

**Mt. San Antonio College
Employee Wellness Committee
Memory of September 7, 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 type="checkbox"/> Debbie Cottrell, United Health |
| <input type="checkbox"/> Frank Williams | <input 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 checked="" type="checkbox"/> Sandra Weatherilt | <input type="checkbox"/> Lianne Greenlee | | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	Introductions by all in attendance.	▪ None.
2. Agenda Review	None.	▪ Agenda approved as submitted.
3. Review Meeting Notes from August 3, 2016	None.	▪ Memory approved as submitted.
4. Purpose and Function Statement, committee membership review	The Committee reviewed the 15-16 Purpose and Function statement and discussed in detail.	<ul style="list-style-type: none"> ▪ KC will update purpose statement. Add “for our employees”. ▪ KC will update the membership, reflect new names and terms. ▪ KC will update chair names in Membership Meeting Times section. ▪ KC will update information on person responsible for maintaining committee website.

<p>5. Employee Wellness Survey</p>	<p>The Committee reviewed the 2014 surveys offered to employees and discussed in detail.</p>	<ul style="list-style-type: none"> ▪ What are the parameters of prizes? What can the school give, what can Health Benefits offer as incentives/prizes? Participation stamps/badges, maybe t-shirt prize and a day of the month to wear the incentive t-shirt. ▪ In regards to incentives for participating in surveys-Nerissa will speak with Rich Lee; Duetta will look into using Safety Credits. ▪ Misty will create a survey and email to committee members for review
<p>6. Upcoming Employee Wellness Activities for 2016-2017</p>	<p>The Committee reviewed the activities that will be offered to employees and discussed in detail.</p>	<ul style="list-style-type: none"> ▪ KC suggested moving the Employee Wellness Fair to November 2017, committee agreed.
	<p>The Committee reviewed the next meeting date originally scheduled for October 5, 2016.</p>	<ul style="list-style-type: none"> ▪ Next meeting date has been moved to October 12, 2016