

**Mt. San Antonio College
Employee Wellness Committee
Memory September 6, 2017**

Committee Members:

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| <input type="checkbox"/> Duetta Langevin | <input checked="" type="checkbox"/> Joe Jennum | <input checked="" type="checkbox"/> Marti Whitford | <input type="checkbox"/> Arthur Gonzalez - Unit 651 Representative |
| <input checked="" type="checkbox"/> K.C. Kranz | <input type="checkbox"/> Jacolyn Martinez | <input checked="" type="checkbox"/> Carmen Conover, Kaiser | <input type="checkbox"/> Andrea Solorzano (notes) |
| <input checked="" type="checkbox"/> Joanne Franco | <input checked="" type="checkbox"/> Zaira Jimenez | <input checked="" type="checkbox"/> David Casto - Unit 651 Representative | <input checked="" type="checkbox"/> Yadira Santiago (notes) |
| <input checked="" type="checkbox"/> Sandra Weatherilt | <input checked="" type="checkbox"/> Lianne Greenlee | | |

| ITEM | DISCUSSION/COMMENTS | ACTION/OUTCOME |
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| 1. Welcome/Introductions | Introductions by all in attendance. Welcomed new members, Zaira Jimenez and Joanne Franco. | • None |
| 2. Agenda Review | Add: Review meeting notes/memory from 7/17/17 | • None |
| 3. Review meeting notes from July 12, 2017 | No meeting August 02, 2017 1 change for 7/12/17 memory: <ul style="list-style-type: none"> • Add <u>s</u> in item #6, page 4: Duetta has a goal of having a monthly new<u>s</u>letter for Risk Management for the future. | • Memory approved as submitted with 1 change. |
| 3. Purpose and Function Statement | Following changes to be made to printout provided: <ul style="list-style-type: none"> • Function <ul style="list-style-type: none"> -Bullet #4, remove <u>s</u> from: To offer programs that encourages-physical activity, emotional well-being, and healthy eating habits. • Membership <ul style="list-style-type: none"> -Update Lianne Greenlee's title: Director, Professional and Organizational Development -Add David Casto/Arthur Gonzalez as 651 rep, term 2017-20 -Update term for Joanne Franco & Zaira Jimenez to 2017-2020 | • KC will update Purpose and Function Statement, Goals, review with Duetta, and turn in to PAC for approval. |

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| | <ul style="list-style-type: none"> • Goals <ul style="list-style-type: none"> -Update #2: Continue to offer a variety of programs and opportunities to improve employee’s health and wellness and awareness. -Update #4: Communicate to employees healthy lifestyle education and opportunities. <u>Work in collaboration with the Health & Safety Committee on a quarterly newsletter.</u> | |
| <p>4. Employee Wellness Fair – Nov. 3, 2017</p> | <ul style="list-style-type: none"> • Set-up day of <ul style="list-style-type: none"> -7:30am meet time, clean-up 3pm • Theme/logo <ul style="list-style-type: none"> -K.C. is working with John Lewallen, will keep logo previously used, will add tagline “My Path to Wellness” • Roles & responsibilities <ul style="list-style-type: none"> -Need volunteers for: <ul style="list-style-type: none"> Welcome table Vendor Check-in Welcome Attendees Collect packets Raffles/announcements • Additional planning meetings | <ul style="list-style-type: none"> • RSVP’s are steadily coming in to K.C. and donations have been requested. A finalized list will be sent out closer to the date. • Lianne will work on name tags and signage for parking. • K.C. will reach out to Danny Paz in regards to booth at fair. • K.C. and Marti will check on tablecloths, and music, Mt. SAC radio station. • Joanne & Zaira will give K.C. benefits contact information. • Joe will work on speaker system, bullhorn. • Marti will send K.C. contact info for stretching booth (Student Fair). • School Dude ticket needs to be placed to check all electrical outlets prior to the fair. • Duetta – Ergonomics info table? • K.C. will check with Lisa Matthews |

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| | | <p>regarding holding a class on grass area in front of Bldg. 6.</p> <ul style="list-style-type: none">• Highlight water filling stations around campus.• Carmen, from Kaiser, will donate bags. |
| 5. Kaiser Permanente Wellness Campaigns | | <ul style="list-style-type: none">• K.C. discussed KP Wellness Campaigns: Maintain Don't Gain (8-weeks), Rest & Revive(6-weeks), Finding Balance (8-weeks). These are push-ready, turn-key, weekly health campaigns by email that engage employees and offer resources.• Carmen offered free give-aways for use with the campaigns. |