1. Speaker: Michael Post, Assistant Director of Publications and Printing
	1. Additional document with speaking notes (separate document)
	2. Rebrand and reintroduction of Pub and Print
	3. They are open – half of staff is remote
	4. Planning for Fall – mailings for students for summer
	5. Anticipate longer delivery times
	6. Personal printing is also still available
	7. Customer service and competitive pricing available – high quality
	8. 7 full time staff members & 1 part time staff member
	9. 72 years of service to UWG – 120 years of experience
	10. If you have to go off campus for printing – please let him know so that he can address the issues
	11. Some design services available along with UCM
	12. Most jobs are completed on-site – partners to help with jobs that need additional help
	13. Updated pricing – soon updating website – pricing posted on website
	14. Working on becoming G7 Certified
	15. Variable data printing – customized items – adding names to mailings
	16. Turn key options – being able to print and then send out or finish the project
	17. Upgrading equipment – leases are expiring
	18. Complimentary services – promotional products – logo work – ordering
	19. Renaming to UWG Print Services after July 1st
	20. Brooke Keaner – Dedicated Customer Service Coordinator
	21. Still submitting jobs through email – hoping to integrate an online job submission form soon
	22. What do you print?
		1. Canvas Prints
		2. Stationary
		3. Business Cards
		4. Pocket Folders
		5. Notepads
		6. Laminating
		7. Posters
		8. Yard Signs
		9. And more…
		10. All this can be available for your side business, church, significant other
2. How is everyone doing? What are you hearing from co-workers, other staff on campus?
	1. Wade – students stuck on campus – some international students – shopper shuttle still available – cloth masks for drivers – four people allowed on a bus at a time – cleaning the bus
	2. Jennifer – Registrar’s office – everyone working remotely – call center open – a couple people working at a time – two days a week on shifts – getting permission to come into the office – updated forms on website in order to fill them in online – numbers up for Summer and Fall for current students in registration – the move to summer online classes still in progress– student bills are not correct at this point – manual process – drop students, change the classes, and then put them in the online courses
	3. Tracy – HR – Visiting campus once a month for new hire onboarding.
	4. Stefanie Anderson – Federal Work Study (and regular student assistants) students are continuing to be paid. Offices that are able to provide remote work are doing so, but other offices are assigning Develop West content for students to work on – Financial Aid is fully processing remotely – Federal Work Study funding requests for Fall 2020/Spring 2021 will be sent out in April – May 16th for the last day for Federal Work Study – Engage West Staff Edition information to follow: no updates
	5. Katie Brittain – The Cashier’s office is open daily – regular hours – Google Digital Garage has free modules
	6. Ashley from the Coliseum – all of them are working remotely – events have been cancelled
	7. Chantasia Arnold – Dr. Kelly said that we would be working remotely until April 30th, but that date may be extended
	8. Embry Ice – The School of Nursing is working completely remote. Clinical sites are not allowing students on site for clinicals, but our faculty are doing a wonderful job setting up virtual practicum experiences
	9. Juli Humphries – Most of the accounting office is working remotely and using the ITS tracking app for on/off campus location
	10. Brett Sauls couldn’t be at the meeting due to being on a call with other new student programs around the state to figure out what to do about summer orientations
3. Officer Updates
	1. Allyson – PAC Notes – meal delivery – potentially extending the work from home until June/July (nothing confirmed yet), disinfecting housing, refunds going out – part higher one, part checks
	2. Nominations going out for the Secretary position going to be sending out soon
	3. Updates from last meeting pending
	4. Plan for speakers – Dr. Kelly for May – would like to meet Dr. Fortune and Dr. Brunen, Michael Nelson
	5. State USG Meeting – Exec members will be on the call, anyone else who would like to join the call
	6. Tina – no staff awards allowed – waiting on USG
	7. Jessica – notes on the SAC Notes in Shared drive – hoping to get link on website, but will send out link to reps if we’re not able to do that
4. Committee Updates (Engage West, Accessibility, others)
	1. Holding pattern
5. Other Business/Questions

In attendance: Shawn Isaacs, Jessica Renard, Tina Skinner Reece, Allyson Bretch, Jennifer McNiel, Katie Brittain, Stefanie Anderson, Chantasia Arnold, Tracy, Juli Humphries, Amy Lavender, Ashley Prather, Ashley Swancey, Christy Rabern, Nikki Gage, Embry Ice, Jennifer McManus, Wade Jennings, Sean Jepson, and more

Next Meeting: May 13th – Virtual invite sent out at a later date.