors will receive letters and code of conduct when they first conduct business with the College.

Contacting Student Affairs to learn which vendors are used for blank t-shirt projects.

Defined update period stated in policy of when to re-send letter w/code of conduct.

Policy amendment distributed to committee.

Action items:

Marcy/John

- Draft guidelines for campus offices and organizations regarding apparel purchases.
- Add bullet to letter (list of vendor's production facilities).
- Add amendment to website after committee's approval.

Create a list of campus contacts to add to central committee file.

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

Agenda for next meeting:

Approval of minutes

Discuss documents from Cassie Wherry.

Approve draft of guidelines for GC departments and organizations.

Approve new item in letter.

Discuss amendment to approve.