Excused/Absent: Sarah Kentner, Kieran Murphy, Ray Tennison, Jamaica Benas, Matthew Lewis, Kelsey Gerber, Tina Calcagno, Jennifer Alvarez-Smith, Lorelei Hacholski, Betsi Burns, Amber Miller, Michael Usher, Stephanie Sferra, Andie Roeder Moody

1. Brief discussion re: voting with 11 of 25 members:
   a. Decision to only vote on passing January 2018 minutes (since they were sent prior to meeting)
   b. Decision to not vote on ByLaws (since we did not have suggested quorum in proposed ByLaws)

2. Approval of January Minutes
   a. Motion to approve: Jeremiah Martin
   b. Motion Seconded: Ed Gricius
   c. ACTION: Passed

3. Follow-up on action items
   a. Ombudsman (Joyce, Jacqueline & Matt)
      i. Update: tabled, sub-group still needs to meet & discuss
   b. Shuttle Proposal (Jeremiah & Joyce)
      i. Update: tabled:
         1. Joyce will pursue with USGA one last time
         2. Jeremiah proposed to remove item from USC agenda, in line with the current University financial climate (to be determined at March meeting)
   c. Bylaws (Betsi & Joyce)
      i. Update: postpone to March meeting with more people present
   d. Human Capital
      i. Update: waiting for HR/Administration to provide feedback/outcomes from Financial Working Groups
ii. Noted: USC represents staff, not Administration

4. New Business
   a. Request for Officer to be present at start and end of work day to assist in smooth traffic flow
      i. ACTION ITEM: Latonya Allen will contact Security with request

5. Committees Reports
   a. Communication
      i. Newsletter material – please submit asap for March 10th issue
      ii. Cookies on a Cart –
          1. LSC: over 60 participants, added over 40 email addresses to ListServ, sent follow-up THANK YOU with flyer attachment
          2. Call for volunteers
             a. March 16th at WTC – 3 sets of 1 hour shifts
             b. April 17th at HSD – 2 sets of 1 hour shifts
   b. LEEF
      i. Current balance update
      ii. No new requests since January meeting
      iii. Contacted HR re: asking recipients to be “profiles” of the program, HR affirmed that it is anonymous, but would contact recent recipients to see if they would be willing to give a quote
      iv. HR indicated targeted fundraising efforts should be communicated through the USC ListServ
      v. Updated USC website to include proper links for payroll and one-time donations to LEEF
   c. Social Events & Community Building
      i. Farrah stepped down as Chair – thank you for your work this year!
         1. In need of Chair – any interest from members-at-large??
      ii. Pizza with the President events (12noon– 1:30pm)
         1. March 20th at LSC
         2. March 22nd at WTC
         3. March 23rd at HSC
   d. Staff Development
      i. Lunch & Learn
         1. February 28th at 12noon – Perks of Being a Rambler!
            a. WTC -- School of Communications 222 (Danielle Hanson)
         2. March 2nd at 12noon – Wellness & Yoga
            a. HSC – SSOM 170 (Sandi Tenfelde)
         3. TBD – Campus Recreation (more info to come)
            a. LSC – tbd
      ii. LUC & Me: first cohort to be emailed 02/19, and scheduled to
         1. Call for Mentors (for future cohorts)
   e. Staff Recognition
      i. Monthly nominations

6. Adjournment
   
   Next Meeting: March 15th