Call to Order
Steve Lewis called the meeting to order at 2:35 pm.

Attendance
The following persons were present: Steve Lewis (chair), Renae Novak, Kim Haughee, Mary Twardos, Rick Henry, Mary Ann George and Christy Stergar.

Review of Minutes
The minutes from the December meeting were approved. Renae made a motion and Rick seconded.

Old Business
November Well Check
Steve reported that 40 people attended the well check for HC campus. 77% were returning participants and 23% were new.

Winter Appreciation Luncheon
Steve and committee members agreed that it was a good event. We were again billed a lower amount than budgeted for the food and it ran out. Members discussed this concern and Steve will visit with Elizabeth and Josh about this.

Giving Basket Recap
All agreed it was a huge success this year. Eleven baskets were provided by staff groups. There was a discussion about the distribution of the baskets: maintaining privacy, perishable items that may be in another location, etc. Kim suggested that three committee members could be designated as basket “runners” and deliver to people’s vehicles or at a designated meeting space away from E’s office. Steve will meet with E to share our suggestions and get additional ideas.

Walking route map
Mary Ann and Renae will complete the route to be as close to ½ mile as possible.

New Business
MUS Wellness Conference Call
Steve participated in a conference call with Kristin (Nutrition) and Neal (exercise). He is very impressed with the programs and tools they are providing. They are willing to come to our campus and provide workshops as long as we can guarantee ten or more participants. Rick shared that he follows the wellness team on twitter.
The spring wellness check is on April 2. This may be a good day to have a “brown bag” lunch workshop since Kristin and Neal will be in Helena.
The website for wellness is wellness.mus.edu and montanamovesandmeals.com.
Committee agreed to schedule a workshop on April 2.

Mary Ann asked for ideas from committee members for the Winter HC Wellness Newsletter.

Budget
Budget for FY14 will be submitted by Steve. Items on budget include two employee recognition luncheons, pins, Employee excellence award and magazine subscription. Steve asked committee members if $15 per person is adequate for the luncheons. All agreed that if it is being catered “in house” it is fine but if we ever use an outside vendor we may need to budget higher. Steve will justify budget request if asked by Budget Committee.

Self Study
Standing Committees will be given tasks and Mike Brown will coordinate.

Open Forum
Rick suggested that it would be good for morale to have an activity or event that would bring campus staff together. The committee discussed the best way to communicate “non-institution” information to staff. Some suggestions were a secure Facebook page, a staff forum. While no decision was made about how to accomplish this, this topic will be brought up at College Council to see if there were any ideas from that group.

Meeting adjourned at 3:35 pm

**ACTION ITEM:** Steve will forward members Budget
**ACTION ITEM:** Steve will speak to Elizabeth and Josh about food service for Recognition Luncheon.
**ACTION ITEM:** Mary Ann and Renae will complete the wellness walk.
**ACTION ITEM:** Steve will meet with Elizabeth to discuss Giving Basket distribution.
**ACTION ITEM:** Steve and Mary Ann will discuss non-essential employee communication avenues at College Council.