

# Operational Services Council

Nov. 14, 2019

2:30 pm – 4:00 pm  
Central Services Building, CT-S-201

## AGENDA

### Desired Outcomes

*By the end of this meeting, we will have:*

- Approved Minutes from Oct. 10, 2019
- Listened to Constituent and Member Concerns (*as needed*)
- Heard Chair's Report
- Heard a Presentation on Marketing
- Heard Updates from Facilities, OIT, and Business Services
- Heard MC Annual Report Summaries

|    | Time                 | Content   | Leader/Presenter                    | Process                         |
|----|----------------------|---|-------------------------------------|---------------------------------|
| 1. | 2:30 – 2:40<br>(:10) | Call to Order <ul style="list-style-type: none"><li>• Agenda Review</li><li>• Approval of Minutes (Oct. 10, 2019)</li></ul> | Ed Riggs, All                       | Present<br>Discuss<br>Move/Vote |
| 2. | 2:40- 2:50<br>(:10)  | Open Comment Period (Constituents and Members)  | All                                 | Discuss                         |
| 3. | 2:50-2:55<br>(:5)    | Chair's Report  | Ed Riggs                            | Present,<br>Discuss             |
| 4. | 2:55-3:25<br>(:30)   | Marketing Best Practices<br><i>"How to create awareness"</i>  | Emily Schmidt                       | Present,<br>Discuss             |
| 5. | 3:25-3:40<br>(:15)   | Regular Updates: <ul style="list-style-type: none"><li>• Facilities</li><li>• OIT</li><li>• Business Services</li></ul>     | Regular or Proxy<br>Representatives | Present,<br>Discuss             |
| 6. | 3:40-3:55<br>(:15)   | MC Annual Report Summaries  | Assigned Council<br>Members         | Present                         |
| 7. | 3:55-4:00            | Announcements, Adjourn  | All                                 | Present                         |
|    |                      |   |                                     |                                 |

2019 Upcoming Meetings: Dec. 12 (*All meetings are from 2:30-4 pm. in CT S108*)