

**Call to Order/Introductions**

Chair, Mary Ann George called the meeting to order at 2:05 pm.

**Attendance**

The following persons were present: Mary Ann George (Chair), Bridget Guerin, Mary Twardos, Melanie Heinitz, Therese Collette

**Review of Minutes**

Members reviewed the notes from the February meeting. Minutes approved from February meeting.

**Ongoing Business**

- a. **Employee Satisfaction Survey Review and Recommendations**
  - i. Next stop, Dean's Cabinet
- b. **Wellness Grant Applications**
  - i. Healthy Snacks – Running
  - ii. Tai Chi in February/March/April - Running with good attendance and feedback
- c. **Take Your Break Promotion**

Mary Ann will write up a DRAFT promotion and ask Cari and Maia to measure one lap of their daily walk around the building.
- d. **Verifying leave for wellness events**

Mary Ann will send inquiry to Dean's Cabinet regarding leave options when participating in a wellness activity. The goal is to have consistency. History: When MUS Wellness brings a live event to campus or has a webinar, traditionally employees can attend the one hour event and only use ½ hour of leave. This allows ½ hour for lunch. Should there be a process to submit events to some group (Cabinet, Professional Development?) to determine eligibility for the ½ leave option?
- e. **Spring Employee Appreciation Luncheon** Monday, May 13, 2019
  1. Budget modification approved to move & give Glen an honorarium award of \$50. Mary Ann will ask Rick Henry and Phil to head up purchase.
  2. Bridget confirmed with Wyatt LaPram that Welding Club will make a branding iron for Glen, Bridget will design.
  3. All but one Longevity recipient form returned, Mary Twardos will send all to Glen 3/14/19
  4. Menu - Mary Ann will review Sodexo menu as possible caterer and review QWL budget.
  5. Employee Recognition Award – Mary Ann will update and send out 4/1/19
  6. Centerpieces – Tabled to next meeting
  7. Retiring Employees – Therese confirmed Becky Gibson retiring
  8. Mary Ann will confirm date of Monday May 13 with Dean's Cabinet and have Christy reserve date on calendar.

