



## **TEAM LIFE MINUTES**

**September 10, 2008**

The meeting of the Team Life Committee was held on Wednesday, September 10, 2008 in room SSC-35. Patti Waterman called the meeting to order at 8:30 a.m.

### **Roll Call**

Members Present: Scott Cathcart; Jayne Conway; John Emerson; Kelly Falcone; Shawna Hearn; Lucy Nelson; Patti Waterman (Chairperson)

Members Absent: Terri Wallace

Recorder: Shawna Hearn

### **I. Minutes**

Not applicable; committee decided not to take minutes in 2006, and has decided to begin taking minutes again for the 2008-2009 academic year.

### **II. New Business**

#### *A. Meeting Dates and Times*

The committee decided to continue meeting on the first Wednesday of each month at 8:30 a.m. Lucy Nelson volunteered to find a permanent meeting location and send meeting requests through Outlook to all committee members.

#### *B. Committee Member Responsibilities*

Patti Waterman discussed responsibilities assigned to specific committee members for 2008-2009 as follows:

Scott Cathcart – Support Team Life-sponsored events and activities

Jayne Conway – Support Team Life-sponsored events and activities

John Emerson – Support Team Life-sponsored events and activities

Kelly Falcone – Team Life website upgrade and updates; post sample exercise programs to website; facilitate the “Biggest Loser” challenge

Shawna Hearn – Record meeting minutes and present Team Life reports to HRSPC

Lucy Nelson – Locate meeting locations and send meeting invitations to committee members

Terri Wallace – Serve as committee’s treasurer

Patti Waterman – Serve as committee’s chairperson

### *C. Review of 2007-2008 Team Life Events and Activities*

The committee reviewed the events and activities sponsored by the committee during the 2007-2008 academic year. Eight wellness seminars were offered to faculty and staff through Professional Development, and each seminar had 5-10 attendees. In the spring, two lunchtime walking events were held for faculty and staff. The “Biggest Loser” weight loss challenge during the spring was very successful. Many faculty and staff participated and a luncheon/awards ceremony at the end of the semester. During the summer, several “Biggest Loser” participants held another weight loss challenge of their own. 16 employees participated in the two Wellness Center seminars offered by Patti and Kelly at the end of the spring semester. Overall, approximately 220 employees participated in Team Life activities during the Spring 2008 semester.

### *D. Team Life Events and Activities for 2008-2009*

The committee discussed events and activities planned for the 2008-2009 academic year as follows:

“Biggest Loser:” Another “Biggest Loser” weight loss challenge will be held during the fall semester. A kick-off event, including the first weigh-ins for participants, will begin on Wednesday, September 17.

Professional Development Seminars: During the fall semester, Patti and Kelly will offer two wellness seminars to faculty and staff through Professional Development. The first will be held on Tuesday, October 17 and will be an opportunity for participants to ask questions about health-related topics; the second will be held on Wednesday, December 2 and will include physical activities for attendees. Both seminars will be held from 4:00 – 6:00 p.m. in room O-13.

Lunchtime Walks: The committee agreed that the lunchtime walks sponsored by Team Life in the past were successful, and suggested that a walk be held towards the end of October this year. The theme and date will be decided at a future meeting.

Campus Walking Routes: John volunteered to work with Kelly on developing campus walking routes in AutoCAD. Kelly will post these routes on the Team Life website.

Longevity Testing/Seminars: The vendor for the Longevity Wellness Program has contacted Kelly to ask if Team Life would be willing to host wellness testing and seminars offered through Longevity. Lucy indicated that the program would need to be advertised before sign-ups for flex spending begin in October, because the program can cost over \$200 per participant depending on the number of tests s/he chooses and flex spending can be used to cover this expense. Jayne mentioned that blood pressure monitoring and cholesterol tests, which cost \$15, are available to employees through Health Services. Kelly offered to forward the information she received from Longevity to committee members to decide whether the testing should be offered.

Pool Exercise Classes: Classes might be offered again this semester during the evenings.

## **III. Old Business**

### *A. Polar Fitness Testing Equipment*

Kelly and Patti said that the fitness testing equipment had been delivered and they have found a room to use for the tests. A request has been submitted to Facilities to install a window in the room before it is used for testing, and a computer is still needed to run the machine. Shawna submitted a request for a computer to I.S. several months ago. I.S. responded that they would donate a computer once the room was located. Since then, Kelly has requested a laptop instead so that she can offer testing in her office until the room is ready. Shawna forwarded the new request to I.S. but has not yet received a response. Jayne said that she will be getting a new laptop soon and would be able to donate her old laptop if its specifications are in line with those of the machine. Kelly will send the specifications to Shawna and Jayne, who will work together on transferring the laptop to Team Life.

IV. **Other**

None

V. **Adjournment**

The meeting was adjourned at 9:05 a.m.

**\*\* Next meeting: Wednesday, October 1, 2008 from 8:30 – 9:30 a.m. (location TBD) \*\***