

2019 GRCC Team Charter

Team Name: Employee Wellness Team

Team Leader: Employee Events, Engagement, and On-boarding Coordinator or designees

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

Through educational opportunities and wellness activities, the purpose of the Employee Wellness Team is to enhance the professional and personal well-being of our employees to maintain a healthy, productive, and balanced lifestyle.

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

The Employee Wellness Team's decision-making context is based on the budget allocated through Staff Development. The scope of the team's decision making is driven by those activities that provide information and/or activities based upon the 7 Dimensions of Wellness to GRCC employees.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

The overarching goal of this team is to enhance our employees' professional and personal lives. The team consists of cross-college volunteers who will meet bi-annually to review, develop, and implement offerings to achieve these goals. An annual planning meeting will be held in May/June to identify and schedule opportunities for the upcoming year. Additionally, the members of the team will play a pivotal role in coordinating and executing these efforts.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The stakeholders are GRCC Employees and GRCC as an institution. Key requirements for employees are to be provided with opportunities to build/strengthen their professional skills, to obtain knowledge to create/maintain a healthy lifestyle, and to simply connect with their coworkers to enhance their sense of community. As a result of these opportunities, GRCC will benefit from more skilled, satisfied, and productive employees. Additionally, healthier employees will ultimately help reduce absenteeism and be great examples to other employees, students, and our community as a whole.

5. Resources Needed (*both people and budget*)

A diverse group of cross-college employees to participate on the Employee Wellness Team who are passionate about the mission and can collaborate to develop meaningful opportunities for our employees. Additionally, the commitment of college leadership to encourage employees to attend these events, and employees to participate in offerings. A healthy budget allocated through Human Resources (Staff Development) will help this team to achieve their goals.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

The team will strive to receive constructive feedback from our target audience (GRCC employees) to better understand issues and will develop strategies to overcome them.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

The team will actively collaborate with other areas of the college to ensure the 7 Dimensions of Wellness are being adhered to.

8. Review Progress (*How and when will the work of this team be reviewed?*)

The Employee Wellness Team will meet annually, typically in May/June, to review event attendance and feedback. The team will identify improvement opportunities for the upcoming year.

9. Team Leader, Current Members, and Membership Specifications

Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members? Please also list the current members on the Team by name.

The team currently consists of self-appointed employees. Membership is voluntary, with a year-long commitment highly encouraged, but not required. Anyone interested in participating is welcome.

Team Leader: Employee Events, Engagement, and On-boarding Coordinator or designees
Team Members (subject to change): Cora Beute, Theresa Freiberg, Maria Herrera-Belmares, Christina McElwee, Beth Damon, and Tess Dodd.

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

We continue to offer a variety of wellness classes to appeal to individuals of any fitness level, which incorporate early morning sessions, lunch hour sessions, as well as after work sessions. This flexibility of topics and times has led to an increase in attendance for these offerings. Additionally, we were able to continue offering Weight Watchers At Work to campus and have seen great participation and engagement with this program. Many of the staff development learning opportunities are wellness focused and those sessions typically draw a lot of interest and participation.

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2019?*)

The main goal of the team is to spread awareness of our wellness opportunities and, in turn, increase participation. With the recent renovation and upgrades to the Ford Fieldhouse facility, the team would like to see more participation in wellness classes as well as additional wellness initiatives and campus wide endeavors from GRCC staff and faculty.

12. Please describe any current challenges the team is facing.