

**Mt. San Antonio College
Employee Wellness Committee
Memory of November 2, 2016**

Committee Members:

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|--|--|--|---|
| <input checked="" type="checkbox"/> Duetta Langevin | <input checked="" type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Marti Whitford | <input type="checkbox"/> Debbie Cottrell, United Health |
| <input type="checkbox"/> Frank Williams | <input checked="" type="checkbox"/> Jacolyn Martinez | <input checked="" type="checkbox"/> Misty Kolchakian | <input checked="" type="checkbox"/> Yadira Santiago (notes) |
| <input checked="" type="checkbox"/> Nerissa Uiagalelei | <input checked="" type="checkbox"/> K.C. Kranz | <input type="checkbox"/> Carmen Conover, Kaiser | |
| <input type="checkbox"/> Sandra Weatherilt | <input checked="" type="checkbox"/> Lianne Greenlee | | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	Introductions by all in attendance. Stephanie – Student Health – sat in for Marti Whitford.	▪ None.
2. Agenda Review	None.	▪ Agenda approved as submitted.
3. Review Meeting Notes from October 12, 2016	Update typo in #6, bottom of pg 2. Should read “participant”, currently reads “participate”	▪ Memory updated and approved.
4. Employee Wellness Survey	The committee reviewed the survey draft and discussed in full details. Laptop was provided and survey was projected onto screen. Lianne updated the survey with the suggestions that were given during the meeting.	<ul style="list-style-type: none"> ▪ Survey was finalized and reviewed thoroughly. Lianne will send to committee members this afternoon. ▪ K.C. will send out the survey campus wide on 11/3/16. ▪ Survey completion deadline will be 11/18/16, 4pm. ▪ Nerissa discussed information given to her regarding prize tax. ▪ The committee will provide 5 gift cards as incentives for completing the survey.

		<ul style="list-style-type: none"> ▪ Winners will be announced on 12/1/16 ▪ Survey results will be reviewed at next committee meeting on 12/7/16.
5. Upcoming Employee Wellness Activities for 2016-2017	K.C. discussed upcoming events	<ul style="list-style-type: none"> ▪ 11/14/16 Maintain Don't Gain campaign begins, healthy tips emailed to maintain weight and reduce stress over the holidays ▪ 11/16/16 Diabetes lunch & learn
6. Date for 2017 Employee Wellness Fair	Committee will wait to select date for Employee Wellness Fair once results from Employee Program Survey have been reported. Survey addresses preferred dates for wellness activities.	<ul style="list-style-type: none"> ▪ Master calendar is not currently up with Event Services. KC will send a tentative date for the Employee Wellness Fair, for November 2017, over to Laura in Instruction to confirm there is no conflict with any other activities on Campus.
7. Extra		<ul style="list-style-type: none"> ▪ Ruben Flores will be taking the place of Jimmy Jimenez, representing Unit 651 ▪ FitBit 30 minute demo scheduled for next meeting 12/7/16 @2:45pm