I. Call to Order – Cindy Billington  
A. Motion: Sarah Franke  
B. Second: Katelynn K.

II. Roll Call of Members and Quorum update – Tamra Young  
A. Present: Cindy Billington, Sarah Franke, Tracy Young, Monica Hartman, Carria Collins, Vernon Camus, Marcos Mendez, Crystal Riles, Martha Parker, Tracey Posey, Katelynn Kellogg, Eric Webb, Latia Peavy, Holly Hudson, Katie Giordano, Dr Debjyoti Banerjee, Stephanie Gomez, Bree Wright, Cindy Hurt, Sandra Church, Agatha Alonso  
B. Absent: Kristina Ballard, Lori Bienski, Jennifer Bradford, Jacob Clough, BB Gayton, Alicia Meza, Kelli Isaacks, Kamola Owen Milton, Brian Payne, Joe Prather, Tyler Raszick, Stephanie Thompson, Angela Vasquez

III. Welcome Visitors – Cindy Billington  
A. Courtney Charanza in place of Pam Praesel, Barb Schumacher, Grace in place of Kari DeStefano, Robin Watkins, Ellyn Felton, Melanie Cobb, Debbie Huff

IV. Approval of Minutes (November 16 meeting)  
A. Motion: Sarah Franke  
B. Second: Tracy Young

V. Reports:  
A. USC structure through university changes – Cindy Billington  
1. USC has discussed and verified that we will not make changes to membership or structure until dust settles from MGT.  
2. Please continue to serve through this academic year. Your voice and advocacy is important.  
3. Will need to replace Eric Webb as treasurer for the remainder of this academic year as he has taken a position outside the university. We will be sending out a call soon. If you are interested, please reach out to Cindy and cc Sarah.

B. MGT Implementation Committee & Working Groups  
1. Cindy Billington will represent USC on the Implementation Team.  
2. Numerous working groups that will need staff representation. Email Cindy and cc Sarah to let us know where you would like to serve. We will advocate and recommend staff to serve.

C. Meeting with VP – HROE: Cindy Billington  
1. Juneteenth – Falls on a weekend this year but HROE is looking at how it could be incorporated into the calendar for future years. This led to a broader discussion of how to observe and honor holidays that do not involve time off. There are opportunities for education and broadening of awareness among staff.
2. Flourish rename - Living Well
3. Mental illness leave and mental wellness - University is looking at addressing this issue on broader scale

D. Inquiries: Sarah Franke
   1. Mental illness leave denial issue. Work Life & Benefits committee has been tasked with making a recommended revision to the current sick leave policy to explicitly address use of sick leave for mental illness and mental illness-related visits.

E. Treasurer update: Eric Webb - Q1 Report
   1. Eric gave a brief report on the Treasurer role.

VI. Committee names:
   1. Branch Campus - new committee. Organizing and moving forward on their goals. They have delayed their next meeting until the MGT report adopted recommendations were released.
   2. Communications - No major updates. Thanks to the other committees who have contributed ideas and materials to add to the newsletter.
   3. Elections - Met on Dec. 14. A great amount of moving around right now. In January and February, they will work on updating the spreadsheet and also the numbers in each unit. Marcos will meet with Erin Hinojosa who is taking Natalie’s place to discuss USC and areas where she can serve.
   4. Inclusion, Equity and Respect in the Workplace - no update
   5. Professional Development – Needs to communicate with Elections to make sure they have the correct list of members for Strengths. Talking about inviting someone to talk to us about Strengths and how to apply it beyond just surface-level knowledge.
   6. Staff Emergency Fund - Approved 7 applications including September. Kari has a memo to send to the President’s office to request matching funds. Cindy B. to update and approve. Holding off on increasing the limit until more fundraising. Need two new members.
   7. Work Life Benefits – Sarah has shared areas where the committee is working concerning mental health and mental illness is concerned.

VII. External Committees
   A. Audiovisual Surveillance Technology - Sarah Franke. They have not met
   B. Council for Built Environment – Monica Hartman - They have not met
   C. Diversity Operations Committee – Marcos Mendez – Met on Dec. 9. Dr. McGowan shared her report that she was submitting to President Banks.
   D. Climate & Diversity – Cindy Billington
      1. First meeting in December. Proposals have been submitted and the committee is starting to review through February.
   E. SEBAC – Holly Hudson – Met at the beginning of the academic year but haven’t met again.
   F. Step in & Stand up – Kari DeStefano – No report
   G. Task Force for Campus Emergencies – Kam Milton – No report at this time.
   H. Sustainability Advisory Council – Sarah Franke – They have not met.
   I. TSAC – Tamra Young – No current meeting for a report.
J. University Dining Services – Sally Yang – Most of what they discussed referenced students. West Campus food hall is opening. Construction on Ag Cafe space.

VIII. Open Discussion and new Business
A. New USC Admin: Liliana Gonzales starts January 10.

IX. Adjourn
A. Motion: Cindy Hurt
B. Second: Vernon Camus

X. Next meeting
A. January 18, 2022, 8:45 – 10:45 am, Rudder 601. Zoom link available on our website for out-of-town representatives and campus constituents.