| Agenda item: | Review SC website images |
| Summary of Discussion (e.g. key topics, presenter): | Gretchen C. discussed work of her group to resize and standardize images on website |
| Action Items: |  |

| Agenda item: | News and Resources section of website |
| Summary of Discussion (e.g. key topics, presenter): | Group discussed restructuring News and Resources section; Came to decision to restructure with News and Resources separately; |
| Action Items: | R. Trammell will write intros for both sections and circulate to group for feedback; Gretchen will separate out sections in Red Dot. |

| Agenda item: | Staff Council timeline |
| Summary of Discussion (e.g. key topics, presenter): | History and Achievements sections should be combined and streamlined for new website |
| Action Items: | Ann Claycombe will write a draft to circulate to group for feedback. |

| Agenda item: | Resources section of website |
| Summary of Discussion (e.g. key topics, presenter): | Group discussed three main subcategories for this section: Green Issues, Benefits; Health and Wellness. |
| Action Items: | Gretchen will add subcategories; group will email and collaborate on items; topics/links to populate. |