COMPREHENSIVE WELLNESS PROGRAM
AQIP PROJECT CHARTER [EC SUBMISSION XXX]

100-word project description from the AQIP Action Project Directory:

The goal of this project is the development of a college-wide, comprehensive wellness program. Specifically, the project team should examine the integration of initiatives that already exist on campus and in conjunction with community partners, such as Weight Watchers at Work, walking groups, healthy eating choices in the College restaurant and vending machines, and the issue of a smoke-free/tobacco-free workplace. In addition, one aspect of this project is the potential to relocate the current MCC academic fitness center into a comprehensive space for instructional, organizational, and community efforts to improve wellness for MCC students and the college community.

I. Business Case

Rationale: The health of the Mott Community College community (including the families of employees) is critical to the success of MCC for four reasons. First, the College values each and every employee as an individual. Second, we need the full presence and attention of every employee every day to fulfill our commitments to our students and community. Third, the College has adopted wellness as one of the key components in its long-term strategy for managing the rise of health insurance costs. Finally, improving the health of the College community will help improve academic success. This can be demonstrated by the concept that healthy individuals lead to successful students and thus equate to higher graduation rates.

Do-Nothing Scenario: If this Action Project is not undertaken, MCC will miss the opportunity to help the College community develop comprehensive healthy lifestyles. In addition, the College will continue to realize rising health care costs well above trend which are beyond the College’s ability to pay and which consume scarce resources that have been declining for many years, and are anticipated to continue declining for the next several years. Finally, the College will experience unacceptable levels of productivity loss and absenteeism.

Timing/Resources: We estimate that a formal recommendation from this group will be made in April 2011. It is our estimation that the resources dedicated to this Action Project are adequate to result in the successful completion of this goal.

II. Problem/Opportunity/Goal Statements

a. Problem Statement: While the College is concerned about the health and wellness of the College community, it has not previously been a priority.

b. Opportunity Statement: The problem at hand presents the opportunity to help the College community to get healthy or to stay healthy. A wellness program also presents the opportunity to enhance college learning, promote a sense of
campus pride, and improve retention. We can also help moderate the rate of increase in health insurance and help promote a better quality of life for our employees and students. This is consistent with the College’s long-term goal of reducing the rate of health costs to medical trend, as well as in line with the College’s Strategic Plan, focusing on controllable costs and implementing a strategy to address the College’s long-term deficit (MCC Strategic Plan, Sections 7.1 and 7.3).

c. **Goal Statements:** The goal of this team is to develop recommendations on implementation of a comprehensive wellness program for MCC’s College community (including the families of employees) which support the College’s long-term goal of moderating the rate of health insurance rate increases to medical trend. In reaching this goal, other related goals such as the following will likely be reached:

- Promote awareness of the current wellness programs/initiatives that MCC offers
- Create an understanding of the tie between employee health and job performance, resulting in better service to our students and thus better student success.
- Reduce risks and increase benefits associated with the operation of the College’s current fitness center
- Provide meaningful physical activities for students, faculty, and staff of all ages.
- Increase health and wellness for the entire College community

III. **Scope/Constraints/Assumptions**

a. **Scope:** This project is limited in scope in that it is only charged to recommend improvement strategies and the related outcome measurements. Any proposed changes must go through established departmental/organizational processes. The primary focus of this project is MCC’s employees and families, although health improvement opportunities for students will be associated with and linked to dimensions of this project.

b. **Constraints:** The primary constraints for this Action Project will be available financial resources and the fact that while the College can create the systems and motivational features that encourage wellness and health improvement, it is solely the responsibility of the individual to take the steps necessary to improve and maintain health and wellness.

c. **Assumptions:** Our team makes the following assumptions about wellness at MCC:
• The focus of this project is the health and wellness of the College community
• Wellness and fitness have not been an organizational focus or priority in the past. Achieving the desired measurable outcomes is a long-term multi-year change management process that will require a comprehensive, integrated strategy that includes, as a minimum strong organizational leadership support and an integrated system of motivational incentives and disincentives to promote behavior modification.
• There is strong employee support and enthusiasm for a formal, comprehensive wellness program at MCC
• Improving the health of our employees will help contain the increasing cost of health insurance. While studies show that the return on investment upon implementing a formal wellness program is fairly high, such economic savings do not generate net income in the context of the College’s long-term structural deficit.
• Improving the health of our employees will help minimize lost productivity
• Improving the health of our students will help improve academic success

IV. Team Guidelines

The following operational guidelines will apply for regular meetings. These guidelines may be revised or expanded as necessary.

• Each participant commits to attend meetings regularly
• Meetings will start on time
• Each participant will come to the meeting prepared, having done any “homework” assigned prior to the meeting
• Only one person speaks at a time
• Everyone is responsible for speaking and asking questions
• Everyone will be treated respectfully
• Agendas will be developed for meetings
• Each participant shall keep a positive attitude about what we’re here to accomplish
• Meetings will end on time

V. Team Membership

Membership on AQIP Action Project teams is set by the President and Executive Cabinet who strive to invite a diverse and cross-functional group of employees to serve. This team includes the following MCC employees:

• Kristi Dawley, Co-Chair
• Dennis McKenzie, Co-Chair
This project will follow the 7-Step Plan/Do/Check/Act (PDCA) Cycle:

- Step 1: Identify Area for Improvement
- Step 2: Define Current Situation *(November 2010 meeting)*
- Step 3: Analyze Current Situation *(January & February 2011 meetings)*
- Step 4: Develop an Improvement Theory *(February & March 2011 meetings)*
- Step 5: Implement Best Strategies
- Step 6: Monitor Results
- Step 7: Adjust, Standardize, or Plan Further

As the scope of this project is the development of recommendations, our work will be completed with step 4 which it is hoped will be the basis for organizational action in step 5. Additionally, since our recommendations will include suggestions for outcome measures, the project will create the framework for steps 6 and 7. In preparation for its work, the team has determined the following present and future steps:

- Completion of this charter document
- Exploration of the current wellness initiatives on campus
- Review of best practices in wellness programs, as part of Step 4

**VII. Identification of Important Stakeholders**

A number of programs, departments, divisions, and stakeholder groups will be impacted by the activities of this team, among them:

- MCC staff and faculty
- Health Sciences
- Athletics
• Bear Bistro and Applewood Café
• Grant Development (as a part of Student and Administrative Services)
• Public Safety
• Vendors
• Students
• Culinary Faculty
• Professional Development
• Marketing
• Counseling
• Mott Middle College High School (MMCHS)
• Human Resources