2015 GRCC Team Charter

Team Name: Employee Wellness and Completion Team
Team Leader: Julie Otte

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 & Enrichment 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 & Enrichment Team 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 events, information or activities based on 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?) This team is made up of employees across the college. The team will meet quarterly to oversee the work of the team/program by integration/coordination work, directing evaluation efforts, and reporting to the college as a whole. It will conduct an annual planning meeting in May and/or June to develop a calendar of activities or events and share ideas for the next year. The team also helps out with wellness and enrichment activities (handing out flowers for Valentines day, wellness exercise classes and learning opportunities).

4. Stakeholders and their Key Requirements (For whom is this team doing their work? What do they want?)
   Employees – develop healthier habits regarding movement & exercise along with building, maintaining and encouraging healthy lifestyles.
   GRCC – healthier employees will ultimately help reduce the amount of sick days, absenteeism and be great examples to other employees, students and the community as a whole.
5. Resources Needed *(both people and budget)* Cross section of GRCC employees committed to wellness and budget allocated through Staff Development.

6. Troubleshooting Path *(How will unresolved issues or roadblocks be handled?)*
   Team works collectively to troubleshoot and create new programs.

7. Requirements for Integration with other Departments or Teams *(How does this Team interface with others doing concurrent work?)*
   The team will collaborate with other areas of the college to assure the 7 dimension of wellness are being adhered to.

8. Review Progress *(How and when will the work of this team be reviewed?)*
   Team meets annually in May or June to review the past year and plan 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 is “self-appointed” and volunteers. The membership is voluntary and any member can leave if they feel they are not able to be a part of the team any longer. Anyone interested can be a member.

   The team leader is: Julie Otte
   The team members are:
   - Cora Beute
   - Staci Dever
   - Mike Faber
   - Theresa Freiberg
   - Rick VanderVeen
   - Maria Herrera-Belmares
   - Cheryl Floyd
   - Christina McElwee
   - Steevigh Cwayna
   - Beth Damon
   - Dawn Zuidgeest-Craft
   - Keri Davis
   - Tess Alliston
   - Marcia Lee
10. List the major team accomplishments over the past year. *(What are your outcomes?)* Increased participation through wellness programs offered as learning opportunities though Kent County Health Department and Allegro Coaching. Increased participation in wellness exercise classes in each session offered.

11. List the major team goals for the upcoming year. *(What do you plan to accomplish as a team in 2015?)* Offer more classes for wellness initiatives, have a permanent room for exercise classes that has space for exercise along with meditation. This room would have basic exercise equipment such as yoga mats, balance balls and hand weights. Increase participation by 20%.

12. Please describe any current challenges the team is facing.
   One challenge is communication. Julie is working to conquer that challenge by providing communication materials in multiple formats.
   Another challenge is adequate space to provide exercise classes that are convenient and appropriate for employees. With the abundance of space at the college, there is little room for exercise when students are not utilizing them.