

**Mt. San Antonio College  
Employee Wellness Committee  
Memory of August 3, 2016**

**Committee Members:**

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|--|---|--|--|
| <input checked="" type="checkbox"/> Duetta Langevin    | <input type="checkbox"/> Joe Jennum                 | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Debbie Cottrell, United Health |
| <input type="checkbox"/> Frank Williams                | <input type="checkbox"/> Jacolyn Martinez           | <input 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 checked="" type="checkbox"/> Sandra Weatherilt  | <input checked="" type="checkbox"/> Lianne Greenlee |  |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	Introductions by all in attendance.	▪ <b>None.</b>
<b>2. Agenda Review</b>	None.	▪ <b>Agenda approved as submitted.</b>
<b>3. Review Meeting Notes from June 1, 2016</b>	None.	▪ <b>Memory approved as submitted.</b>
<b>4. Review of Employee Wellness Activities for 15-16</b>	The Committee reviewed the 15-16 activities/events and discussed in detail.	▪ <b>May use some of the activities/events for 16-17 goals.</b>
<b>5. Committee Goal &amp; Progress Report review</b>	The Committee reviewed the goals and progress report provided by KC and they discussed the changes needed. Hoping to use employee surveys to assess and evaluate campus wellness needs.	<ul style="list-style-type: none"> <li>▪ <b>Lianne &amp; Nerissa to coordinate an employee survey, target date November.</b></li> <li>▪ <b>KC will add new goals and make changes to the current goals presented.</b></li> <li>▪ <b>Duetta indicated to K.C. there are safety credits funds available to assist with Wellness funding.</b></li> </ul>

<p><b>6. EEOC Compliance for Wellness Programs</b></p>	<p>K.C and Duetta have worked on updating the screening packet.</p>	<ul style="list-style-type: none"> <li>▪ <b>Forms have been reviewed and updated.</b></li> <li>▪ <b>File cabinet in Wellness Center holding employee assessments will be locked at end of day.</b></li> </ul>
<p><b>8. Access to 50G Weight Room</b></p>	<p>K.C. shared with Committee that Employees will have access to 50G beginning Fall 2016. K.C. and Joe updated and reviewed the forms needed for Employees to have access to 50G. They must still register at the Wellness center.</p>	<ul style="list-style-type: none"> <li>▪ <b>K.C. will provide Bob with a list of Employees that have registered/enrolled at the Wellness center along with a sign-in sheet.</b></li> <li>▪ <b>3 pieces of equipment in Wellness Center will be relocated to 50G to make room for 2 new pieces of equipment purchased from a grant.</b></li> </ul>
<p><b>9. Employee Wellness Survey</b></p>	<p>The Committee discussed the need for an Employee survey to be conducted in order to help with the facilitating of 16-17 goals and can be used to assess the employee wellness program campus needs.</p>	<ul style="list-style-type: none"> <li>▪ <b>Lianne and Nerissa will work together with a survey target date of November 2016.</b></li> </ul>
<p><b>10. Smoking Cessation Program Planning</b></p>	<p>The Committee continued to discuss planning for smoking cessation law. Smoke free campus by 2018.</p>	<ul style="list-style-type: none"> <li>▪ <b>Duetta will speak with Mike in regards to forming a new Committee needed to focus/implement new rules to be in effect by 2018.</b></li> <li>▪ <b>Board policy needs to be reviewed.</b></li> <li>▪ <b>Kaiser will look into options in regards to wellness initiatives/online competitions for employees.</b></li> </ul>